CALL TO ORDER

Chairperson Koenig called the September 25, 2018 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

Members Present at Roll Call: Koenig, Anthony, Banas, Celentino, Crenshaw, Grebner, Maiville, Morgan, Naeyaert, Nolan, Tennis, Schafer, and Sebolt.

Members Absent: Hope.

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Koenig asked Undersheriff Andy Bouck, Ingham County Sheriff’s Office, to lead the Board of Commissioners in the Pledge of Allegiance.

TIME FOR MEDITATION

Chairperson Koenig asked those present to remain standing for a moment of silence or prayer.

APPROVAL OF THE MINUTES

Commissioner Crenshaw moved to approve the minutes of the August 28, 2018 meeting. Commissioner Banas supported the motion.

Commissioner Sebolt stated that he was not sure of the exact mechanism to make these changes but he felt that the record was not totally accurate. He further stated that page 69 of the August 28, 2018 minutes was where Commissioner Nolan had addressed the body.

Commissioner Sebolt stated that the minutes showed that Commissioner Nolan had commented on a FOIA request for Clerk Byrum and that it was not forthcoming, particularly concerning documents provided to the Michigan State Police. He further stated that he had FIOAed Commissioner Nolan’s FOIA request and there were documents provided to her, including documents provided by Clerk Byrum to the Michigan State Police.

Commissioner Sebolt stated that Commissioner Nolan’s statements were inaccurate and perhaps misleading. He further stated that he thought that the public record should reflect that.

Commissioner Sebolt stated that on page 71 of the minutes, Commissioner Grebner made remarks concerning his opinion about what circumstances must arise for a Commissioner to be removed from the Board of
SEPTMBER 25, 2018 REGULAR MEETING

Commissioners. He further stated that Commissioner Grebner did not disclose that his comment was not neutral. as he was legal counsel for Commissioner Nolan.

Commissioner Sebolt stated that this was important information for the public to have when reading the Board of Commissioners minutes.

Chairperson Koenig stated that information could be provided in these minutes, but this motion was to approve the minutes so long as they accurately reflected what was actually said at the meeting.

Commissioner Nolan stated that at the time that she had made the statement, it was accurate. She further stated that the five days had passed for the FIOA request.

Commissioner Nolan stated that she had not received the latter requesting an extra 10 days until after the meeting. She further stated that it took the FIOA request more than 15 days but it finally came.

Chairperson Koenig thanked Commissioner Nolan for her clarification.

Commissioner Sebolt stated that he would have check his County email records but he believed that the Commissioner Nolan’s FOIA request had been made prior to the Board of Commissioners meeting and in a timely manner.

Chairperson Koenig stated that at this time, the Board of Commissioners was approving the meeting minutes.

Commissioner Sebolt stated that he wanted to see the minutes reflect accurate information.

Chairperson Koenig stated if he found anything else it could be added later. She further stated that she thanked the Commissioners for clarifying the record.

The motion to approve the minutes carried unanimously. Absent: Commissioner Hope.

ADDITIONS TO THE AGENDA

Chairperson Koenig indicated that Board rules state resolutions would ordinarily be referred to a committee unless there was a 2/3 vote to allow the resolution to be considered by the Board immediately.

Commissioner Crenshaw moved to allow Agenda Item 9, Resolution Appointing Jodi LeBombard as Ingham County Animal Control Director, to be considered immediately. Commissioner Naeyaert supported the motion.

The motion carried unanimously. Absent: Commissioner Hope.

Chairperson Koenig stated without objection, substitute resolutions would be added for Agenda Item Nos. 10, 18, 30, 35, and 38.

PETITIONS AND COMMUNICATIONS

A RESOLUTION FROM THE ANTRIM COUNTY BOARD OF COMMISSIONERS IN OPPOSITION TO SENATE BILL 1031. Chairperson Koenig referred the resolution to the Finance Committee.
SEPTEMBER 25, 2018 REGULAR MEETING

A RESOLUTION FROM THE ANTRIM COUNTY BOARD OF COMMISSIONERS IN OPPOSITION OF THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES’ PLAN TO ELIMINATE BAITING AND THE SALE OF BAIT. Chairperson Koenig placed the resolution on file.

A RESOLUTION FROM THE ANTRIM COUNTY BOARD OF COMMISSIONERS IN OPPOSITION OF THE LEGALIZATION OF MARIJUANA FOR GENERAL USE. Chairperson Koenig placed the resolution on file.

A RESOLUTION FROM THE MARQUETTE COUNTY BOARD OF COMMISSIONERS IN SUPPORT OF THE DEVELOPMENT OF AN ADDITIONAL LOCK AT THE SOO LOCKS. Chairperson Koenig placed the resolution on file.

A LETTER FROM THE CITY OF EAST LANSING ANNOUNCING AN AMENDED BROWNFIELD PLAN AND NOTICE OF PUBLIC HEARING. Chairperson Koenig placed the letter on file.

THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY, AIR QUALITY DIVISION’S PENDING NEW SOURCE REVIEW APPLICATIONS REPORT. Chairperson Koenig placed the letter on file.

INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION PROGRAM ANNUAL REPORT. Chairperson Koenig accepted and placed the report on file.

INGHAM COUNTY HEALTH DEPARTMENT 2017 ANNUAL REPORT. Chairperson Koenig accepted and placed the report on file.

LIMITED PUBLIC COMMENT

Dave Edgar, representing Ingham County Drain Commissioner Patrick Lindemann, provided the 2018 drain commissioner assessment rolls to the Board of Commissioners.

Mark Eagle, Lansing Chapter of the National Federation of the Blind, stated that he was before the Board of Commissioners to speak about accessible voting machines. He further stated that he was a member of the Ingham County Equal Opportunity Committee.

Mr. Eagle stated that accessible voting was a fundamental right. He further stated that he studied Political Science as an undergrad student, and received his Master’s Degree in Public Policy.

Mr. Eagle stated that the Hart and Dominion voting machines did not protect the right to accessible voting. He further stated that the machines violated the Help America Vote Act (HAVA).

Mr. Eagle stated that this resolution helped to provide protection for the entire County and encourage the rest of the counties in Michigan to change to accessible voting equipment. He further stated that this set an example for the State of Michigan.

Fred Wurtzel, Lansing Chapter of the National Federation of the Blind, stated that he would also like to speak to the resolution on voting machines. He further stated that the Dominion machines were not a good choice for use for people who were blind.

Mr. Wurtzel stated that he had complained about the machines the day after the November 2017 Election. He
further stated that he had spent an hour and a half with Clerk Susan Aten to attempt to use the machine and they could not figure it out.

Mr. Wurtzel stated that he had since learned to use the machine but it was difficult. He further stated that his father had been involved in politics on the township level and he had learned the importance of voting early.

Mr. Wurtzel stated that his father fought in the Battle of Bulge in order to protect the rights of citizens including the right to vote. He further stated that he had an opinion article published in the Lansing State Journal applauding HAVA and discussing why it was important when it was passed.

Mr. Wurtzel stated that Dominion took his right to vote away as did Hart. He further stated that the machines were disenfranchising people who were blind.

Mr. Wurtzel stated that the members of the Board of Commissioners were gatekeepers of civil rights and they needed to get rid of Dominion so everyone could have a secret vote.

Ody Norkin, Lansing Chapter of the National Federation of the Blind, stated that the standard litmus test for the Dominion voting machine should be the ATM litmus test. He further stated that a person who was blind could go to an ATM and conduct their transaction privately and effectively.

Mr. Norkin stated that for the last 40 years, people who were blind could use ATMs. He further stated that either the Dominion machines needed to have their software altered to make them useable or be decertified.

Mr. Norkin stated that he understood that decertification could take time. He further stated that this resolution should be applauded.

Mr. Norkin stated that this issue needed further examination. He further stated that the Secretary of State’s Bureau of Elections told him that they were not able to request that a national company, such as Dominion, make these changes, but the County could make that request.

Mr. Norkin stated that these machines led to voter suppression and that should not be acceptable to members of the Board of Commissioners.

Jamie Hillman, Save the Lansing Michigan Pit Bulls, stated that she and many others in the animal rescue committee were thrilled with the selection of the new Ingham County Animal Control (ICAC) Director. She further stated that she knew that the last several months were difficult and thanked the Board of Commissioners for their hard work.

Connie Kapugia, concerned citizen, stated that she wanted to thank the Board of Commissioners for moving forward and selecting Jodi LeBombard as ICAC Director. She further stated that she wanted to thank Sergeant Daenzer for his hard work as Interim ICAC Director.

Ms. Kapugia stated that she appreciated that Sheriff Wigglesworth provided his staff to help at the ICAC.

Jyl Alward, concerned citizen, stated that she agreed with the previous speakers. She further stated that she was really happy that Jodi LeBombard was coming back to the ICAC.

Ms. Alward stated that she was sure that Ms. LeBombard would be able to work with the Capital Area Human Society, unlike past Directors. She further stated that Ms. LeBombard was awesome and would rock it.
Maggie Emersen-Rich, concerned citizen, stated that she wanted to thank the Board of Commissioners for their hard work with the ICAC. She further stated that she was thankful that they were bringing Ms. LeBombard back which will help to restore the volunteers and community’s faith.

Belinda Fitzpatrick, concerned citizen, stated that she was concerned about ICAC confiscating 80 chickens and other animals from a Lansing resident. She further stated that ICAC should not confiscate animals with limited resources to care for those animals unless there was a danger for the animals.

Ms. Fitzpatrick stated that perhaps ICAC should establish an ombudsman to deal with these type of cases that were neighborhood disputes. She further stated that 80 chickens sounded like a lot but taking them away may have not been the best for the animals.

Ms. Fitzpatrick stated that the chickens would be traumatized and people would not want to eat them after they were traumatized. She further stated that these animals would need to be adopted.

Ms. Fitzpatrick asked why the dogs were also taken. She further stated that she wondered if Ingham County had the obligation to enforce the Michigan law against farm animals.

Ms. Fitzpatrick stated that the Michigan Department of Agriculture and Rural Development did not want to regulate that law. She further stated that she wondered if animals used in urban agriculture were not considered farm animals.

Ms. Fitzpatrick stated that she had a list concerning what was considered farm animals that the County Attorney had sent to her when she had ducks. She further stated that cows, horses, and pigs were considered farm animals, but she wondered about rabbits.

Ms. Fitzpatrick stated that the State wanted to regulate farm animals. She further stated that maybe urban farm animals were not considered farm animals.

Ms. Fitzpatrick stated that she wanted to congratulate Ms. LeBombard and perhaps they could discuss this issue at a later date.

**CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR**

None.

**CONSIDERATION OF CONSENT AGENDA**

Commissioner Naeyaert moved to adopt a consent agenda consisting of all action items, except Agenda Item Nos. 9 and 35. Commissioner Celentino supported the motion.

The motion carried unanimously.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote. Absent: Commissioner Hope.

Items voted on separately are so noted in the minutes.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 9

Introduced by Commissioners Crenshaw, Maivre, Naeyaert and Nolan of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING JODI LEBOMBARD AS
INGHAM COUNTY ANIMAL CONTROL DIRECTOR

RESOLUTION # 18 - 364

WHEREAS, the position of Animal Control Director was posted and advertised in accordance with Ingham County hiring procedures; and

WHEREAS, applicants were reviewed and screened and interviews were held by the Animal Control Director Search Committee; and

WHEREAS, the Animal Control Director Search Committee is recommending the selection of Jodi LeBombard as Animal Control Director for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Jodi LeBombard as Ingham County Animal Control Director, effective October 15, 2018.

BE IT FURTHER RESOLVED, that Jodi LeBombard will be placed on the current salary schedule for the Animal Control Director at MCF-12, Step 1 ($72,161.54) with terms of employment and compensation as outlined in the Ingham County Managerial and Confidential Manual.

Commissioner Crenshaw moved to approve the resolution. Commissioner Naeyaert supported the motion.

Commissioner Crenshaw stated that it was an honor to introduce this resolution appointing Jodi LeBombard as the ICAC Director. He further stated that the Interview Committee interviewed five qualified individuals and Ms. LeBombard stood out as the best choice.

Commissioner Crenshaw stated that Ms. LeBombard had the qualities that were needed to move forward and build the new animal shelter. He further stated that she was a long time employee and it was good to have Ms. LeBombard back from Jackson County.

Commissioner Naeyaert stated that she would like to echo Commissioner Crenshaw’s remarks. She further stated that she was thrilled that a consensus of the committee supported the appointment of Ms. LeBombard.

Commissioner Naeyaert stated that she would like to thank the citizen members of the Interview Committee including that members of the Citizen’s Advisory Board, volunteers, staff, and the community. She further stated that their input was crucial to the decision.
Commissioner Naeyaert stated that she wanted to thank Sergeant Daenzer for his leadership at the ICAC and setting the bar high. She further stated that she looked forward to changes at the ICAC and Ms. LeBomard's new role as Director.

Commissioner Maiville stated that he agreed with Commissioner Naeyaert's comments. He further stated that he also wanted to thank the community members on the Interview Committee.

Commissioner Banas stated that she wanted to congratulate the community members and those serving on the Interview Committee. She further stated that she was not a member of Interview Committee but she had interviewed Ms. LeBombard at a prior occasion and knew that she was a quality candidate and had been recognized with awards as an Animal Control Officer.

Commissioner Banas stated that she was encouraged to see that the County was developing staff through the ranks. She further stated that she wanted to encourage the Controller's Office to offer any opportunities to Ms. LeBombard in order for her to be successful in her job.

Commissioner Banas stated that she would like to see education and professional opportunities offered and that the Controller needed to continue to support the position.

Commissioner Grebner stated that nothing says welcome like an outbreak of ring worm.

