

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

COUNTY SERVICES COMMITTEE
DEBBIE De LEON, CHAIR
DALE COPEEDGE
VICTOR CELENTINO
ANDY SCHOR
DON VICKERS
VINCE DRAGONETTI

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 19, 2011 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN TIME

Agenda

Call to Order

Approval of the [June 21, 2011 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Health Department
 - a. Recommendation to Start a [Dentist](#) at Step 5
 - b. Resolution to Authorize Acceptance of the Child and Adolescent Health Center [Awards](#) from the Michigan Department of Community Health
2. Circuit Court Family Division - Suspension of Hiring Freeze for [Juvenile Court Officers](#)
3. Equalization - [Deputy Equalization Director](#) Position at Step 5
4. Parks & Recreation Commission
 - a. Resolution Authorizing an Agreement Between the City of Lansing and the County of Ingham for Maintenance of Certain [City Parks](#)
 - b. Resolution Authorizing an Increase in the Parks Department Imprest ([Petty](#)) Cash Fund by Seven Hundred Fifty Dollars (\$750)
 - c. Resolution Authorizing a Michigan Community Service Commission [AmeriCorps](#) Grant Position Placement for the Parks Department
 - d. Resolution Authorizing Payment to Planned Migration and Ed Novak for the Shipping of [Rhinos](#) from Sedgwick Zoo and Miami Zoo to Potter Park Zoo
 - e. Resolution Authorizing a Budget Adjustment to the Lake Lansing Park-South Beach House [Roofing Project](#)
 - f. Resolution Authorizing a Budget Adjustment to the Hawk Island Park Tubing and [Snowboard Hill Projects](#)
 - g. Resolution Authorizing the Purchase of [Snow Making Equipment](#) for Hawk Island
 - h. Resolution Authorizing the Purchase of Snow Tubing and Snow Boarding [Lifts](#) for Hawk Island
5. Human Resources - Resolution Certifying Representatives for the [MERS](#) Annual Meeting

6. Controller's Office/Building Authority
 - a. Resolution Authorizing a Revised Project Design for the Consolidated 911 Dispatch Center
 - b. Resolution to Authorize a Contract for Legal Services with Cohl, Stoker & Toskey, P.C.

7. Board of Commissioners
 - a. Resolution to Re-Establish the Position of Health Officer Within the Health Department
 - b. Equal Opportunity Committee Appointment

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

June 21, 2011

Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Andy Schor, Don Vickers, Vince Dragonetti, and Board Chairperson Grebner

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Eric Schertzing, Curtis Hertel, Michelle Rutkowski, Jim Hudgins, Willis Bennett, and others

The meeting was called to order by Chairperson De Leon at 7:30 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 7, 2011 Minutes

The June 7, 2011 Minutes were approved as submitted.

Additions to the Agenda

3. Substitute – Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property
6. Pulled – Resolution to Authorize Rehmann Robson to Conduct an Audit of Ingham County for 2011, 2012 and 2013
9. Late – Register of Deeds, Closed Session – Attorney Peter Cohl Enter into Contract for Legal Sservices

(Comm. Grebner arrived at 7:01 p.m.)

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

(Comm. Schor arrived at 7:03 p.m.)

2. Sheriff's Office - Request a Waiver of the 2011 Hiring Freeze and Hiring Delay for an Open Lieutenant's Position
4. Fair Board - Resolution to Rebuild the Two South End Horse Show Arenas at the Ingham County Fairgrounds
5. Parks Department
 - a. Resolution Authorizing a Contract with Sc Environmental Services for the Demolition of the Rocky Mountain Big Horn Sheep Exhibit

7. Historical Commission - Resolution to Donate Foundation from Civil War Cannon to Maple Grove Cemetery

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

1. Interviews - Equal Opportunity Committee

The Committee interviewed Shawn Beard for the Equal Opportunity Committee. There are 2 vacancies.

3. Treasurer's Office - Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY.

Comm. Vickers stated that he and Comm. Grebner had previously asked for a list of properties owned by the County, amount invested and to include the value or asking price. Comm. De Leon asked that the list include how long the County has owned the properties.

Mr. Schertzing will provide the Committee with a list of County owned properties, asking prices and the length of time the property has been owned by the County.

Comm. Vickers asked how long the properties are off the tax rolls. Mr. Schertzing stated it depends on the type of property for instance properties through the Land Bank have a specific tax for 5 years after the sale, or a Brownfield Plan can recapture upward of 30 years. He also explained that a specific tax is different than an ad valorem tax because the levied amount is split in half going to the taxing authority and the Land Bank. Comm. Copedge asked where the Brownfield tax is directed. Mr. Schertzing answered to the Brownfield Authority.

Comm. Vickers asked how many sales have been made in the past 90 days and is the County meeting loan obligations. Mr. Schertzing explained that the properties go through so many funding sources there is no quick answer. He stated that his staff is working on a spread sheet to identify properties that go to auction, neighborhood stabilization purchases or will be demolished. He further explained that properties that do not sell at auction often the County would own them anyway. He stated that the Land Bank is a tool used to deal with foreclosures and the cycle of repeated foreclosures. Comm. Vickers asked if all the properties on the list had been offered at an auction. Mr. Schertzing stated no, but, they will be.

Comm. Vickers asked again how many homes with ‘for sale’ signs have been sold in the past 90 days. Mr. Schertzing stated last year 22 improved structures were sold and this year they are on track for 30 or more to sell.

Comm. Vickers asked how the properties are financed. Mr. Schertzing stated a revolving line of credit. Comm. Grebner asked how much is drawn against the line of credit. Mr. Schertzing stated about half.

Comm. Copedge asked how much is direct to Brownfield DDA. Mr. Schertzing estimated \$100,000 on the 2 plans. The challenge is the 2007 Brownfield borrowing and the Land Bank has had to bridge the payment gap between what was projected to be revenue to pay down the bonds.

Comm. Schor asked what the foreclosure alternative is or what happens to the properties. Mr. Schertzing stated that all properties go to auction and the properties that do not sell the County would end up owning them anyway. Mr. Schertzing acknowledged that the Land Bank needs to slow down on the properties being held by the County and noted that this year’s inventory has more commercial property than in the previous year. He also explained that some vacant parcels are now being used as community gardens.

Comm. Dragonetti asked why the County does not auction first then sell or demolish the remaining properties. Mr. Schertzing stated he had a fiduciary responsibility to the property owners neighboring the foreclosed homes. Comm. Dragonetti asked if there was a blight problem. Mr. Schertzing stated that recovery act funds were used to demolish such properties.

Mr. Schertzing invited anyone to look at the tax foreclosed properties to see the quality issues. He also stated it was his opinion that an investor would not spend money on a home that needs to be demolished.

There was a discussion of the types of properties the County owns, potential sales, and leasing opportunities.

Comm. Schor stated it was his understanding that there are two processes for auctions. There is the process of a minimum bid and the other sells for any amount. Comm. Dragonetti stated one is an absolute auction and the other is a minimum bid reserve. Mr. Schertzing explained that State statute sets the bid price at the second auction. Comm. Schor suggested that the Committee invite Mr. Schertzing to a meeting for the purpose of reviewing the County’s foreclosure process.

Comm. De Leon asked what the anticipated price is for the properties to be acquired. Mr. Schertzing stated the range is between 250,000 to \$500,000 for 6 to 12 properties. Comm. De Leon asked how the prices were determined. Mr. Schertzing stated the Land Bank bases the value on appraised value.

MOTION CARRIED with Comms. Dragonetti and Vickers Voting “no”.