The motion carried unanimously by a roll call vote. Absent: Commissioner Hope.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201
AGENDA ITEM NO. 10

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ON ACCESSIBLE VOTING MACHINES

RESOLUTION # 18 - 365

WHEREAS, universal suffrage, the hard-won right of every citizen to vote freely and secretly, is the bedrock upon which our society functions; and

WHEREAS, the “Help America Vote Act” (HAVA) has greatly strengthened these rights by requiring voting officials to take all necessary steps to see that all voters including blind and otherwise disabled voters receive a fully accessible secret and unified voting experience; and

WHEREAS, since the implementation of HAVA, we have made great progress in the development and use of accessible voting machines; and

WHEREAS, the Ingham County Board of Commissioners recognizes the importance of providing blind and otherwise disabled people the right to cast a fully private and independent ballot by supporting the adoption and implementation of the Help America Vote Act of 2002; and

WHEREAS, the Help America Vote Act of 2002 enables blind voters and other voters with disabilities to exercise their right to vote privately and independently at each polling location by requiring at least one voting system accessible to individuals with disabilities in a manner that provides the same opportunity for access and participation in the voting process including nonvisual accessibility for the blind and visually impaired; and

WHEREAS, the State of Michigan recently completed the process of evaluating and certifying new voting machines and equipment to replace aging voting machines and equipment purchased over ten years ago to comply with the provisions of the Help America Vote Act of 2002; and

WHEREAS, the State of Michigan concluded that three different voting machines and equipment were deemed to comply with the provisions of the Help America Vote Act of 2002 including Dominion, Hart, and ES&J that could be purchased by each county in Michigan; and

WHEREAS, a majority of the counties in Michigan purchased voting machines and equipment from either Dominion or Hart which were not deemed to be fully accessible to blind and visually impaired voters during a mock election where all three voting machines and equipment were on display to be tested by voters in Michigan; and

WHEREAS, blind and visually impaired voters who live in the counties where the Dominion or Hart voting machines and equipment were purchased were not able to exercise their right to vote privately and independently in the same manner that provides the same opportunity for access and participation in the voting process during the August primary election as called upon in the Help America Vote Act of 2002.
THEREFORE BE IT RESOLVED, by the Ingham County Board of Commissioners assembled on this twenty-fifth day of September, 2018 in the city of Mason, Michigan that this organization condemn and deplore the certification of voting machines and equipment that are not fully accessible to blind and visually impaired voters by the Michigan Bureau of Elections and the Secretary of State of Michigan, and the purchase of voting machines and equipment that are not fully accessible to blind and visually impaired voters by county clerks.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners take any and all necessary actions to ensure blind and visually impaired voters in Ingham County, Michigan can exercise their right to vote privately and independently in a manner that provides the same opportunity for access and participation in the voting process as called upon in the Help America Vote Act of 2002.

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None  Absent: Naeyaert  Approved 09/18/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 11

Introduced by the County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF COMMITMENT FOR
TRANSPORTATION ALTERNATIVES PROGRAM FUNDS TO
CONSTRUCT NON-MOTORIZED FACILITIES ON
LAKE LANSING ROAD FROM HAGADORN ROAD TO SAGINAW HIGHWAY

RESOLUTION # 18 - 366

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT) and the Office of Economic Development; and

WHEREAS, the Ingham County Road Department applied for, and hopes to receive conditional commitment for $159,206 of Transportation Alternatives Program funding to construct non-motorized facilities on Lake Lansing Road from Hagadorn Road to Saginaw Highway; and

WHEREAS, the Ingham County Road Department attests to the existence of, and commits to, the $70,794 of matching funds necessary to carry out the project; and

WHEREAS, the Ingham County Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Office of Economic Development, and the Federal Highway Administration; and

WHEREAS, the Ingham County Road Department commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with Transportation Alternatives Program funding; and

WHEREAS, the Office of Economic Development requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department, to certify that all financing is in place, to certify a maintenance commitment, and to authorize an agency agent to implement the Transportation Alternatives Program project development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, certifies that the financing is secured, available, and committed for use in constructing the project; commits to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds; and authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program project development.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary Agreements that are consistent with this resolution and approved as to form by the County Attorney.

COUNTY SERVICES:  Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville  
Nays: None   Absent: Naeyaert   Approved 09/18/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201
AGENDA ITEM NO. 12

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT

RESOLUTION # 18 - 367

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated September 4, 2018 as submitted.

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None Absent: Naeyaert Approved 09/18/2018

Adopted as a part of a consent agenda.
### INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

**DATE** September 4, 2018

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SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 13

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE REORGANIZATION PROCEDURE POLICY

RESOLUTION # 18 - 368

WHEREAS, the structure of County government has a profound effect on the delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources and the needs of County residents; and

WHEREAS, implementation nuances encountered since adoption of the Reorganization Procedure Policy in 2014 led to conversations about clarity and intent.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves amendments to the Reorganization Procedure Policy as follows, effective upon ratification of this resolution.

1) Add definitions for “job description amendment,” “reclassification” and “reorganization” to distinguish each term and to provide guidance on selection of the proper procedure to address changes in each category.

2) Establish procedures for job description amendments, reclassification requests, new positions and reorganizations.

3) Add a provision in the reorganization procedure to compel review of job descriptions for all positions impacted by the proposed reorganization.

4) Allow an extension of up to six business days for a Union response to reclassification proposals at Step 4 of the Reorganization Procedure.

BE IT FURTHER RESOLVED that this policy shall be applicable to all departments of Ingham County.

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None    Absent: Naeyaert    Approved 09/18/2018

Adopted as a part of a consent agenda.
A. Purpose and Applicability

Because the structure of the County has a profound effect on the delivery and funding of services, the Board of Commissioners adopts the following policy with respect to reorganization. The provisions of this policy are intended to provide the Board of Commissioners with careful analysis based on workforce demands, financial resources and the needs of County residents.

Reorganization is the restructuring of departmental operations. The most common reasons to reorganize are job vacancies, the addition or loss of grant funds, the addition or termination of a program or service, the merger of two workgroups or a significant change in technology. This policy is not to be used to eliminate specific personnel or substitute for disciplinary policies.

While department reorganization may result in the classification/creation or changes to an existing position(s); this process is not used as a request for individual reclassification. Individual reclassification requests occur when an employee’s current position’s established classification is changed due to significant and permanent changes in the assigned responsibilities as the result of long-term adjustments to work assignments.

Since reorganizations impact classifications and employees, Department Heads are required to work in conjunction with Human Resources to ensure personnel issues are implemented according to the parameters of labor contracts. Department Heads will act as the principal advocate for the reorganization throughout subsequent discussions and review. Department Heads must consider the concerns of employees, unions, other departments, vendors, citizens and any related stakeholders while developing reorganization proposals.


B. Definitions

Terms and phrases used throughout this policy are defined as follows.

1. **Job Description Amendment** means a change in the essential functions, education or experience requirements of a position.

2. **Reclassification** refers to a modification in duties of a single position that results in a classification or compensation change.

3. **Reorganization** means a change in status of two or more positions, creating new positions, changing the duties and responsibilities of multiple positions or eliminating positions.
C. Procedure

1. Job Description Amendment

Department Heads shall work in conjunction with the Human Resources Department to modify a job description. The Human Resources Department will determine if proposed changes warrant reclassification of the position (pay grade change). If proposed amendments do result in changes to the position pay grade, then the department head must follow procedures set forth for reclassification requests, below.

Once complete, the proposed job description shall be forwarded to the appropriate labor union representative for review. The union will have six business days to review and offer comments on the proposed job description. If the union is in agreement with the suggested changes, then the Human Resources Department will notify the Department Head. If not, then a meeting will be scheduled between the union, Department Head and Human Resources Department to discuss the proposed job description. After the meeting the Department Head may move forward with the proposal.

If proposed amendments do not result in changes to the position pay grade, then the Department Head may post the position.

2. Reclassification

Reclassification proposals are considered as part of the collective bargaining process when Union officials call for reclassification requests from their respective members. Non-bargaining unit employees may request reclassification once each year upon expiration of the Managerial and Confidential Employee Personnel Manual.

Employees who seek position reclassification shall request the necessary application forms from either their Union or the Human Resources Department. Completed reclassification forms shall be submitted to the designated Union officials or the Human Resources Department by the closing deadline. The Human Resources Department shall schedule a meeting with the employee applicant, department supervisor, Department Head and appropriate union representative to review each reclassification request. Upon evaluation of each reclassification request, the Human Resources Department and union representatives shall meet to discuss their findings. If agreement is reached on the outcome of a requested reclassification, the Human Resources Director shall draft a resolution for consideration by the Board of Commissioners once the appropriate collective bargaining agreement has been settled. If no agreement is reached, then the reclassification request shall be referred to the negotiation table for discussion as part of the collective bargaining process.

The Human Resources Department shall notify employees about reclassification determinations upon approval or denial by the Board of Commissioners.
3. New Positions

Department Heads may propose new positions through the annual budget process or by way of a budget amendment. Budget amendments are processed through standing liaison committees and the Finance Committee. Department Heads shall propose a funding source for each new position proposed. No department may create a position, grant funded or otherwise, unless the Board of Commissioners has approved the position and appropriated the necessary funds.

4. Reorganization

Department Heads must follow the procedure as detailed in the Reorganization Procedure Form provided as an addendum to this policy. On this form, the order of tasks is definite but the corresponding timeline may fluctuate depending on various conditions: the number of positions involved in the reorganization, a change in the Board of Commissioner meeting schedule, a time-sensitive funding request, etc.

The Reorganization Procedure Form is necessary whenever a Department Head proposes a new position(s), a new classification(s) or a change to existing positions and classifications as a result of department reorganization. Examples of such changes include but are not limited to changes in job title, job duties, salary grade, union affiliation or status. The Human Resources Department will review the job description of all positions impacted by a proposed reorganization and recommend changes as necessary. Should any such change be necessary outside the definition of reorganization, the Department Head must still work cooperatively with Human Resources and the Union(s) to assure compliance with labor contracts.


<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
<th>Completed no later than</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department Head solicits input from staff, Union and discusses reorganization with the corresponding BOC Committee Chair. Department Head sends HR a preliminary plan including a list of tasks for each position and an updated organizational chart.</td>
<td>Start Date</td>
</tr>
<tr>
<td>2</td>
<td>HR creates draft job descriptions for Department Head to review.</td>
<td>7 business days to create JD</td>
</tr>
<tr>
<td>3</td>
<td>Department Head and HR work together to create final job descriptions. HR evaluates the final job descriptions for union placement and salary grade.</td>
<td>7 business days to evaluate</td>
</tr>
</tbody>
</table>
| 4    | HR sends notification to the appropriate Union representatives.  
       A. If the Union supports the classification, the process moves to step 5.  
       B. If the Union opposes the classification; the Department Head and HR schedule a meeting with the Union to discuss the concerns. Based on the meeting, the Department Head can proceed without Union support or return to Step 1 to alter the classification. | 6 business days for Union Response. An extension of up to an additional six (6) business days will be provided upon written request. |
| 5    | HR sends a New Classification Packet to the Department Head. The packet includes:  
       A. HR’s Memo of Analysis  
       B. Final job descriptions with Union designation and salary  
       C. Union response of support or opposition | 7 business days to send packet |
| 6    | Department Head secures a Personnel Cost Projection from the Budget Office. | 2 business days to obtain cost |
| 7    | Department Head submits a Discussion Packet to the Resolutions group by the 5pm agenda deadline. The packet includes the following information for all changes which result in an increased expenditure or a new job classification.  
       A. Memo of Explanation prepared by Department Head including updated organization chart.  
       B. A copy of HR’s New Classification packet  
       C. A copy of Budget’s Personnel Cost Projection | 1 business day (agenda deadline) |
| 8    | The Department Head attends sub-committee meetings and HR attends as needed. | 5 - 9 business days for meetings |
| 9    | Based on the subcommittee discussions, Department Head either returns to step 1 to make changes or prepares a Resolution Packet for the next round of subcommittee meetings by 5p.m. deadline to include:  
       A. Resolution written by Department Head  
       B. Memo of Explanation written by Department Head including updated organization chart  
       C. A copy of HR’s New Classification packet  
       D. A copy of Budget’s Personnel Cost Projection | 2 - 10 business days for resolution packet |
| 10   | The Department Head attends sub-committee meetings and HR attends as needed. | 5-9 business days |
| 11   | After passing through the subcommittees, the resolution proceeds to the Full Board of Commissioner meeting for final approval. | 5 business days after final subcommittee |

***Timeline is approximate as holidays and other scheduling anomalies may impact final date.  
Department Heads should anticipate 12 weeks for completion***
WHEREAS, Ingham County has been committed and maintains its commitment to equal opportunity and non-discrimination for all persons; and

WHEREAS, this commitment is reflected in an Equal Opportunity Plan which was adopted several years ago by the Board of Commissioners and voluntarily adopted by countywide elected officials and courts; and

WHEREAS, the current Equal Opportunity Employment Plan was last reviewed in total in 1991 and is in need of revision; and

WHEREAS, the Equal Opportunity Committee has devoted much time and effort in developing a proposed updated and revised Equal Opportunity Plan; and

WHEREAS, the revised plan re-emphasizes the County Board’s goal to recruit and maintain a diverse workforce based on the general characteristics of its population in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness, regardless of race, color, religion, sex, sexual orientation, gender identity or gender expression, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification); and

WHEREAS, it also emphasizes that the County will pursue an aggressive recruitment and personnel development program in order to maintain a highly qualified and diverse work force; and

WHEREAS, the Board of Commissioners urges the support of this plan by all offices and agencies of the county.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached revised Equal Opportunity Employment Plan which rescinds all prior Equal Opportunity Employment Plans adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all county departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this plan and shall work to further the achievement of the stated goals.
SEPTEMBER 25, 2018 REGULAR MEETING

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners requests and encourages all county wide elected officials and Chief Judges to voluntarily adopt this plan and to work to further the achievement of the stated goals, as they have done with prior plans.

BE IT FURTHER RESOLVED, that each county wide elected official or Chief Judge who does not voluntarily adopt this plan is requested to provide the County Board of Commissioners with their written policies regarding Equal Opportunity and Non-discrimination, including sexual harassment, in order to promote equal opportunity and non-discrimination in the county workforce and to minimize potential legal and financial penalties to their offices, the County Board of Commissioners, and the taxpayers of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all other entities within the county government to have equal opportunity and non-discrimination policies reflective of the goals set forth in this plan.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commends the Equal Opportunity Committee for its time and effort devoted to revising and updating this Plan.

BE IT FURTHER RESOLVED, that the County Clerk is directed to send a copy of this resolution and Equal Opportunity Plan to each department head, countywide elected official, Chief Judge, and other agency within the county government.

COUNTY SERVICES: Yea:s Nolan, Sebolt, Grebner, Celentino, Hope, Maiville  
Nays: None Absent: Naeyaert Approved 09/18/2018

FINANCE: Yea:s Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer  
Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
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**NOTE:** Proposed changes are underlined and marked with * in the left margin.
SEPTEMBER 25, 2018 REGULAR MEETING

INGHAM COUNTY
EQUAL OPPORTUNITY EMPLOYMENT PLAN
PREAMBLE AND PURPOSE

It is the goal of Ingham County (hereinafter the "County") to recruit and maintain a diverse workforce in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness, regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex, or lack of disability constitutes a bona fide occupational qualification. The County shall pursue an aggressive recruitment and personnel development program in order to maintain a highly qualified and diverse work force.

I. THE INGHAM COUNTY EQUAL OPPORTUNITY EMPLOYMENT PLAN

A. Based on the above-stated goal, the County, by and through the Ingham County Board of Commissioners (hereinafter the "Board of Commissioners") hereby adopts this Ingham County Equal Opportunity Employment Plan (hereinafter the "EOE Plan" or this "Plan"). This Plan is an integral part of the County’s total human resources management program. Under this Plan, the County shall pursue a program of recruitment, hiring, and promotions of highly qualified employees and applicants, and may consider training projects based on available resources, while complying with the terms of this Plan.