8. Board of Commissioners' Office - Resolution in Support of the Draft Clean Water Guidance Issued by the Environmental Protection Agency and Corps of Engineers

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. COPEDEGE, TO APPROVE THE RESOLUTION IN SUPPORT OF THE DRAFT CLEAN WATER GUIDANCE ISSUED BY THE ENVIRONMENTAL PROTECTION AGENCY AND CORPS OF ENGINEERS.

Comm. Vickers asked where the resolution originated. Comm. De Leon stated one of the Commissioners.

MOTION CARRIED with Comm. Vickers Voting "no".

9. Register of Deeds - Closed Session – Proposed Class Action Lawsuit.
Letter from Attorney Peter Cohl

MOVED BY COMM. DRAGONETTI, SUPPORTED BY COMM. COPEDEGE, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSING A PROPOSED CLASS ACTION LAWSUIT.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE: YEAS, COMMISSIONERS DE LEON, COPEDEGE, CELENTINO, SCHOR, VICKERS, AND DRAGONETTI.

The Committee returned to regular session.

MOVED BY COMM. COPEDEGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE PROPOSED CLASS ACTION LAWSUIT.

MOTION CARRIED UNANIMOUSLY.

5. Parks Department
 - b. Resolution Authorizing an Agreement Between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks

MOVED BY COMM. COPEDEGE, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF LANSING AND THE COUNTY OF INGHAM FOR MAINTENANCE OF CERTAIN CITY PARKS.

Mr. Bennett explained that the director of the Lansing Parks asked if the County would be interested in taking over limited maintenance on certain smaller parks, 5 acres or less. He noted that the mowing areas are quite small. Mr. Bennett further explained he estimated the County's cost by considering the County's staff production, labor costs including seasonal supervisors, and general maintenance expenses.

Comm. Dragonetti asked if the City provided him with their current costs. Mr. Bennett stated yes, and the City cost of labor is much higher than the County.

Comm. Celentino stated there were approximately 25 parks listed how many does the City have. Mr. Bennett stated 116 total parks but not all fit the small less than 5 acre category. Comm. Celentino asked if the County compensation was reasonable. Mr. Bennett stated yes. Mr. Bennett explained that a crew of 3 or 4 will complete the work by one mowing, one picking up litter and disposing of trash, and the other trimming. Comm. Celentino expressed his concerns of sign installation, the frequency and cost of graffiti removal, snow removal and the side walk ordinance. Comm. Celentino asked if more equipment would be needed. Mr. Bennett stated the County would be buying additional equipment. Comm. Copedge asked what the County's mowing cycle would be. Mr. Bennett answered approximately every 12 days.

Comm. De Leon asked what the cost of equipment would be. Mr. Bennett estimated between \$60,000 and \$70,000. Mr. Bennett will forward Comm. De Leon the cost of the equipment. Comm. De Leon asked how long the contract is for. Mr. Bennett stated a minimum of one-year and does have an early termination clause.

Comm. Schor expressed his concern that the County's compensation is too low. Mr. Bennett stated that he has studied this for months and it can be done. Comm. Schor suggested deleting sign installation and graffiti removal language. Mr. Bennett agreed that could be deleted.

Comm. Grebner stated this is partly a public service to the City of Lansing and it will also keep the river trails nice. He expressed his concern that the graffiti may not be removed if the County does not do it and asked if there would be problems with the City of Lansing Labor Union. Comm. De Leon asked if the staff was seasonal or full time. Mr. Bennett stated that he would find out more information on the graffiti and union implications. He noted that the document he was provided with by the City of Lansing showed both full time and seasonal staff.

Comm. Celentino asked who would submit the monthly report to the City of Lansing. Mr. Bennett answered field staff. Comm. De Leon suggested obtaining relevant City ordinances. Comm. Copedge expressed his concern of mowing hours, mowing height and ordinances. Comm. Dragonetti stated that the resolution needs more direction from the attorney, and should be for more money. Comm. Grebner suggested that the City of Lansing must buy the equipment if they cancel before the end of the contract. He also suggested adding the language of a not to exceed cost.

The Commissioners would like a map of the side walks that need snow removal and copies of any relevant ordinance. Additionally, the following items need to be clarified:

Sunday mowing, mowing hours, who will remove graffiti if the County does not, collective bargaining agreements, sign installation, update the Chairperson of the Board, if actual costs exceed contract price there will be additional charges and include a not to exceed statement, and the purchase of equipment if there is an early termination of contract.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DRAGONETTI, TO TABLE THE RESOLUTION AND SEND IT TO THE ATTORNEY FOR ANOTHER DRAFT.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHOR, TO APPOINT STEFAN FLETCHER TO THE EQUAL OPPORTUNITY COMMITTEE.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. De Leon informed the Committee that her daughter is interviewing for a position at Yale today.

Ms. Lannoye informed the Committee that the Human Resources Director Position is currently posted.

Public Comment

None.

The meeting adjourned at approximately 8:42 p.m.

Respectfully submitted,

Julie Buckmaster

JULY 19, 2011 COUNTY SERVICE AGENDA STAFF REVIEW SUMMARY

HIRING FREEZE

The Controller is recommending approval of the following hiring freeze request

2. Circuit Court Family Division—Request to waive the hiring freeze for 3 vacant Juvenile Court Officers.

ACTION ITEMS

The Controller is recommending approval of the following action items:

1(a). Health Department—Dr. Sienko is requesting Committee approval to start a three quarter time dentist at Step 5. The position has been vacant for more than one year and would be assigned to the Adult Dental and Healthy Smiles Dental Center.

1(b). Health Department—*Resolution to Authorize Acceptance of the Child and Adolescent Health Center Awards from the Michigan Department of Community Health (MDCH).*

The resolution would authorize a five year \$3.4 million agreement with MDCH and would establish seven new positions at the Health Centers.

3. Equalization—The Equalization Director Doug Stover is requesting Committee approval to hire the Deputy Equalization Director at Step 5 or \$65,271. The candidate is exceptionally well qualified and his existing salary is approximately \$74,000. The salary range for the Deputy Equalization Director is \$54,371 to \$65,271.

4(a). Parks and Recreation—*Resolution Authorizing an Agreement Between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks.*

This resolution was tabled at the last County Services meeting. Since that time Willis Bennett and I have met with representatives of the City and mutually agreed to revise the draft agreement to address the Committee's concerns. Please see my memorandum which summarizes the changes from the previous contract draft.

4(b). Parks and Recreation—*Resolution Authorizing an Increase in the Parks Department Imprest (Petty) Cash Fund by \$750.*

The resolution would increase the total amount of the fund to \$3,850. These funds are used to provide change funds to park managers and seasonal staff in the various revenue areas of the parks.

4(c). Parks and Recreation—*Resolution Authorizing a Michigan Community Service Commission AmeriCorps Grant Position Placement for the Parks Department.*

The resolution authorizes a retroactive placement agreement with AmeriCorps for the time period January 3, 2011 through July 1, 2011. The grant totals \$8,688 and requires a county contribution equal to one-third or \$2,896. AmeriCorps volunteer, assigned to the Parks Department, was assigned the tasks of expanding volunteer programs, and supporting trail maintenance, planning, and management of natural areas.

4(d). Parks & Recreation—*Resolution Authorizing Payment to Planned Migration and Ed Novak for the Shipping of Rhinos from Sedgwick Zoo and Miami Zoo to Potter Park Zoo.*

This resolution retroactively authorizes payments for shipping the rhinos. The resolution also authorizes the transfer of funds from the Zoo maintenance account to the contractual services line item.

4(e). Parks & Recreation—*Resolution Authorizing a Budget Adjustment to the Lake Lansing Park-South Beach House Roofing Project.*

This resolution would transfer \$7,384 from the Park's 2011 Capital Improvement budget to the maintenance account. The transfer would increase the projected costs of replacing the roof of the Lake Lansing Beach House to \$14,782, including \$1,344 in contingency. The increase was necessary due to the unexpected deterioration of the roof's existing foundation.