B. This Plan applies to all non-union employees of the County. This Plan also applies to employees in recognized bargaining units that are represented by certified collective bargaining unit representatives where no conflict exists between a provision of this Plan and an express provision of an applicable collective bargaining unit agreement. Further, this Plan is not applicable to any offices of Elected Officials unless the individual Elected Official adopts, in whole or in part, this Plan. However, the Board of Commissioners urges all Elected Officials to adopt this Plan in its entirety.

C. This Plan assigns responsibilities and duties, and provides for the presentation of reports and annual evaluations. This Plan requires the County to ensure that all human resources related decisions are based upon an individual's ability to meet the requirements of the job and that the County shall monitor and eliminate, if possible, any barriers that interfere with equal opportunity in all segments of the Human Resources program.

D. This Plan precludes quotas and reductions in job related qualifications to increase employment of persons based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation. The goals of this Plan should not be construed as quotas which must be met or ceilings that will prevent the hiring or promotion of the most qualified employees.
E. The County shall hire and promote the most qualified individuals regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex, or lack of disability constitutes a bona fide occupational qualification, in order to meet the labor force demands of the County.

F. New County employees shall be provided a copy of this Plan in writing or electronically by the Human Resources Department and all County employees shall receive a copy of any updated version of this Plan in writing or electronically from the Human Resources Department. This Plan shall also be made available to all applicants for County employment or any interested parties upon request to the Human Resources Department.

G. Pursuant to state law, the Board of Commissioners acknowledges the fact that this Plan may not be enforceable as to Department Heads who are elected officials. If this Plan does not apply to a Department Head, the Board of Commissioners shall use all of its persuasive abilities to encourage said Department Head to comply with this Plan.

II. EQUAL OPPORTUNITY COMMITTEE ("EOC")

A. The Board of Commissioners has appointed a committee consisting of interested citizens to act under the terms of this Plan. This committee shall be known as the Ingham County Equal Opportunity Committee (hereinafter the "EOC"). The EOC is an advisory committee and shall perform the following functions:

1. Serve as advisors to the Board of Commissioners on matters that will ensure equal opportunity for all County employees, as well as applicants for County employment.

2. Make recommendations to the County Services Committee and the Board of Commissioners as necessary to carry out the County's commitment to equal opportunity.

3. Review reports submitted by the Ingham County Human Resources Director (hereinafter referred to as the "HR Director") and Human Resources Department.

4. Verify annually that banks or other savings institutions holding County funds are equal opportunity employers and lenders. Verification shall be completed each year by December 31 of said year, and a report from the EOC shall be made available by January 31 of the following year to the Board of Commissioners and the Human Resources Department.

5. Verify annually that, to the extent possible, all County purchasing is done from equal opportunity employers. Verification shall be completed each year by December 31 of said year and a report from the EOC shall be made available by January 31 of the following year to the Board of Commissioners and the Human Resources Department.
6. Review periodic reports and annual evaluations of the ethnic and gender status of the County employee base solely for the purpose of determining a need for further inquiry to ascertain whether there has been specific prior discrimination in hiring practices to evaluate applicable hiring criteria to ensure that they are reasonably job-related and do not arbitrarily exclude members of the underutilized group, or to indicate the need for inclusive outreach efforts to ensure that members of the underutilized group have equal opportunity to seek employment with the affected department.

7. Provide an annual report to the County Services Committee based on its work during the previous calendar year.

8. Review this Plan for its continued relevance every three years or as necessary.

9. The EOC may recommend adjustments to job-related qualifications after an investigation and determination is made by the EOC that the recommended job-related qualifications are appropriate, do not violate the Michigan Civil Rights Initiative, known as Proposition 2 (Michigan 06-2), or any other local, state, or federal law.

B. All meetings of the EOC shall be open to the public and provide an opportunity for limited public comment. The EOC reserves the right to limit access to its meetings at those times when the facts involved in a complaint against the County are being discussed or as otherwise permitted in accordance with the requirements of the Michigan Open Meetings Act.

III. HIRING AND PROMOTION PROCESS

A. The County shall be an Equal Opportunity Employer.

B. The Human Resources Department shall evaluate and monitor the interview and selection process of each County department to ensure that this Plan is adhered to and no person is denied employment or promotional opportunities because of their race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex, or lack of disability constitutes a bona fide occupational qualification.

C. Inquiries Regarding Salary History During the Hiring Process.

1. The Human Resources Department or any person engaged in the hiring process on behalf of the County shall not, except as otherwise provided in this Plan, inquire about the salary history of an applicant for employment or rely on the salary history of an applicant in determining the salary, benefits or other compensation for such applicant during the hiring process, including the negotiation of a contract. “To inquire,” “Inquiries,” or “Inquire” as used in Section III of this Plan includes any means to communicate any question or statement to an applicant, an applicant’s current or prior employer, or a current or former employee or agent of the applicant’s current or prior employer, in writing or otherwise, for the purpose of obtaining an applicant’s salary history, or to conduct a search of publicly available records or reports for the purpose of obtaining an applicant’s salary history, but does not include informing the applicant in writing or otherwise about the position’s proposed or anticipated salary or salary range.
2. Notwithstanding Section III(C)(1) of this Plan, the Human Resources Department or any person engaged in the hiring process on behalf of the County may, without inquiring about salary history, engage in discussion with an applicant about their expectations with respect to salary, benefits and other compensation, including but not limited to unvested equity or deferred compensation that an applicant would forfeit or have cancelled by virtue of the applicant’s resignation from their current employer.

3. Where an applicant voluntarily and without prompting discloses salary history to the Human Resources Department or any person engaged in the hiring process on behalf of the County then the Human Resources Department or any person engaged in the hiring process on behalf of the County may consider salary history in determining salary, benefits and other compensation for such applicant, and may verify such applicant’s salary history.

4. Section III(C) of this Plan shall not apply to: (1) Any actions taken by the Human Resources Department or any person engaged in the hiring process on behalf of the County pursuant to any federal, state or local law that specifically authorizes the disclosure or verification of salary history for employment purposes, or specifically requires knowledge of salary history to determine an employee’s compensation; (2) Applicants for internal transfer or promotion with their current employer; (3) Any attempt by the Human Resources Department or any person engaged in the hiring process on behalf of the County to verify an applicant’s disclosure of non-salary related information or conduct a background check, provided that if such verification or background check discloses the applicant’s salary history, such disclosure shall not be relied upon for purposes of determining the salary, benefits or other compensation of such applicant during the hiring process, including the negotiation of a contract; or (4) Public employee positions for which salary, benefits or other compensation are determined pursuant to procedures established by collective bargaining.

D. The Board of Commissioners recognizes that by law County elected officials may choose to use an alternate process for the hiring of their confidential administrative staff. For example, chief deputies. However, the Board of Commissioners shall use all of its persuasive abilities to encourage said County elected officials to comply with this Plan.
E. Recruitment.

1. All advertisements for open positions shall identify the County as an Equal Opportunity Employer. The County shall implement a program of intensive recruitment of qualified individuals directed toward the community at large and ensure that no segment of the community is excluded from County job opening notifications. Internal dissemination of this Plan in meetings with Department Heads and the Human Resources Department representative shall also be made on a semi-annual basis. At these meetings, Department Heads shall be advised of this Plan and their responsibilities under it.

2. A bi-weekly listing of open positions shall be transmitted to community organizations, as determined to be appropriate organizations by the Human Resources Department based on the organization’s ability to advance the goals of this Plan, for information purposes. The Human Resources Department shall maintain a list of organizations deemed appropriate under this section and produce a copy of the list in accordance with a request made under the Michigan Freedom of Information Act.

3. The open position listing shall also be displayed in County buildings and offices. Additionally, the posting shall be sent to local United States Post Offices, state unemployment offices in Lansing, and the Placement Offices of Michigan State University, Lansing Community College, and other local agencies, such as community and ethnic organizations and federal or state-funded employment and training programs. The County shall also list all openings on the County's Internet site and Intranet site. Notices of openings may be placed in local newspapers, including local foreign language publications, and out-of-town newspapers when positions are determined to be difficult to fill by the Human Resources Department.

4. At least annually, the Human Resources Department will contact and work with local educational institutions in an effort to encourage graduates to apply for open County positions.

5. At least annually, or as directed by the EOC, the Human Resources Department shall review hiring data and undertake efforts to assure that advertising and recruiting efforts provide for equal opportunity, non-discrimination, and diversity in hiring. The Human Resources Department shall continue to enhance the County’s equal opportunity recruitment strategies by putting forth its best efforts in attracting a qualified and diverse applicant pool.

6. Recruitment and interviews may be conducted at the offices of various agencies within the County that provide facilities and programs for employment.

7. The County shall continue to and whenever possible, based on available resources allocated by the Board of Commissioners for such purposes, expand the practice of student internships and work-study programs to encourage students to consider County government employment.
F. Job Openings.

1. The Human Resources Department shall be informed of any job openings through the use of a Personnel Action Request and Job Requisition form completed by a Department Head.

2. The Human Resources Department shall post the current job openings in the Ingham County Job Opportunity Bulletin, as well as other venues determined to be appropriate by the Human Resources Department that will promote the goals of this Plan. Each position shall be posted for two business weeks, unless insufficient applications are received, at which time the job posting may remain active at the discretion of the Human Resources Department.

G. Application Process.

1. All applicants shall apply for County positions through the Human Resources Department. The Human Resources Department shall make the appropriate reasonable effort to accommodate all applicants in regards to any special needs the applicant may have. Applications shall be available in the Human Resources Office or by request through the United States Mail. Applications shall also be available online at the County’s Internet site (www.ingham.org) in a real time format or a printable format when using Adobe Acrobat Reader.

H. Interviews and Hiring.

1. The Human Resources Department shall be responsible for:
   
i. Developing hiring policies and procedures for County agencies.

ii. Posting job descriptions.

iii. Reviewing job applications and to proceed with those that meet the minimum qualifications.

iv. Referring the most qualified applicants, based on established screening criteria, to the hiring department for review.

v. Reviewing hiring departments’ employment packages for compliance with Human Resources Department guidelines and this Plan prior to the hire of a new employee.
2. The hiring department shall be responsible for developing an employment package that includes:

   i. A job description.

   ii. An interview panel consisting of a diverse group of interviewers to include, at a minimum and when reasonably practicable, one female interviewer, one male interviewer, and one minority interviewer.

   iii. The interview panel rating forms and standardized job related questions; for example:

      a. Knowledge of job to be performed.

      b. Education and experience.

      c. Special training that is job related.

      d. Interpersonal skills.

      e. Communication skills.

      f. Personal demeanor.

   iv. A guide of how each interview question is weighted in the overall scoring.

   v. An interview rating sheet for qualified applicants referred by the Human Resources Department.

3. The interview panel recommendation on the top candidate(s) shall be made to the hiring supervisor. The hiring supervisor will make the final decision.

4. Department heads are required, and elected officials are highly encouraged, to use interview panels which reflect the diversity of the County’s population.

5. The Human Resources Department shall assist departments in achieving compliance with this Plan. The HR Director is to report to the County Services Committee where there is concern regarding the efforts of any department to comply with this Plan.

I. Unsuccessful Applicants.

1. An applicant not hired into the position for which the applicant has applied shall be considered an unsuccessful applicant. Only applicants that are referred by the Human Resources Department and interviewed but not hired by the hiring department shall be notified of the hiring department’s decision within two weeks by United States Mail or email.
2. Applications of unsuccessful applicants shall be placed in the active application file for a period of 1 year. During this year, the applicant may be considered for any other position that they feel they are qualified for by simply submitting a cover letter for a designated position if the Human Resources Department receives the same by the end of the business day Friday of the deadline week.

3. At the end of the first year for an application and at the start of the second year, all applications shall be placed into inactive status and removed to a separate storage area where they shall be held for a period of one additional year. During this second year, an application may be reactivated, although a new application would be required to be completed and attached to any existing applications for the applicant. After the second full year of the application and on a yearly basis all applications two years of age or older shall be shredded for security and confidentiality reasons and then properly recycled.

4. For purposes of recruitment only and in specific instances where normal advertisement and Job Vacancy Bulletin Posting do not adequately draw a reasonable number of applications, applicants from previous related positions with similar job classifications may be notified through use of a database system at the discretion of the Human Resources Department.

5. The use of this database shall be to notify all applicants from the previous related position(s) applied for that there is a similar opening. It shall then be the applicant's responsibility to notify the Human Resources Department through the use of a cover letter or a new application, when necessary, that they wish to be considered for the existing vacancy. Upon receipt of their request, they shall again be considered along with all other applicants for the existing vacancy and again begin the hiring process as set forth in this Plan.

J. Promotions.

1. All open County employment vacancies will be listed in the Ingham County Jobs Opportunity Bulletin. Current employees who apply shall be screened and may be interviewed. Department Heads are encouraged to communicate to the Human Resources Department current employees that they feel would qualify for open positions. The procedure of referring the most qualified candidates and the goals of this Plan shall be consistently followed. Career ladder referrals shall be made in accordance with the appropriate collective bargaining agreement, if any collective bargaining agreement governs.

2. Among the positive factors to be considered in the promotion of supervisors and managers is their record at efforts in complying with this Equal Opportunity Employment Plan.
IV. HUMAN RESOURCES DEPARTMENT REPORTS

A. The Human Resources Department shall compile reports concerning the following:

1. Demographic characteristics of the County's population as a whole that includes, but is not limited to, data regarding all protected classes as is reasonably practicable.

2. Demographic characteristics of the County's employment applicants that includes, but is not limited to, data regarding all protected classes as is reasonably practicable.

3. Demographic characteristics of the County's employee base that includes, but is not limited to, data regarding all protected classes as is reasonably practicable.

4. The County's internal applicant flow.

5. Current department demographic characteristics to compare the relative proportion of the protected classes in the County's employee base and employment applicant pool to the County's population as a whole.

B. The reports compiled by the Human Resources Department shall be reviewed for indications of discrimination or barriers to the employment opportunities of individuals covered under this Plan by the Human Resources Department and the EOC. The County population demographics shall be determined using the most current U.S. Census data and/or other reliable source of population data.

C. Interpretations of data that conclude that there is a discriminatory action, perception, or effect, even if there is a lack of discriminatory intent, shall be subject to further review and action by the Human Resources Department and the EOC. It shall be of paramount importance to discover and document the basis for any perceived discriminatory action, perception, or effect and to take the necessary action based on said action, perception, or effect. The responsibility of showing that there is no actual discrimination rests within the department where the discriminatory action, perception, or effect has occurred. Documentation of actions and events is essential under this Plan.

V. EMPLOYMENT PRACTICES

A. Development and Training.

1. The County may provide opportunities for training to current employees by continuing its policy of reimbursing the cost of tuition and related expenses for employees who pursue further education and training related to their current or advanced County employment on their own time as budget resources allow. The County may also allow and encourage its employees to participate in seminars, workshops and the like at County expense and time, based on budgeted resources and the work load demands of the office.
B. In-Service Training.

1. The Human Resources Department will conduct periodic in-service training consisting of employment practices and issues for Department Heads, manager, supervisors, and elected officials. The County Services Committee and EOC shall assist and give input to the Human Resources Department in developing appropriate in-service training.

C. New Employee Orientation.

1. During the first week of their employment, all new employees must attend an orientation session at the Human Resources Department office, which will include, among other things, receiving a copy of this Plan.

D. Compensation.

1. All County positions have salary ranges established by the Human Resources Department and approved by the Board of Commissioners. These salary ranges are on file at the Human Resources Department office. Persons hired begin at the starting salary as determined by the appropriate collective bargaining agreement in affect for the new hire.

2. Since 1973, positions within the County are classified according to systems adopted by various collective bargaining units and approved by the Board of Commissioners.

VI. ENFORCEMENT OF THIS PLAN

A. Filing a Complaint.

1. Applicants. If an applicant for employment believes that they have not been treated fairly, or have been discriminated against in any way, in the hiring process by any segment of the Ingham County Government, they have the right to contact the Human Resources Department or the EOC about such treatment. Any such complaints must be in writing and signed by the claimant. The complaint must contain at least a current telephone number and/or address that will allow the Human Resources Department or the EOC to contact the claimant. Any complaints received by the EOC will be referred to the Human Resources Department for review and investigation. The Human Resources Department will report to the EOC the status of any complaints. Complaints brought directly to the HR Director will be reported to the EOC. Any complaints against the HR Director will be referred to the County Controller. The County Controller will also keep the EOC informed of the status of any complaints handled by that department. This Plan does not preclude any other legal rights available to any claimant.
2. Current Employees. All County collective bargaining agreements prohibit discrimination and have appropriate grievance procedures to process a complaint. However, every County employee can also avail themselves of the complaint procedure outlined thereafter. This Plan does not abrogate any other legal rights available to any claimant.

B. Complaint Procedural Steps.

1. A representative of the Human Resources Department will contact the claimant as soon as reasonably possible after receipt of the complaint to ascertain and establish the facts of the complaint. All such contact between the Human Resources Department will be kept as confidential for as long as practicable. All investigations will be made in a timely manner. The representative of the Human Resources Department will submit a report to the EOC.

C. Corrective Action.

1. Where there are demonstrated concerns regarding compliance with this Plan, the Board of Commissioners may, through the County Services Committee or the Human Resources Department, where appropriate and as provided by law, take the following action or actions including but not limited to:

   i. Direct the appropriate Department Head, manager, and/or employee(s) to address the facts of the complaint in person at a County Services Committee meeting.

   ii. Impose or extend a hiring delay.

   iii. Require the Human Resources Department to participate in the final interview and hiring process of the employment vacancy complained of. Additionally, the County Services Committee may designate one of its members or authorize an EOC member to be present.

   iv. Have final approval of the hiring decision.

   v. Discipline those Department Heads, managers, and/or employees who violate state, federal, or local discrimination laws or ordinances. Such discipline, where appropriate, may include termination of employment.

D. Reprisal or Retaliation.

1. The County will not permit or tolerate any form of reprisal or retaliation against a County employee or applicant reporting any legitimate incident prohibited by this Plan. Any County employee doing so will be subject to corrective action, up to and including, termination, as determined by the County in accordance with the appropriate collective bargaining agreement, if any.
VII. SEXUAL HARASSMENT

A. The County regards sexual harassment as a very serious matter and prohibits it in the workplace by any person and in any form. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of these three criteria are met:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B. The following are examples of prohibited conduct. This list is only for illustrative purposes, and is not intended to be a complete list of prohibited conduct:

1. Demanding sexual favors in exchange for favorable hiring, reviews, assignments, promotions, continued employment or promises of the same.

2. Continued or repeated sexual jokes, language, epithets, flirtation, advances, innuendo, or propositions.

3. Verbal communication of a sexual nature.

4. Graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies.

5. Sexually degrading or vulgar words to describe an individual.

6. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting, or obscene comments or gestures.

7. The display in the workplace of sexually suggestive objects, pictures, graffiti, posters, or cartoons.

8. Name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex, sexual orientation, gender identity, or gender expression.
9. Retaliation against associates for complaining about prohibited conduct.

10. Asking questions about sexual conduct, sexual orientation, gender identity, or gender expression.

11. Making or threatening reprisals after a negative response to prohibited conduct.

12. Physical harassment including assaulting a person, impeding or blocking movement, gestures, or any physical interference with normal work or movements.

C. Sexual Harassment Away From Work.

1. The prohibition of sexual harassment is not limited to unwanted conduct in the workplace and may include conduct outside the work environment.

D. Reporting Sexual Harassment

1. Any County employee who believes he or she has been subjected to sexual harassment shall report the alleged misconduct as soon as possible to their Department Head. The Department Head shall immediately investigate the complaint and try to resolve the complaint. The Department Head shall notify the HR Director or designee of the complaint and resolution, if any resolution is reached. If the matter is not resolved by the Department Head, the process set forth in Section VII(D)(2) of this Plan shall be utilized. If the complaint is against the claimant’s Department Head, the process set forth in Section VII(D)(2) of this Plan shall be utilized.

2. Any County employee or applicant for County employment who believes he or she has been subjected to sexual harassment should report the alleged misconduct as soon as practicable to the HR Director or designee. Any complaints against the HR Director will be referred to the County Controller. The HR Director or designee or the County Controller shall immediately investigate the complaint and try to resolve the complaint in accordance with Section VII(E) of this Plan. Although the complaint does not have to be in writing initially, the HR Director or designee or the County Controller may require that the facts of the complaint be memorialized in writing and signed by the claimant. Any such complaint provided to anyone associated with the Human Resources Department will be provided as soon as practicable to the HR Director or designee or the County Controller. The claimant must provide at least a current telephone number and address that will allow the HR Director or designee or the County Controller to contact the claimant.

3. This sexual harassment policy shall only apply to those complaints of sexual harassment against a currently-employed County employee at the time of the complaint. The same procedure will be used for complaints against all employees, regardless of an employee's status as a Department Head or a supervisor.
4. If a current County employee or applicant for County employment is unsure of the nature of the alleged harassment, they should contact the Human Resources Department.

E. Investigation of Sexual Harassment Complaints by the HR Director or Designee.

1. Any complaint shall be discreetly investigated as promptly as is practicable. The HR Director or designee or the County Controller may request to discuss the facts of the complaint with the respondent party, any other County employee, or any other persons that may have relevant information about the complaint. The process of any such interview will be left strictly to the discretion of the HR Director or designee or the County Controller.

2. Upon completion of the investigation by the HR Director or designee or the County Controller, the findings will be provided to the appropriate party to take appropriate actions, which may include, but are not limited to, counseling, reprimand, suspension, or dismissal of the County employee engaging in such conduct, made in accordance with the appropriate collective bargaining agreement or employment plan then in effect. The appropriate party is based on the following criteria:
   
i. If the complaint was against a County employee, then the finding will be provided to the employee's Department Head or the HR Director, when applicable.

   ii. If the complaint was against a Department Head reporting directly to the County Controller, then the findings will be provided to the County Controller.

   iii. If the complaint was against a Department Head appointed by the Board of Commissioners, the findings will be provided to the County Services Committee.

   iv. If the complaint was against an elected official, the findings will be provided to the County Services Committee, who will respond in whatever manner it determines appropriate.

3. The Equal Opportunity Committee shall be informed on an ongoing basis of all sexual harassment investigations.

F. Reprisal or Retaliation.
1. The County will not permit or tolerate any form of reprisal or retaliation against a County employee or applicant reporting any legitimate incident prohibited by this Plan. Any County employee doing so will be subject to corrective action, up to and including, termination, as determined by the County in accordance with the appropriate collective bargaining agreement, if any.

G. Non-Employment Related Sexual Harassment.

1. This prohibition of sexual harassment applies to any County employee against anyone the County serves in its various capacities as the government of Ingham County.

H. Confidentiality.

1. Any complaint filed, including all information and documents pertaining to the complaint, shall remain confidential to the extent possible.

VIII. PURCHASING AND CONTRACTING

A. It is the policy of the County that all vendors who provide goods and services to the County will, as a condition or providing such goods and services, adhere to all Federal, State, and Local laws, ordinances, rules, regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment by such vendor. These laws, ordinances, rules, regulations, and policies include, but are not limited to, the following:

1. The Elliot-Larsen Civil Rights Act, 1976 PA 453, as amended and as implemented by rules and regulations promulgated thereunder.

2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended and as implemented by rules and regulations promulgated thereunder.


5. Title 7 of the Civil Rights Act of 1964, as amended and as implemented by rules and regulations promulgated thereunder.

B. All vendors shall, as a condition of providing goods and services to the County and as required by all applicable laws and by this Plan, not discriminate against persons to be served or an employee or applicant of any such vendor with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex or lack of disability constitutes a bona fide occupational qualification.
C. All vendors shall, as a condition of providing goods and services to the County and as required by all applicable laws and by this Plan, shall inform the Board of Commissioners or its designee and the Chairperson of the EOC of all complaints and violations of conduct prohibited under this Plan, including complaints and violations of the laws set forth in Section VIII(A) of this Plan, made by any employee of the vendor as soon as practicable, but in no instance later than 30 days from the date the vendor first becomes aware of the complaint or violation. The EOC may investigate any complaint against a vendor in the same manner as if the vendor’s employee that made the complaint was an employee of the County.

D. All vendors shall, as a condition of providing goods and services to the County and as required by all applicable laws and by this Plan, agree to allow the vendor’s employees to file a complaint under this Plan in the same manner as if the vendor’s employee was an employee of the County. All vendors further agree that they will not retaliate in any way against an employee who files a complaint under this Plan.

E. The Board of Commissioners may pass resolutions from time to time dealing with County purchasing and contracting, such as the resolution dated December 10, 2002, that may alter vendors’ and potential vendors’ obligations under this Plan when providing goods and services to the County.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 15

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF DARKTRACE

RESOLUTION # 18 - 370

WHEREAS, Ingham County needs protect our data and our network from cyber threats; and

WHEREAS, Darktrace has been a valuable tool as it identifies indicators of potential compromise, alerting staff to take the appropriate actions to mitigate the perceived threats; and

WHEREAS, our current contract expires on October 1st, 2018; and

WHEREAS, the renewal price of said appliance and service is currently budgeted and will be $30,000.00 per year for 4 years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of Darktrace in the amount not to exceed $120,000.00.

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.

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None Absent: Naeyaert Approved 09/18/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL MICROSOFT SOFTWARE LICENSES THROUGH CDWG

RESOLUTION # 18 - 371

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, ITD has worked with Microsoft to assess and review Ingham County licensing to ensure that the County is legally compliant; and

WHEREAS, there is a need to increase our license count in order to remain legal and address impending software needs under our current licensing agreement that will expire on January 31st, 2020 unless renewed; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of additional Microsoft licenses from CDWG in the amount of $142,262.09.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Software Fund (636-25810-932033).

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.

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
    Nays: None    Absent: Naeyaert    Approved 09/18/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
    Nays: None    Absent: None    Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201
AGENDA ITEM NO. 17

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR
NETWORK ACCESS CONTROL IMPLEMENTATION

RESOLUTION # 18 - 372

WHEREAS, best practices in cybersecurity include a provision to ensure that only approved devices are allowed onto the trusted network; and

WHEREAS, ITD has done extensive research and has chosen a solution that provides next generation secure access, and is from a global network infrastructure vendor; and

WHEREAS, Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization that provides competitively bid pricing to Ingham County; and

WHEREAS, the implementation project contract amount proposed by Sentinel Technologies is $26,928.00 and is in the 2018 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed $28,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Software Fund (636-25810-932033).

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.

COUNTY SERVICES: Yea: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None Absent: Naeyaert Approved 09/18/2018

FINANCE: Yea: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 18

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACTS FOR NETWORK REDESIGN PROJECT FOR SENTINEL TECHNOLOGIES

RESOLUTION # 18 - 373

WHEREAS, Ingham County has budgeted and initiated a large scale network redesign project in order to better withstand cyber incidents; and

WHEREAS, ITD has done extensive research and has chosen a solution that provides next generation infrastructure capabilities to segregate our network traffic into more secure access, is from a global network infrastructure vendor, and is a Gartner leader in this area; and

WHEREAS, Sentinel Technologies has been a valued vendor so far and is a participant of the WSCA-NASPO Cooperative Purchasing Organization that provides competitively bid pricing to Ingham County; and

WHEREAS, the total project contract amount proposed by Sentinel Technologies is $401,130.00 and is in the 2018 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed $401,130.00.

BE IT FURTHER RESOLVED, the funding for the $335,829.00 for hardware, software and maintenance will be paid from the County’s Innovation and Technology Department’s Network Hardware Fund (636-25810-932032). The funding for the $65,301.00 for implementation services will be paid from the County’s Innovation and Technology Department’s Network Consulting Fund (636-25810-802000).

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.
SEPTEMBER 25, 2018 REGULAR MEETING

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
   Nays: None Absent: Naeyaert Approved 09/18/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
   Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 19

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF A WIRELESS SITE SURVEY FROM SENTINEL TECHNOLOGIES, INC.

RESOLUTION # 18 - 374

WHEREAS, Ingham County currently provides a secure wireless network for both public and private use; and

WHEREAS, in order to remain secure and reliable, the existing wireless network is in need of a hardware refresh; and

WHEREAS, a wireless site survey is needed to effectively plan for a wireless hardware refresh; and

WHEREAS, this site survey has been planned for and budgeted and will provide the necessary information needed to refresh the existing County wireless network in a secure, reliable manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of a wireless site survey from Sentinel Technologies, Inc. in the amount of $24,480.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Maintenance - Hardware fund (636-25810-932032).

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.

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
              Nays: None    Absent: Naeyaert    Approved 09/18/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
              Nays: None    Absent: None    Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201
AGENDA ITEM NO. 20

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF
TRUCK HOIST REPAIR PARTS

RESOLUTION # 18 - 375

WHEREAS, the Ingham County Road Department (ICRD) has 2 in-ground truck hoist in need of custom made stainless steel replacement parts. These fabricated stainless steel replacement parts are required to meet the State of Michigan annual hoist inspection and certification from the general industry safety standards, part 72; and

WHEREAS, the ICRD’s 2018 adopted budget includes controllable expenditures and funds for this and other related building and grounds purchases; and

WHEREAS, the Purchasing Department solicited quotes for fabricating these stainless steel replacement parts from multiply hoist suppliers and fabrication shops; and

WHEREAS, it is the recommendation of the Ingham County Purchasing Department and with the concurrence of the ICRD, to award the bid to a local vendor, that is the only bidder that could meet the specifications required, H&H Welding & Repair 700 Acme Drive Mason, Michigan 48854.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the lowest qualified bid of $12,400 for each hoist, with a total cost of $24,800.00, and authorizes an agreement with H&H Welding & Repair 700 Acme Drive Mason, Michigan 48854. To fabricate, 4 new stainless steel plungers and bushing as specified by the ICRD.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

COUNTY SERVICES:  Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None  Absent: Naeyaert  Approved 09/18/2018

FINANCE:  Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT
FOR JOB RECRUITMENT SERVICES

RESOLUTION # 18 - 376

WHEREAS, the incumbent Financial Services Director will soon retire after 10 years of dedicated service to Ingham County; and

WHEREAS, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County; and

WHEREAS, a thorough months-long search to find qualified candidates for the Financial Services Director position was not successful; and

WHEREAS, having exhausted internal capabilities for attracting qualified candidates, assistance of a professional recruiting firm is warranted.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize execution of an agreement with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position in an amount not to exceed $14,974.38.