4(f). Parks & Recreation—*Resolution Authorizing a Budget Adjustment to the Hawk Island Park Tubing and Snowboard Hill Projects.*

The resolution transfers an additional \$62,548 from the balances of nine different capital improvement projects and the Parks 2011 supply account. This would increase the projected costs of the projects from \$199,000 to \$261,548. The Parks Department request assumes that the Board would also approve their \$28,000 request to purchase a track system; bringing total projects cost up to \$289,548.

4(g). Parks & Recreation—*Resolution Authorizing the Purchase of Snow Making Equipment for Hawk Island.*

The resolution authorizes the purchase of snow making equipment from SMI of Midland in an amount not to exceed \$41,445, and the purchase of a pump for the snow making equipment from Ratnick of Victor, New York in an amount not to exceed \$42,050. Bids were solicited and evaluated by the Purchasing Department.

4(h). Parks & Recreation—*Resolution Authorizing the Purchase of Snow Tubing and Snow Board Lifts for Hawk Island.*

The resolution authorizes the purchase of lifts from Geise Engineering of Northumberland, Pennsylvania in an amount not to exceed \$52,395. Bids were solicited and evaluated by the Purchasing Department.

5. Human Resources—*Resolution Certifying Representatives for the MERS Annual Meeting.*

The resolution certifies the county's representatives to the annual MERS meeting to be held in Traverse City from September 27-29, 2011. The governing body of each member municipality must certify an employee delegate (Sally Auer) who has been elected by other employees, and appoint an officer delegate of the governing body (Human Resources Director).

6(a). Controller's Office—*Resolution Authorizing a Revised Project Design for the Consolidated 911 Dispatch Center.*

The resolution would increase the estimated total project costs from \$5.2 million to \$5.6 million. The increase is necessary because the initial construction bids came in \$960,000 over budget. The resolution also asks the Board to approve a revised project design that significantly reduces the project's costs without compromising the integrity of the facility. Please refer to the attached memo for further details.

6(b). Controller's Office - *Resolution to Authorize a Contract for Legal Services with Cohl, Stoker & Toskey, P.C.*

Materials to be distributed under separate cover.

OTHER ACTION ITEMS

7(a). Board of Commissioners—*Resolution to Re-establish the Position of Health Officer Within the Health Department.*

This resolution is necessary due to the retirement of Dr. Sienko.

MEMORANDUM

TO: County Services Committee

FROM: Dean Sienko, M.D., M.S., Health Officer

DATE: July 6, 2011

RE: Recommendation to Start a Dentist at Step 5

The Ingham County Health Department (ICHD) currently has two 1.0 FTE vacant dentist positions. One position has been vacant for more than one year, since May 2010. Recruiting dental providers is difficult for several reasons. The main reason is that ICHD's salary is extremely low compared to salaries offered at comparable health centers throughout the state. This makes it extremely difficult to recruit dentists. Each day a dentist position goes unfilled results in a loss of services to 10-15 patients per day, which results in decreased revenue for the ICHD. Another reason this position is difficult to fill is that the position serves either the pediatric or the adult population. Dental applicants want to serve both populations.

As a Federally Qualified Health Center (FQHC), the Community Health Centers are required to provide primary health services related to family medicine, internal medicine, pediatrics, obstetrics, or gynecology. This includes preventive health services, one of which is preventive dental services. The ICHD provides preventive, restorative and emergency dental services as part of its additional health services.