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.

COUNTY SERVICES:  Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
                      Nays: None  Absent: Naeyaert  Approved 09/18/2018

FINANCE:  Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
           Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 22

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE STAFF POSITIONS FOR SPARROW-VOA

RESOLUTION # 18 - 377

WHEREAS, Ingham County Health Department (ICHD) wishes to create 4.0 FTE Medical Assistant I (UAW) positions, and 1.0 FTE Health Center Nurse Position (MNA), effective October 1, 2018, with the start of Fiscal Year 2019; and

WHEREAS, resolution #17-328 authorized the transfer agreements for ICHD to acquire the Sparrow-VOA Community Health Center into its network of Federally Qualified Health Centers (Ingham Community Health Centers); and

WHEREAS, as part of those transfer agreements, as amended through Resolution #18-233, existing leased non-provider Sparrow staff of the Sparrow-VOA would be migrated into County staff positions by October 1, 2018; and

WHEREAS, any vacancies of leased non-provider staff positions would be posted and filled as County staff positions are incurred, in accordance with the terms of the amended transfer agreement; and

WHEREAS, staff positions must be created effective October 1, 2018, with the start of Fiscal Year 2019, in order for existing leased non-provider staff to be placed in, or to be posted and filled if the leased position is vacant; and

WHEREAS, the County staff to be created are as follows:

<table>
<thead>
<tr>
<th>Sparrow Leased Position</th>
<th>County Position #</th>
<th>FTE</th>
<th>County Position</th>
<th>Budgeted Salary Costs FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Supervisor</td>
<td>601510</td>
<td>1.00</td>
<td>Health Center Nurse</td>
<td>$61,086</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>601506</td>
<td>1.00</td>
<td>Medical Assistant I</td>
<td>$38,958</td>
</tr>
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</tr>
</tbody>
</table>

WHEREAS, the costs of the created County staff positions are included in the proposed budget for FY 2019, therefore these positions are at no additional cost to the County; and

WHEREAS, the Ingham CHC Board supports the creation of these staff positions, as budgeted in FY 2019; and
WHEREAS, the Health Officer recommends the creation of these staff positions, as budgeted in FY 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of 4.0 FTE Medical Assistant I (UAW) positions and 1.0 FTE of Health Center Nurse (MNA) positions for the Sparrow-VOA Health Center, as budgeted in FY 2019.

BE IT FURTHER RESOLVED, that the positions to be created and filled with existing leased non-provider staff, and or posted and filled if vacated by leased staff prior to October 1, 2018, are as follows:

<table>
<thead>
<tr>
<th>Sparrow Leased Position</th>
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<tr>
<td>Medical Assistant</td>
<td>601506</td>
<td>1.00</td>
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<td>601509</td>
<td>1.00</td>
<td>Medical Assistant I</td>
<td>$38,958</td>
</tr>
</tbody>
</table>

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

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.

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Koenig, Nacystaert
                  Nays: None  Absent: Morgan  Approved 09/17/2018

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
                  Nays: None  Absent: Nyacystaert Approved 09/18/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
            Nays: None  Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT WIC FAMILY/CHILD/INFANT ADVOCATE POSITION TO MEDICAL ASSISTANT I POSITION

RESOLUTION # 18 - 378

WHEREAS, Ingham County Health Department (ICHJ) wishes to convert Women Infant & Children (WIC) Family/Child/Infant Advocate position #601153, to a Medical Assistant I (MA I) position; and

WHEREAS, the Family/Child/Infant Advocate role limits the duties of the position to exclude what is needed to maintain caseload in the WIC Clinic; and

WHEREAS, this staffing change will enable Ingham County WIC to comply with State and Federal WIC policies; and

WHEREAS, the position will become vacant with a retirement at on September 7, 2018; and

WHEREAS, the position number for this MA I will remain the same as there is no change in funding source or location, and will be categorized as a title change in ICHJ’s position tracking system; and

WHEREAS, the UAW has approved this conversion of the WIC Family/Child/Infant Advocate position #601153 to a Medical Assistant I (MA I); and

WHEREAS, the change of position does not involve a financial impact to make this change as both the Family/Child/Infant Advocate position and the Medical Assistant I position are UAW-Technical, Office, Paraprofessional Service Grade D positions; and

WHEREAS, the health officer recommends that the Board of Commissioners authorize the conversion of the Family/Child/Infant Advocate position to a Medical Assistant I position in the WIC Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the Family/Child/Infant Advocate position #601153 to a Medical Assistant I position in the WIC Program.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the position allocation list consistent with this resolution.
HUMAN SERVICES:  Yeas:  Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
Nays:  None  Absent:  Tennis  Approved 09/17/2018

COUNTY SERVICES:  Yeas:  Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays:  None  Absent:  Naeyaert  Approved 09/18/2018

FINANCE:  Yeas:  Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays:  None  Absent:  None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 24

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SPICER GROUP TO DEVELOP SPECIFICATIONS FOR THE IMPROVEMENTS TO THE FOUR POLE/HORSE BARNS ON THE INGHAM COUNTY FAIRGROUNDS

RESOLUTION #18 - 379

WHEREAS, the Fair continues to work towards making improvements to four 160' length x 30' wide x 14' height pole/horse barns on the fairgrounds; and

WHEREAS, Spicer Group provided the lowest total proposal of $27,500 to prepare the schematic design and construction services for the four pole/horse barns; and

WHEREAS, funds for this project are available within the 2018 approved CIP line item #0561-00-769-000-974000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Spicer Group, 1416 N. Homer St.; Ste. 109, Lansing, Michigan 48912, for the schematic design and construction services of the four pole/horse barn improvements at the Ingham County Fairgrounds for a total cost of $27,500.

BE IT FURTHER RESOLVED, 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.

HUMAN SERVICES: Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
Nays: None  Absent: Tennis  Approved 09/17/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION TO THE INGHAM COUNTY TRAILS AND PARKS MILLAGE FUND FOR ACCESSIBILITY IMPROVEMENTS TO HAWK ISLAND

RESOLUTION # 18 - 380

WHEREAS, the Ingham County Parks Department is eligible to apply for the Ingham County Trails and Parks Millage funds; and

WHEREAS, the Ingham County Parks Commission supports the submission of a grant application to the Ingham County Trails and Parks Millage Fund for the local match for submission of two grant applications to the Michigan Department of Natural Resources Trust Fund and Michigan Department of Natural Resources Land & Water Conservation Fund for park and accessibility improvements at Hawk Island; and

WHEREAS, the DNR Trust Fund application includes a new paved path, in lieu of the boardwalk along bank of the lake, replacement of asphalt walkways between the bathhouse, parking lot and docks, three new fishing piers / overlook docks, native landscaping, parking lot striping, and striping of the trail loop around the lake and out to Cavanaugh Road; and

WHEREAS, the DNR Land & Water Conservation application includes an accessible canoe/kayak launch, a new floating pedal boat / row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping; and

WHEREAS, the proposed applications are supported by the Community’s 5-year Parks Master Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the grant applications requires a financial commitment to the project in the amount $548,500 from the Trails and Parks Millage for a local match ($231,400 for the Trust Fund application, $292,100 for the Land & Water Conservation Fund application, and $25,000 for a TOPO Survey and fish stocking).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Parks Department to submit a grant request to the Ingham County Trails and Parks Millage Fund for two Hawk Island grant applications as listed below which include a local match request in the amount of $548,500 and negotiate final terms of the grant agreement consistent with this resolution, if selected for funding in the upcoming future round of grant applications.
## SEPTEMBER 25, 2018 REGULAR MEETING

<table>
<thead>
<tr>
<th>DNR Trust Fund</th>
<th>DNR Land &amp; Water Conservation</th>
<th>Other Costs - TOPO and fish stocking from the Ingham County Trails and Parks Millage</th>
<th>Total Combined Trust Fund and Land &amp; Water Conservation Grant Requests, and Other Costs</th>
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<tr>
<td>Local Match from the Ingham County Trails and Parks Millage</td>
<td>$231,400</td>
<td>$292,100</td>
<td>$25,000</td>
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<tr>
<td>DNR Requested Funding</td>
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<td>Total Project Amount</td>
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<td>$584,200</td>
<td>$25,000</td>
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</table>

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution, if selected for funding in the upcoming future round of grant applications.

**HUMAN SERVICES:** Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
Nays: None  Absent: Tennis  **Approved 09/17/2018**

**FINANCE:** Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  **Approved 09/19/2018**

Adopted as a part of a consent agenda.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION TO THE INGHAM COUNTY TRAILS AND PARKS MILLAGE FUND FOR ACCESSIBILITY IMPROVEMENTS TO LAKE LANSING SOUTH

RESOLUTION # 18 - 381

WHEREAS, the Ingham County Parks Department is eligible to apply for the Ingham County Trails and Parks Millage funds; and

WHEREAS, the Ingham County Parks Commission supports the submission of a grant application to the Ingham County Trails and Parks Millage Fund for the local match for submission of two grant applications to the Michigan Department of Natural Resources Trust Fund and Michigan Department of Natural Resources Land & Water Conservation Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the proposed applications are supported by the Community’s 5-year Parks Master Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund application includes removal of the existing restroom / concession building, removal and relocation of the Sunrise pavilion, a new bathhouse building that will include restrooms, changing rooms, concessions, storage, first aid area, staff room, picnic tables with umbrellas near the concession area, six Interpretive Signs to talk about the historical significance of the park, a new 6’ wide path from the existing parking lot to the new bathhouse and to the playground, and replacement of some of the existing walkways in the park, and two outdoor Showers; and

WHEREAS, the Michigan Department of Resources Land & Water Conservation Fund application includes asphalt paving of the portion of the existing parking lot closest to the ADA parking, drainage improvements around the parking lot, improving the overflow parking area with gravel and pave ADA parking spaces, new walkways to complete a loop trail around the park, connecting to existing sidewalks, to the small restroom building, to the overflow parking and to the bandshell, picnic tables with umbrellas near the concession area, landscaping to include native plants and bio-swales; and

WHEREAS, the grant applications requires a financial commitment to the project in the amount $1,040,200 from the Trails and Parks Millage for a local match ($725,200 for the Trust Fund application, $300,000 for the Land & Water Conservation Fund application, and $15,000 for a TOPO survey).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Parks Department to submit a grant request to the Ingham County Trails and Parks Millage Fund for two Lake Lansing South grant applications as listed below which include a local match request in the amount of $1,040,200 and negotiate final terms of the grant agreement consistent with this resolution, if selected for funding in the upcoming future round of grant applications.
Local Match from the Ingham County Trails and Parks Millage: $725,200  $300,000  $15,000  $1,040,200

DNR Requested Funding: $300,000  $300,000  $0.00  $600,000

Total Project Amount: $1,025,200  $600,000  $15,000  $1,640,200

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution, if selected for funding in the upcoming future round of grant applications.

HUMAN SERVICES: Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
Absent: Tennis  Approved 09/17/2018
Nays: None

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Absent: None  Approved 09/19/2018
Nays: None

Adopted as a part of a consent agenda.
WHEREAS, Ingham County Health Department (ICHD) wishes to accept a one-time grant supplement totaling $87,459.00, from the U.S. Department of Health and Human Services Health Resources and Services Administration, allocated for 2018 Health Center Quality Improvement funds; and

WHEREAS, this grant supplement was awarded to ICHD in recognition of its display of high levels of quality performance in the Calendar Year 2107 Uniform Data System’s reporting; and

WHEREAS, these reports include continued plans to support its community health center operations by strengthening quality improvement activities, as well as achieving new and/or maintaining existing patient-centered medical home recognition; and

WHEREAS, the award of $87,459.00 of 2018 Health Center Quality Improvement funds will be available for use through the end of the FY 2019 Health Center Program budget period, ending January 31, 2020; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the acceptance of 2018 Health Center Quality Improvement funds; and

WHEREAS, the Health Officer recommends the acceptance of 2018 Health Center Quality Improvement funds. Therefore be it resolved, that the Ingham County Board of Commissioners authorizes acceptance of the grant supplement of $87,459.00 from the U.S. Department of Health and Human Services Health Resources and Services Administration, allocated for 2018 Health Center Quality Improvement funds which will be available through the end of the FY 2019 Health Center Program budget period ending January 31, 2020.

Be it further resolved, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
HUMAN SERVICES: Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
Nays: None Absent: Tennis Approved 09/17/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND AGREEMENT WITH MDHHS WITH ADDITIONAL FUNDS TO PROVIDE REFUGEE HEALTH ASSESSMENTS

RESOLUTION #18 - 383

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan Department of Health and Human Services (MDHHS), for the term of October 1, 2015 through September 30, 2019; and

WHEREAS, resolution #15-354 and #16-403, authorized ICHD to enter into a Refugee Health Assessment Services agreement with MDHHS for the term of October 1, 2015 through September 30, 2018; and

WHEREAS, MDHHS recently informed ICHD that it wished to amend the agreement by extending it for an additional fiscal year, (through September 30, 2019) and by increasing the maximum allowable funds from $753,200.00 to $1,006,400.00, for a total increase of $253,200.00; and

WHEREAS, all of the other terms of the agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the extension to the agreement with MDHHS for additional funds to provide refugee health assessments; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension and increase in funding for this agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the Refugee Health Assessment Services agreement with MDHHS for the term of October 1, 2015 through September 30, 2019, and increasing the maximum allowable funds to $1,006,400.00.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

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.
HUMAN SERVICES: Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
  Nays: None   Absent: Tennis   Approved 09/17/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
  Nays: None   Absent: None   Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND CLEAN SWEEP AGREEMENT

RESOLUTION # 18 - 384

WHEREAS, Resolution #17-464 authorized a Michigan Agriculture Environmental assurance program clean sweep program agreement with the Michigan Department of Agriculture and Rural Development (MDARD) to receive up to $14,000 in funding; and

WHEREAS, Ingham County Health Department (ICHD) wishes to amend this agreement Resolution #17-464 to receive an additional $10,000 in grant funds from the Michigan Department of Agriculture and Rural Development (MDARD); and

WHEREAS, MDARD provides funding to ICHD annually through the Clean Sweep program to cover the disposal of pesticides and herbicides collected through the Ingham County House Hold Hazardous Waste Program (HHW); and

WHEREAS, MDARD due to the large volume of pesticides and herbicides collected this year, MDARD has given ICHD additional grant funds to cover the costs ICHD has incurred through the collection and disposal of pesticides and herbicides; and

WHEREAS, the acceptance of these grant funds will allow ICHD HHW to continue collecting household hazardous waste throughout the remainder of the season; and

WHEREAS, this grant would be effective October 1, 2017 through September 30, 2018; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the amendment to the Clean Sweep Program agreement with MDARD to receive an additional $10,000 for the period of October 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to the Clean Sweep Program agreement with MDARD to receive an additional $10,000 for the period of October 1, 2017 through September 30, 2018.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
HUMAN SERVICES: Yea: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
    Nays: None  Absent: Tennis  Approved 09/17/2018

FINANCE: Yea: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
    Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduce by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE AND SERVICES AGREEMENT WITH OTECH GROUP LLC

RESOLUTION # 18 - 385

WHEREAS, Ingham County Health Department (ICH) wishes to enter into a services agreement with OTech Group LLC, for electronic screening services totaling $47,500.00 effective October 1, 2018 and automatically renewable on an annual basis; and

WHEREAS, ICHD accepted the award of the 2017 Access Increases to Mental Health and Substance Abuse Services (AIMS) grant through Resolution #17-411; and

WHEREAS, as part of the funded scope of work, ICHD proposed to implement electronic screening for mental health risks and substance abuse for patients of the Ingham Community Health Centers (CHCs), to support expanded mental health and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse; and

WHEREAS, ICHD accepted two quotes from service providers, and recommends entering a purchase and services agreement with OTech Group LLC, which offered the most competitive bid for the electronic hardware and software to implement this electronic screening tool; and

WHEREAS, there are ongoing maintenance fees for the tablets and an EHR interface, in an amount not to exceed $25,600.00 annually as well as additional ongoing maintenance fees for the tablets and an HER interface, in an amount not to exceed $21,900.00; and

WHEREAS, the cost for year one totaling $47,500.00 shall be paid through the AIMS grant award; and

WHEREAS, ongoing annual costs shall be covered through program revenue associated with increased substance abuse treatment services; and

WHEREAS, the Ingham Community Health Center Board supports entering a purchase and services agreement with OTech Group LLC for electronic mental health and substance abuse disorder screening tools; and

WHEREAS, the health officer recommends entering an agreement with OTech Group, LLC for electronic screening services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering a purchase and services agreement with OTech Group, LLC for electronic screening services totaling $47,500.00 effective October 1, 2018, and automatically renewable on an annual basis.
BE IT FURTHER RESOLVED, that the cost for year one totaling $47,500.00 shall be paid through the AlMS grant award.

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

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

HUMAN SERVICES: Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
Nays: None    Absent: Tennis    Approved 09/17/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None    Absent: None    Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 31

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SOUTHEASTERN MICHIGAN HEALTH ASSOCIATION

RESOLUTION # 18 - 386

WHEREAS, Ingham County Health Department (ICHD) Children's Special Health Care Services (CSHCS) has been awarded a grant for $10,000.00 from Southeastern Michigan Health Association (SEMHA) to support outreach efforts and to facilitate parent input and feedback, as well as family involvement with ICHD's CSHCS policy and procedure process; and

WHEREAS, CSHCS provides coordinated care for children with special needs; and

WHEREAS, CSHCS assists these individuals and their families through the appropriate use of the CSHCS care system, so that children are able to demonstrate improved health outcomes and an enhanced quality of life; and

WHEREAS, ICHD will use these funds to hire a temporary parent liaison, filled by an area parent that is currently enrolled in the CSHCS system; and

WHEREAS, this liaison will work collaboratively with ICHD-CSHCS staff to develop and implement outreach strategies that focus on engaging families who have children with special health care needs; and

WHEREAS, this peer support affords parents the benefits of SCHCS, and provides strategies to assist parents in navigating the system; and

WHEREAS, this grant will be effective October 1, 2018 through September 30, 2019; and

WHEREAS, the health officer recommends that the Board of Commissioners authorize an agreement with SEMHA in an amount of $10,000, effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with SEMHA in an amount up to $10,000 effective October 1, 2018 through September 30, 2019.

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

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.
SEPTMBER 25, 2018 REGULAR MEETING

HUMAN SERVICES: YeaS: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
          NayS: None  Absent: Tennis  Approved 09/17/2018

FINANCE: YeaS: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
          NayS: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement since 2008; and

WHEREAS, MRS wishes to enter into another, similar cash match agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed $444,444 ($120,000 local match) with Michigan Department of Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon the execution of an agreement with Peckham Inc., to provide Ingham County’s local match portion ($120,000), and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, the term of the agreements shall be October 1, 2018 through September 30, 2019.

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

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution and approved as to form by the County Attorney.
SEPTMBER 25, 2018 REGULAR MEETING

HUMAN SERVICES: Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Naeyaert
Nays: None  Absent: Tennis  Approved 09/17/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #18-113 AUTHORIZING AN AGREEMENT WITH WEITZ & LUXENBERG, P.C. TO REPRESENT INGHAM COUNTY IN LITIGATION AGAINST MANUFACTURERS AND WHOLESALE DISTRIBUTORS OF OPIOIDS

RESOLUTION # 18 - 388

WHEREAS, Resolution #18-113 authorized an agreement with Weitz & Luxenberg to secure legal representation and provide legal services in pursuing legal claims against various pharmaceutical manufacturers and/or distributors related to fraudulent marketing and sales of opioid painkillers; and

WHEREAS, The County Attorney negotiated with Weitz & Luxenberg in good faith according to the parameters set forth by the Board and the RFP that Weitz & Luxenberg responded to; and

WHEREAS, The County Attorney and Weitz & Luxenberg have been unable reach an agreement that the County Attorney is able to approve as to form; and

WHEREAS, without approval as to form by the County Attorney, execution of the agreement is a business decision of the County.

THEREFORE BE IT RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County.

BE IT FURTHER RESOLVED, the following applicable Ingham County policies still apply: living wage, non-discrimination and vendor code of conduct.

BE IT FURTHER RESOLVED, all other material terms included in the RFP are hereby waived.

HUMAN SERVICES:  Yeas: Banas, Tennis, Sebolt, Nolan, Naeyaert  
                    Nays: Koenig, Morgan  Absent: None  Approved 09/17/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Schafer  
              Nays: Koenig, Morgan  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201'
AGENDA ITEM NO. 34

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONSTRUCTION OF A SIDEWALK
AT LAKE LANSING PARK SOUTH

RESOLUTION # 18 - 389

WHEREAS, the Friends of the Ingham County Parks was organized as a support and fundraising organization to the Ingham County Parks in its mission; and

WHEREAS, the Friends of Ingham County Parks has raised funds to provide for the installation of a new sidewalk that extends from the corner of Lake Lansing and Marsh Roads to the Community Band Shell at Lake Lansing Park South and is offering this gift to the Ingham County Parks; and

WHEREAS, Cornerstone Concrete and Contracting provided the Friends of the Ingham County Parks with a proposal to do the sidewalk installation at $9,890; and

WHEREAS, there is no cost to the County because the Friends of Ingham County Parks will pay all costs for the project directly to Cornerstone Concrete and Contracting; and

WHEREAS, the Park Commission has voted to recommend that the Board of Commissioners accept this gift.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the construction of a sidewalk that extends from the corner of Lake Lansing and Marsh Roads to the Community Band Shell at Lake Lansing Park South Lake Lansing Park South by Cornerstone Concrete and Contracting.

BE IT FURTHER RESOLVED, that the project will be completely funded by the Friends of Ingham County Parks, and funds for the construction for the sidewalk will be paid to Cornerstone Concrete and Contracting directly by the Friends of Ingham County Parks.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses its appreciation to the Friends of Ingham County Parks for this generous donation.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution after review and approval as to form by the County Attorney.
HUMAN SERVICES: Yeas: Banas, Sebolt, Nolan, Koenig, Morgan, Nacayaert
Nays: None  Absent: Tennis  Approved 09/17/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2019
AGENDA ITEM NO. 35

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LISA MCCORMICK, CHIEF ASSISTANT PROSECUTOR

RESOLUTION # 18 - 390

WHEREAS, Lisa McCormick has been an active member in good standing of the State Bar of Michigan since 1995; and

WHEREAS, after receiving her undergraduate degree from the University of Pittsburgh in 1990, she attended Western Michigan University, Thomas M. Cooley Law School, receiving her Juris Doctor, Cum Laude, in May 1995; and

WHEREAS, she began working for the Ingham County Prosecutor as an Assistant Prosecutor in April 1997, practicing in the Ingham County District and Circuit Courts. She was promoted Unit Chief Prosecutor Special Victims Unit in July 2005, Deputy Chief Assistant Prosecutor in October 2007, and lastly Chief Assistant Prosecutor in December 2008; and

WHEREAS, in 2011 she founded Small Talk Children’s Assessment Center of Ingham County and is currently the Treasurer. Small Talk is where children who are victims of severe physical and sexual abuse are interviewed and offered therapy at no cost. The mission of Small Talk is to provide a comfortable, child-friendly atmosphere where children receive coordinated services during the child abuse investigative process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Lisa McCormick, Chief Assistant Prosecutor for 21 years of outstanding service, her numerous accomplishments and the significant contributions she has made to the County of Ingham and its citizens.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None Absent: Anthony Approved 09/13/2018

Commissioner Crenshaw moved to approve the resolution. Commissioner Naeyaert supported the motion.

The motion carried unanimously. Absent: Commissioner Hope.

Commissioner Crenshaw stated that he had a great relationship with the Ingham County Prosecutor’s Office (ICPO) and had known Ms. McCormick for many years. He read portions of the resolution.

Commissioner Crenshaw stated that Ms. McCormick’s departure was bittersweet. He further stated that the ICPO had big shoes to fill.

Commissioner Crenshaw stated that he would like to thank Ms. McCormick for her years of service and dedication.
Ms. McCormick stated that this had been one of the hardest decisions and it would not be easy to leave the ICPO. She further stated that as employee you always wanted to feel appreciated and when she came to the Board of Commissioners she always felt appreciated, which was worth more than money.

Ms. McCormick stated that she respected everyone very much. She further stated that the Board of Commissioners often made difficult decisions, even though they did not always agree with her she understood that they made those decisions in the best interest of the County and their employees.

Ms. McCormick stated that she was proud to work for Ingham County and this departure was bittersweet. She further stated that her last day at the ICPO would be a rough day as she had expected to finish career at ICPO.

Ms. McCormick stated that sometimes things changed, and she was excited for new opportunities.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 36

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS FOR CONSTRUCTING, EQUIPPING AND FINANCING A NEW COMBINED JUSTICE COMPLEX FACILITY

RESOLUTION # 18 - 391

WHEREAS, on August 7 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, Redstone Architects, Inc. developed a preliminary design including estimated costs in 2016, and updated these costs estimates in April of 2018, including updated square footage estimates; and

WHEREAS, the new Justice Complex will replace the existing facilities and will be safer for the public, staff and inmates, and allow for more efficient operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the constructing, equipping, and financing of a new county justice complex which would replace the existing facility based on the preliminary plans and cost estimates provided to the Law & Courts Committee on April 12, 2018 and to the Finance Committee on April 18, 2018.

BE IT FURTHER RESOLVED, that the projected cost of construction, equipment, financing plus fees and borrowing costs, is not to exceed a total project cost of $101,673,278.

BE IT FURTHER RESOLVED, that due to the size and complexity of this facility, the Ingham County Building Authority is authorized to engage an owner’s representative for this project.

BE IT FURTHER RESOLVED, that any and all costs incurred by the County and the Ingham County Building Authority with respect to this project shall be reimbursed by the Justice Millage.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.
SEPTMBER 25, 2018 REGULAR MEETING

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None  Absent: Anthony  Approved 09/13/2018

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None  Absent: Naeyaert  Approved 09/18/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201
AGENDA ITEM NO. 37

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTINUE THE GRANT FUNDED THREE-QUARTER TIME ICEA COURT PROFESSIONAL 5 MENTAL HEALTH COURT – COURT SERVICES COORDINATOR POSITION; ADD A FULL-TIME ICEA COURT PROFESSIONAL 5 MENTAL HEALTH COURT – CASE COORDINATION SPECIALIST, AND ENTER INTO SUBCONTRACTS FOR FISCAL YEAR 2018-2019

RESOLUTION # 18 - 392

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of $376,893 to the State Court Administrative Office (SCAO) for continuation of the Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2018 through September 30, 2019; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle; and

WHEREAS, it has been determined that it is necessary to add a full-time Case Coordination Specialist position to achieve the program goals; and

WHEREAS, the Human Resources Department has classified the position as an ICEA Court Professionals 05 and the ICEA Court Professionals union supports the job description and classification; and

WHEREAS, the grant application requested $85,582 for the continuation of a three-quarter time Mental Health Court – Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PRO05 and $87,662 for the addition of a full-time Mental Health Court – Case Coordination Specialist (MHC Case Coordination Specialist); and

WHEREAS, continuation of the position of the MHC Court Services Coordinator and the addition of the MHC Case Coordination Specialist would provide continuity of service and necessary treatment and ancillary services coordination; and

WHEREAS, the 2019 SCAO Michigan Mental Health Court Operational Grant provides for grant implementation services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed $138,102.58); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan
SEPTEMBER 25, 2018 REGULAR MEETING

Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $57,656); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2019 Felony Michigan Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of October 1, 2018, Ingham County Board of Commissioners authorizes continuation of the MHC Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant which has a grant period of October 1, 2018 through September 30, 2018, and once the award has been granted approves the addition of a MHC Case Coordination Specialist and authorizes entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed $138,102.58); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $57,656).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2018-2019 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schaefer, Maiville
   Nays: None  Absent: Anthony  Approved 09/13/2018

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
   Nays: None  Absent: Naeyaert  Approved 09/18/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schaefer
   Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 38

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2018

RESOLUTION # 18 - 393

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2018 required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the award reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the acceptance of the FY 2018 Emergency Management Performance Grant from the State of Michigan in the amount of $60,463.00, for the time period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management Budget.

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

LAW & COURTS: Yea: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None   Absent: Anthony   Approved 09/13/2018

FINANCE: Yea: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None   Absent: None   Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 39

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE VARIOUS TRANSFERS WITHIN THE SHERIFF’S OFFICE BUDGET

RESOLUTION # 18 - 394

WHEREAS, a budgetary surplus has been identified by the Sheriff’s Office due to Post closures in the jail that ultimately lead to the reduction of Michigan Department of Corrections inmates being housed and fed under prior agreements; and

WHEREAS, the Sheriff’s Office is requesting the reallocation of budgeted funds from the Prisoner Housing Contract/Food Provisions account to various accounts in order to upgrade and modernize law enforcement and corrections equipment and further aid the delivery of service excellence; and

WHEREAS, items to be purchased include primary weapon platforms, miscellaneous dive equipment, a new marine patrol boat, training supplies, speed monitoring equipment, employee training and office supplies.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Controller/Administrator to transfer $220,000 from Prisoner Housing Contract/Food Provisions (10130113-750000) to the following accounts in the amounts listed:

<table>
<thead>
<tr>
<th>Description</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jail Food Service/Food Provisions</td>
<td>10135102-750000</td>
<td>$80,000</td>
</tr>
<tr>
<td>Special Units/Supplies</td>
<td>10130110-726010</td>
<td>$20,000</td>
</tr>
<tr>
<td>Marine Law Enforcement/Machinery &amp; Equipment</td>
<td>10133100-978000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Field Services/Training Equipment</td>
<td>10130102-736000</td>
<td>$21,200</td>
</tr>
<tr>
<td>Field Services/Employee Training</td>
<td>10130102-960000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Field Services/Supplies</td>
<td>10130102-726010</td>
<td>$12,000</td>
</tr>
<tr>
<td>Sheriff Administration/Employee Training</td>
<td>10130101-960000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Field Services/Uniforms &amp; Accessories</td>
<td>10130102-745000</td>
<td>$6,500</td>
</tr>
<tr>
<td>Sheriff Administration/Supplies</td>
<td>10130101-726010</td>
<td>$300</td>
</tr>
</tbody>
</table>

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None  Absent: Anthony  Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT TO PURCHASE AND TRAIN
A NEW CORRECTIONS K-9 DOG

RESOLUTION # 18 - 395

WHEREAS, Ingham County Sheriff’s Office has had, during Sheriff Wriggelsworth’s tenure as the Sheriff, a K-9 Unit; and

WHEREAS, the Ingham County Jail houses over 400 inmates at any given time; and

WHEREAS, it is very common for inmates to suffer from substance abuse addiction; and

WHEREAS, it is known that narcotics including opiates have been confiscated inside the jail; and

WHEREAS, the Ingham County Sheriff’s Office is aware of the opiate epidemic across the country and the greater Lansing area; and

WHEREAS, the Ingham County Sheriff’s Office would use this narcotics K-9 as a deterrent and a locating tool for opiates and other illegal narcotics; and

WHEREAS, the corrections K-9 would be available for planned area school sweeps and public relation demonstrations; and

WHEREAS, the Ingham County Sheriff’s Office has a long history of purchasing trained K-9 dogs; and

WHEREAS, the Ingham County Sheriff’s Office wants to enter into a contract with VonDerKing Kennels to obtain a new K-9 and to train it’s new handler at a cost not to exceed $3,500; and

WHEREAS, the Ingham County Sheriff’s Office would use account number 59530110-726010 inmate stores/supplies to pay this cost.

THERFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff’s Office to enter into a contract, with VonDerKing Kennels, not to exceed $3,500.00 to purchase a new K-9 dog and to train its handler.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2018 budget.

**LAW & COURTS:** **Yea**s: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville  
**Nays:** None  
**Absent:** Anthony  
**Approved 09/13/2018**

**FINANCE:** **Yea**s: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer  
**Nays:** None  
**Absent:** None  
**Approved 09/19/2018**

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 41

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2019 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR POSITION, AND ENTER INTO SUBCONTRACTS

RESOLUTION # 18 - 396

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of $256,452 from the State Court Administrative Office (SCAOO) for the fiscal year of October 1, 2018 through September 30, 2019 to continue the Swift and Sure Sanctions Probation Program (SSSPP) Grant; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

WHEREAS, the primary goal of the SSSPP is to increase compliance with probation terms by imposing certain, swift and consistent sanctions for probation violations which is consistent with Ingham County’s long term objective of providing appropriate sanctions for adult offenders; and

WHEREAS, $79,361 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time SSSPP Case Management Coordinator position; and

WHEREAS, continuing the SSSPP Case Management Coordinator position initially referenced in Resolution 13-390 will assist the Circuit Court in achieving the goals and objectives stated above; and

WHEREAS, the 2019 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney; substance abuse evaluations to be provided by Wellness, Inx.; day reporting services to be provided by NorthWest Initiative – ARRO; drug treatment, mental health treatment, anger management, domestic violence counseling services and transitional housing to be provided by Cristo-Rey, CEI-CMH, Freedom Through Counseling, and RISE Recovery Community; drug testing services to be provided by A.D.A.M.; and electronic monitoring services to be provided by Sentinel, (collectively not to exceed $131,554.50); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2019 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of October 1, 2018, the Ingham County Board of Commissioners authorizes continuation of the three-quarter time SSSPP Case Management Coordinator position for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2018 and ends on September 30, 2019, and, authorizes entering into subcontracts for the same grant with
defense attorneys; Wellness, Inx; NorthWest Initiative – ARRO; Cristo-Rey; CEI-CMH; Freedom Through Counseling; RISE Recovery Community; A.D.A.M.; and Sentinel, (collectively not to exceed $131,554.50) once the award has been granted.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2018 and 2019 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None  Absent: Anthony  Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 42

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND CONTRACT FOR ATTORNEY SERVICES FOR THE JUVENILE DIVISION

RESOLUTION # 18 - 397

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with attorneys; and

WHEREAS, Attorney Peter Brown has been providing legal counsel on juvenile delinquency and truancy cases assigned to Judge Richard J. Garcia; and

WHEREAS, Attorney Peter Brown was hired as the Circuit Court Juvenile Division’s Attorney Referee and can no longer provide legal counsel on juvenile delinquency and truancy cases assigned to Judge Richard J. Garcia, and

WHEREAS, Attorney Steven Feigelson and Attorney Robert Ochodnicky have been providing legal counsel, on one-half of the juvenile delinquency cases, respectively, assigned to Judge R. George Economy; and

WHEREAS, the Circuit Court Juvenile Division would like to amend the contract for Attorney Robert Ochodnicky to provide legal counsel on all juvenile delinquency cases assigned to Judge Richard J. Garcia effective September 1, 2018 through December 31, 2018 in the amount of $1,271.14 per month, not to exceed $9,124.56; and

WHEREAS, the Circuit Court Juvenile Division would like to amend the contract for Attorney Steven Feigelson to provide legal counsel on all juvenile delinquency cases assigned to Judge R. George Economy effective September 1, 2018 through December 31, 2018 in the amount of $1,010.00 per month, not to exceed $8,080.00; and

WHEREAS, the Circuit Court Juvenile Division would like to amend the contract for Attorney Kaitlin Fish to include providing legal counsel on truancy cases assigned to the Truancy Court Program, effective September 1, 2018 through December 31, 2018 in the amount of $833.33 per month, not to exceed $51,814.52.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amend the existing contracts to reflect the following:

- Attorney Robert Ochodnicky, for Judge Richard J. Garcia’s delinquency cases, at $1,271.14 per month, not to exceed $9,124.56. Effective 09/01/2018 through 12/31/2018.
LEGEND:

- Attorney Steven Fiegelson, for Judge R. George Economy's delinquency cases, at $1,010.00 per month, not to exceed $8,080.00. Effective 09/01/2018 through 12/31/2018.

- Attorney Kaitlin Fish, to include cases assigned to Truancy Court, at $833.33 per month, not to exceed $51,814.52. Effective 09/01/2018 through 12/31/2018.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contractual documents consistent with this Resolution and approve to form by the County Attorney.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None  Absent: Anthony  Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND CONTRACT WITH INGHAM INTERMEDIATE SCHOOL DISTRICT FOR EDUCATIONAL INSTRUCTION

RESOLUTION # 18 - 398

WHEREAS, the Ingham Academy is a partnership between the Juvenile Division of the Circuit Court, Highfields Inc, Peckham Inc. and Ingham Intermediate School District; and

WHEREAS, the Juvenile Division of the Circuit Court has utilized Ingham Intermediate School District to provide educational instruction at the Ingham Academy since September of 2007; and

WHEREAS, the Ingham Intermediate School District provides teachers, paraprofessionals, administrative support and a part-time principal; and

WHEREAS, the Ingham County Board of Commissioners authorized entering into a contract with Ingham Intermediate School District for an amount not to exceed $469,664.00; and

WHEREAS, the contract amount was based on 80 students being enrolled in the Ingham Academy on Count Day; and

WHEREAS, the Ingham Intermediate School District receives per pupil funding through the State School Aid Act; and

WHEREAS, per the contract language, the Ingham Intermediate School District bills the actual cost associated with the Ingham Academy based on the cost of the program less the revenue received from the State School Aid Act; and

WHEREAS, students who attend the Ingham Academy are ordered by the Juvenile Division of the Circuit Court; and

WHEREAS, the Ingham Intermediate School District per pupil count was 55.86 in February and 65.04 in October 2017, resulting in an estimated budget shortage of $99,023.82; and

WHEREAS, the Juvenile Division of the Circuit Court and the Ingham Intermediate School District reduced the deficit margin by implementing cost saving measures throughout the 2017/2018 school year; and

WHEREAS, there is still a deficit of approximately $55,000; and

WHEREAS, the cost of this contract is funded 50% by the Juvenile Justice Millage and 50% by the State Child Care Fund.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the existing contract to an amount not to exceed $524,664 with Ingham Intermediate School District for educational instruction for the time period of October 1, 2017 through September 31, 2018.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2018 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts consistent with this resolution subject to approval as to form by the County Attorney.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville  
Nays: None  Absent: Anthony  Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer  
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201
AGENDA ITEM NO. 44

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTINUE THE MICHIGAN DRUG COURT GRANT FOR THE
INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT

RESOLUTION # 18 - 399

WHEREAS, the 30th Judicial Circuit Court Juvenile Division has submitted a grant request in the amount of $203,366.25 from the Michigan Drug Court Grant program, administered by the State Court Administrative Office, for purposes of eliminating barriers to treatment as well as the continued funding of three positions; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that the continuation of the program will be supported; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent’s primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessment and treatment, emotional regulation, substance testing, cognitive behavioral therapy, relapse prevention intervention, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment, mentoring/coaching, education and employment, medically assisted treatment needs; and

WHEREAS, the grant award also includes continuing funding of a ¾ time FDTC Coordinator to complete screenings and intake of new participants, implement programs, and coordinate services; and

WHEREAS, the FDTC Coordinator position has been determined by Ingham County’s Human Resource Department to be a ¾ time position with benefits and is a member of the OPEIU funded for the duration of the grant which ends September 30, 2019; and

WHEREAS, the grant also includes the continued funding of two Special Part-time Program Assistants to provide supervision, testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County’s Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2019; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court’s Family Dependency Treatment Court for the sum not to exceed $203,366.25, which includes continued employment of
SEPTEMBER 25, 2018 REGULAR MEETING

a ¾ time FDTC Coordinator that would be part of the OPEIU, with benefits, and continued employment of two grant funded Special Part Time positions, at a UAW B pay grade, without benefits, for the time period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that a grant subcontract with the Mid Michigan Recovery Services (MMRS) is authorized to provide substance abuse assessments, cognitive behavioral, Trauma Recovery group, individual sessions, and in-patient treatment services; total costs are to not exceed $47,387.50 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring; total costs are to not exceed $12,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide oral swab substance abuse testing; total costs are to not exceed $15,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation; total costs are to not exceed $6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments; total costs are to not exceed $7,200 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with ADAM (Alcohol Drug Administrative Monitoring, Inc.) is authorized to provide urinalysis testing for DHHS participants; total costs are to not exceed $18,304 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2018 and 2019 Circuit Court Family Division budget and Position Allocation List.

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.

LAW & COURTS:  Yeas:  Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
    Nays:  None  Absent:  Anthony  Approved 09/13/2018

FINANCE:  Yeas:  Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
    Nays:  None  Absent:  None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 201
AGENDA ITEM NO. 45

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND A CONTRACT RENEWAL FOR
PRE-EMPLOYMENT TESTING

RESOLUTION #18-400

WHEREAS, a contract has been in place between Ergometrics and Ingham County for pre-employment testing of 9-1-1 Center applicants, approved by the Board Chairperson on September 18, 2012; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the 9-1-1 Center’s hiring process; and

WHEREAS, the provisions of the contract as approved by the Board in resolution 18-060, need to be amended to show an increased charge of $250.00 as the result of additional contract language required by Ingham County, altering their basic contract provisions. This will continue with no increase in the rates for the period of December 7, 2017 through December 7, 2018, outside of this additional contract related fee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the amended contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2017 through December 7, 2018 for an annual cost of $3,850.00 and a fee of $3.00 per applicant with a $25.00 minimum.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby also approves renewal of the contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2018 through December 7, 2019 for an annual cost of $3,850.00 and a fee of $3.00 per applicant with a $25.00 minimum.

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

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None  Absent: Anthony  Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF AN ESRI ArcGIS SOFTWARE LICENSE FOR THE 9-1-1 CENTER

RESOLUTION # 18 - 401

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 uses ESRI ArcGIS to manage GIS and mapping data used to process 9-1-1 and other calls for service; and

WHEREAS, the 9-1-1 Center has received a GSA pricing quote for a single ArcGIS Desktop license in the amount of $6300.00, with a yearly maintenance cost of $1500.00; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of $6300.00 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the ArcGIS software and $1500.00 per year for each of the next 5 years for software support services.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

LAW & COURTS:  Yeas:  Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays:  None  Absent:  Anthony  Approved 09/13/2018

FINANCE:  Yeas:  Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays:  None  Absent:  None  Approved 09/19/2018

Adopted as a part of a consent agenda.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH EG WORKFORCE SOLUTIONS FOR RECRUITING SERVICES FOR INGHAM COUNTY 9-1-1

RESOLUTION # 18 - 402

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the 9-1-1 center has been unable to locate applicants with the proper skill set to fill all of the approved Emergency Dispatcher positions (58) needed; and

WHEREAS, the 9-1-1 Director has sought proposals from recruiting companies to assist in finding candidates/applicants that have the skills and interest in working in the 9-1-1 Center; and

WHEREAS, EG Workforce Solutions submitted the lowest proposal amount of $2,950.00 per hired candidate/applicant; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to $60,000.00 per year, from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the recruiting services with EG Workforce Solutions.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

LAW & COURTS:  **Yea**s:  Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
  **Nays:** None  **Absent:** Anthony  **Approved 09/13/2018**

FINANCE:  **Yeas:**  Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
**Nays:** None  **Absent:** None  **Approved 09/19/2018**

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 48

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SOFTWARE PURCHASE AGREEMENT WITH
TRITECH FOR INFORM CAD API TO ENHANCE THE 9-1-1 CENTER
COMPUTER AIDED DISPATCH (CAD) SYSTEM

RESOLUTION # 18 - 403

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, the 9-1-1 Center needs to acquire the Inform CAD API, to enhance with TriTech CAD software in use as the Ingham County 9-1-1 CAD system; and

WHEREAS, the Ingham County Board of Commissioners approved $8,600.00 for this project in the 2018 CIP budget request for the 9-1-1 Center; and

WHEREAS, the 9-1-1 Director recommends the purchase of this software from TriTech to enhance CAD system, which has been budgeted for in the center’s 2018 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the purchase of the TriTech Inform CAD API software and software support for the Ingham County 9-1-1 Center, at a cost not to exceed $8,600.00, which includes the first year’s software support.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract/documents or purchase order, on behalf of the County after approval as to form by the County Attorney.

LAW & COURTS: Yea: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None  Absent: Anthony  Approved 09/13/2018

FINANCE: Yea: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2017
AGENDA ITEM NO. 49

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SOFTWARE PURCHASE AGREEMENT WITH TRITECH FOR INFORM CAD/MOBILE TEST SYSTEMS TO ENHANCE THE 9-1-1 CENTER COMPUTER AIDED DISPATCH (CAD) AND PUBLIC SAFETY MOBILE SYSTEMS

RESOLUTION #18 - 404

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Computer aided dispatch (CAD) / Mobile systems through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, the 9-1-1 Center needs to acquire a Inform Cad & Mobile Test System, to assist in the configuration changes, upgrades and enhancement of TriTech CAD/Mobile software in use by the Ingham County 9-1-1 Center and public safety agencies with their in vehicle mobile computer systems; and

WHEREAS, the Ingham County Board of Commissioners approved $35,323.00 for this project in the 2018 CIP budget request for the 9-1-1 Center; and

WHEREAS, the 9-1-1 Director recommends the purchase of this software from TriTech to purchase a test system for CAD and Mobile, which has been budgeted for in the center’s 2018 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the purchase of the TriTech a Inform CAD & Mobile Test System and first year’s software support for the Ingham County 9-1-1 Center, at a cost not to exceed $35,323.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract/documents or purchase order, on behalf of the County after approval as to form by the County Attorney.

LAW & COURTS: Yea: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None Absent: Anthony Approved 09/13/2018

FINANCE: Yea: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTMBER 25, 2018 REGULAR MEETING

ADMITTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 50

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR SOFTWARE SUPPORT AND SERVICES FOR THE NICE 9-1-1 RECORDER SYSTEM FOR THE INGHAM COUNTY 9-1-1 CENTER

RESOLUTION # 18- 405

WHEREAS, the Ingham County Board of Commissioners has established the 9-1-1 Central Dispatch Center and approved a NICE brand 9-1-1 Recording System for use by the 9-1-1 Center Resolution #11-125 in April of 2011; and

WHEREAS, the Ingham County Board of Commissioners approved an upgrade of the NICE Recording system for the 9-1-1 Central Dispatch Center under Resolution #16-456; and

WHEREAS, the County/9-1-1 Center had contracted with Van Belkum for the purchase of equipment and support/service of the recording system, with their contract expiring September 30, 2018; and

WHEREAS, the representatives of Van Belkum are no longer going to support the Center’s NICE 9-1-1 Recorder Systems with the expiration of the contract; and

WHEREAS, the 9-1-1 Center’s 2018 budget included the costs to support the Center’s NICE 9-1-1 Recorder Systems up to $18,500.00; and

WHEREAS, the new Michigan approved factory service provider for the NICE recording system is Word Systems, Inc. of Indiana, who has submitted a quote to provide support and service for the 9-1-1 system from October 10, 2018 through September 30, 2019, for $17,552.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Word Systems, Inc. of Indiana, for support and services for the Center’s NICE 9-1-1 Recording System at a cost of $17,552.00, from the 9-1-1 Center’s 2018 operations budget.

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.
SEPTMBER 25, 2018 REGULAR MEETING

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
  Nays: None  Absent: Anthony  Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
  Nays: None  Absent: None  Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 51

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO INCREASE OVERSIGHT OF SPAY/NEUTER VOUCHERS PURCHASED

RESOLUTION # 18 - 406

WHEREAS, the Ingham County Animal and Shelter (ICACS) currently sells low cost spay and neuter vouchers for residents of Ingham County, which gives many families in need of veterinary care the opportunity to have their pets spayed/neutered and vaccinated, and advances the ICACS goal of fewer homeless pets by preventing unintended litters; and

WHEREAS, ICACS is seeing an excess number of spay/neuter vouchers being purchased on behalf of organizations instead of individual citizens; and

WHEREAS, the Board of Commissioners wishes to enact a limit of number of vouchers that can be purchased by individuals, after which additional resources may be made available to individuals at the recommendation of an Animal Control Officer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the limiting of vouchers available to be purchased to ten (10) per individual, after which an Animal Control Officer may authorize additional resources and services as applicable.

BE IT FURTHER RESOLVED, that this change in policy/procedure would be effective January 1, 2019 to allow citizens time to be made aware of the change and to make other veterinary arrangements if necessary.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None Absent: Anthony Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

ADOPTED - SEPTEMBER 25, 2018
AGENDA ITEM NO. 52

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A BISSELL PET FOUNDATION EMPTY THE SHELTERS FREE ADOPTION GRANT

RESOLUTION # 18 - 407

WHEREAS, the Ingham County Animal Control and Shelter has applied for and has been approved to receive a grant from the BISSELL Pet Foundation; and

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control for no fee animal adoptions finalized on October 6, 2018; and

WHEREAS, the award amount of this grant is dependent on the number of animals adopted on October 6, 2018, but is anticipated to not exceed $5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from the BISSELL Pet Foundation for an amount to be determined by the number of adoptions finalized on October 6, 2018, but not to exceed $5,000 with no match requirement.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Banas, Schafer, Maiville
Nays: None Absent: Anthony Approved 09/13/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer
Nays: None Absent: None Approved 09/19/2018

Adopted as a part of a consent agenda.
SEPTEMBER 25, 2018 REGULAR MEETING

SPECIAL ORDERS OF THE DAY

Commissioner Crenshaw moved to appoint Debra Groh and Daniel Shiffer to the Capital Region International Airport Authority; and reappoint Roxann Wilkinson, Katelyn Evans, Thomas Hess, and Marie Hopfensperger to the Animal Control Shelter Advisory Committee; and reappoint Todd Heywood, Mary Molloy, and Douglas Edema to the Community Health Center Board; and reappoint Lynne Stauff and Abby Schwartz to the Board of Health; and reappoint Audrey Martini to the Historical Commission; and reappoint Simar Pawar and Matthew Bennett to the Parks Commission; and to waive the term limit and reappoint Mary Leys to the Potter Park Zoo Board; and reappoint Kyle Binkley to the Potter Park Zoo Board; and reappoint Kasey Bey to the Women’s Commission; and appoint Judge Draganchuk to the Chief Public Defender Selection Interview Committee. Commissioner Maiville supported the motion.

Commissioner Naeyaert asked for a reason why someone who had served on the airport committee for many years and was so knowledgeable was not being reappointed to the Capital Region International Airport Authority.

Commissioner Grebner stated that the Democratic Caucus in a binding meeting by the majority caucus had determined that they would recommend other people. He further stated that in this body, that was a sufficient reason for those who had pledged to support the decisions of the majority caucus under the rules.

Commissioner Grebner stated that Mr. Holman would be disappointed to not have been reappointed. He further stated that the Board of Commissioners should send a sincere thank you for his 24 years of service.

Commissioner Grebner stated the Mr. Holman’s expertise, service, hard work and love for the airport should be recognized by the Board of Commissioners but they did not need to apologize for not reappointing him. He further stated that this was a decision first for the Democratic Caucus and then for the Board of Commissioners.

Commissioner Grebner stated that this was not a subject for being questioned in public about their decisions.

Commissioner Naeyaert stated that as a Commissioner on the Board of Commissioners, minority or not, she had a right to ask about appointments being made and the reasons for those appointments. She further stated that she did not expect a curt response about a binding caucus being the reason for the vote.

Commissioner Tennis stated that he agreed that she deserved an explanation. He further stated that the Board of Commissioners had waived the term limit for Mr. Holman four or five times in the past.

Commissioner Tennis stated that there were two other quality candidates and it was time to get new blood. He further stated that he had not intended to disrespect Mr. Holman but his term had been waived a couple times.

Commissioner Schafer requested to split the question for the Capital Region International Airport Authority.

Chairperson Koenig stated that the question would be split.

Commissioner Naeyaert thanked Commissioner Tennis for his response.

Commissioner Sebolt asked for clarification of what question Commissioner Schafer had asked to split out.
SEPTEMBER 25, 2018 REGULAR MEETING

Commissioner Schafer stated that he had intended to remove the Capital Region International Airport Authority appointment out. He further stated that he would like to move to send that back to committee for further discussion.

Discussion.

The motion to reappoint Roxann Wilkinson, Katelyn Evans, Thomas Hess, and Marie Hopfensperger to the Animal Control Shelter Advisory Committee; and reappoint Todd Heywood, Mary Molloy, and Douglas Edema to the Community Health Center Board; and reappoint Lynne Staffa and Abby Schwartz to the Board of Health; and reappoint Audrey Martini to the Historical Commission; and reappoint Simar Pawar and Matthew Bennett to the Parks Commission; and to waive the term limit and reappoint Mary Leys to the Potter Park Zoo Board; and reappoint Kyle Binkley to the Potter Park Zoo Board; and reappoint Kasey Bey to the Women’s Commission; and appoint Judge Draganchuk to the Chief Public Defender Interview Selection Committee carried unanimously. Absent: Commissioner Hope.

Commissioner Schafer moved to send the appointment of Debra Groh and Daniel Shiffer to the Capital Region International Airport Authority to the County Services Committee.

The motion failed for lack of support.

The motion to appoint Debra Groh and Daniel Shiffer to the Capital Region International Airport Authority carried. Yeas: Koenig, Anthony, Banas, Celentino, Crenshaw, Grebner, Maiville, Morgan, Naeyaert, Nolan, Tennis, Schafer, and Sebolt Nay: Schafer Absent: Hope.

PUBLIC COMMENT

Barb Byrum, Ingham County Clerk, read a statement which is included in the minutes as Attachment A.

Commissioner Grebner introduced his Lansing River Trail sign and invited his fellow Board of Commissioners members to meet his sign. He further stated that the sign did not cost $10,000 plus $1,000 contingency.

COMMISSIONER ANNOUNCEMENTS

Commissioner Crenshaw stated that he wanted to thank Sergeant Daenzer for his hard work as the Interim ICAC Director. He further stated that he would also like to thank Sheriff Wriggelsworth for allowing Sergeant Daenzer to work 15 days past the deadline.

Commissioner Crenshaw stated that they had brought faith back to the ICAC and he believed that Ms. LeBombard would continue that. He further stated that he looked forward to the community supporting ICAC and volunteers returning.

Commissioner Celentino stated that he was disappointed that Mr. Holman was not reappointed to the Capital Region International Airport Authority but he respected the decision of the Board of Commissioners. He asked the County Services Committee to introduce a resolution honoring Mr. Holman for his work on behalf of the County.

Commissioner Crenshaw stated that there was a meet and greet for Ms. LeBombard following the meeting. He further stated that everyone was invited.
Commissioner Schafer stated that at the risk of being overly offensive he would like to echo Commissioner Celentino’s statement. He further stated that he had helped expose some serious issues at the airport and with the help of Mr. Holman and Commissioner Celentino those issues were corrected and the airport was improved.

Commissioner Schafer stated that Mr. Holman was worthy of praise and respect. He further stated that he would like to clarify Commissioner Grebner’s comments by pointing out that the binding caucus vote was 4-5.

Commissioner Schafer stated that binding caucus may work in some case but not all. He further stated that sometimes they worked to keep quality people from serving.

Commissioner Schafer thanked Mr. Holman and Commissioner Celentino for their work on the Authority.

Commissioner Grebner stated that he would like to clarify that the Democratic Caucus did not take a position on Mr. Holman’s appointment but the majority voted to appoint others. He further stated that a 4-5 vote was not taking a position.

Commissioner Grebner stated that he did not want to confuse the record.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Anthony moved to pay the claims in the amount of $28,698,560.93. Commissioner Tennis supported the motion.

The motion carried unanimously. Absent: Commissioner Hope.

ADJOURNMENT

The meeting was adjourned at 7:24 pm.

BARB BYRUM, CLERK OF THE BOARD
ATTACHMENT A – SUBMITTED BY CLERK BARB BYRUM

Thank you for the opportunity to speak, this evening.

Please let this announcement serve as a friendly reminder that today is National Voter Registration Day!

Please encourage your constituents or, in some of your cases, neighbors, to check their voter registration status, update their address or register to vote. The deadline to register to vote for the November 6th Election is October 9th!

I would also encourage you and others to request an Absent Voter Ballot by completing an application, I have many with me, if needed, and submitting it to your clerk.

These remarks are in regards to comments made by Commissioner Nolan during Commissioner Announcements at the August 28, 2018 Board of Commissioner meeting.

The Commissioner from the 12th District alleged that I was making “mean-spirited, damaging mischief,” which could not have been further from the truth.

You see, I apply Michigan Election and Campaign Finance laws evenly, regardless of party affiliation, who one is, or who they know. The goal I have in regard to fairly applying these laws, rules, and procedures is transparency. Ingham County residents, particularly residents of the 12th commission district, have a right know what their elected officials are doing and where they are living.

I have assisted at least three sitting County Commissioners and numerous candidates, and voters in regard to their voting address and residency to ensure compliance with Michigan Election Law. For candidates and elected officeholders, residency and voting address are more important, as one must reside in the district for which they serve. They must be a qualified, registered voter in their district.

I absolutely would have assisted Commissioner Nolan, had she asked; however, she did not. Rather, I was informed that she told someone who knocked on her door in Lansing that she lived there and specifically told that individual not to tell me. Let that sink in for a moment, Commissioner Nolan stated “do not tell Barb.” That doesn’t sit well with me; what are you hiding?

I have also been attacked by Commissioner Nolan for allegedly not providing all the requested information in her FOIA request.

Perhaps the good commissioner is not aware, but I do not serve as the FOIA Coordinator for Ingham County. That job, like many, is left to Board of Commissioner Director Becky Bennett. It is my understanding that Director Bennett worked with the IT Department to gather the requested information. Need I remind this body that this is another department that answers to the Board of Commissioners? For my part, I worked with Director Bennett to make sure the 11 page response was complete and added 6 pages to the response, which were the documents I submitted to the Michigan State Police and one document I submitted to a news outlet.

So that everyone is clear, on August 15, 2018, I did file a complaint with the Michigan State Police, Lansing Post. The complaint number is 11-3366-18. This was an in-person interview with the Michigan State Police.
No, I do not have a copy of the criminal complaint that was filed as that is not a document that I am responsible for creating or maintaining. In fact, as far as I know, the investigation is still ongoing, which would mean that a complaint would likely not be available, yet.

I will refrain from commenting on the personal attacks that Commissioner Nolan made as I believe her actions speak volumes.

Thank you.