As an FQHC, the ICHD can benefit from enhanced reimbursement as long as it adheres to certain program requirements. One requirement is that it must maintain a core staff as necessary to carry out all required primary, preventive, enabling health services and additional health services as appropriate and necessary, either directly or through established arrangements and referrals. Staff must be appropriately credentialed and licensed (Section 330(a)(1) and (b)(1), (2) of the PHS Act. A dentist is needed in order to maintain this core staff to carry out these preventive, restorative and emergency dental services. The dentist position will allow the ICHD to maintain high quality dental services for its patients and to maintain revenue projections resulting from these dental services. Competitively recruiting a dentist today requires salary considerations beyond Step 1 of the MCF salary grade as stipulated within the County's Managerial and Confidential Agreement.

Dr. Degroff has five years of experience serving both pediatric and adult patients at Health Delivery, Inc. an FQHC in Saginaw. Dr. Degroff's experience and commitment to serving the medically vulnerable population, including people who are uninsured, underinsured and on Medicaid will be an asset to the ICHD. In her former position, Dr. Degroff was identified as the "cornerstone" of the agency.

The candidate that we are recommending, Dr. Degroff, is interested in filling this position at three quarter time status. This position has been budgeted and grant funds are available. Dr. Degroff has indicated that she is willing to accept the position contingent on step 5 in the dentist salary range, (\$94,530). She will start August 1, 2011 and will work at both Adult Dental and Healthy Smiles Dental Center Mondays, Tuesdays and Wednesdays from 8 AM to 7 PM. Even at Step 5, Dr. Degroff is taking a large pay cut of more than \$20,000 to accept employment at the ICHD. Consequently, I recommend that the County Services Committee authorize a starting salary for Dr. Degroff at the Managerial and Confidential Pay Grade 14, Level 5 and that the position remain 1.0 FTE,

c: Debra Brinson, w/ attachment
John Jacobs, w/ attachment
Barb Mastin, w/attachment

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer/Medical Director

Date: July 14, 2011

Subject: Recommendation to Authorize Acceptance of the Child and Adolescent Health Center awards from the Michigan Department of Community Health

In January 2011, the Ingham County Health Department (ICHD) Community Health Center Network (CHCN) responded to a competitive grant opportunity through the Michigan Department of Community Health to continue funding Willow Health Center, Otto Health Center and the School Wellness Program at Gardner Middle School. The ICHD CHCN also proposed the addition of a new school-based health center at a high school in the Lansing School District. The Michigan Department of Community Health awarded the ICHD CHCN the grant for the maximum award period of five years.

This is a recommendation to authorize acceptance of the Child & Adolescent Health Center awards from the Michigan Department of Community Health. These awards will provide a total of \$3.4 million over five years. One hundred thousand per year will support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year will support the continued operations at Otto Community Health Center; \$225,000 will support the continued operations at Willow Health Center, and \$175,000 will start a new school-based health center and fund its operations at a Lansing School District High School.

These awards will fund seven new positions, which are essential to the operations of these Health Centers:

1. Community Health Representative II (UAW D) – 1.0 FTE
2. Health Center Nurse (MNA 1) – 1.0 FTE
3. Clinic Assistant I (UAW D) – 1.0 FTE
4. Nurse Practitioner (MNA 6) – 1.0 FTE
5. Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
6. Health Educator II (ICEA PRO 9) – 0.5 FTE
7. Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

As a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff. One-third of the committee members must be parents of school-aged youth. The committee must approve certain policies related to the health center. In order to establish and maintain this required committee, the ICHD proposes to enter into an agreement with the School-Community Health Alliance of Michigan (SCHA-MI). SCHA-MI will provide support and assist in parent and youth engagement to the committee as required. The budgeted amount for this agreement will not exceed \$25,000.

In addition, the ICHD Community Health Center Board has reviewed, authorized (as your FQHC Co-applicant Board), and recommends the acceptance of the Child and Adolescent Health Center awards, which continue funding the aforementioned health centers.

I recommend that the Board of Commissioners adopt the attached resolution and authorize acceptance of the Michigan Department of Community Health Child and Adolescent Health Center awards to support the continued operations of ICHD CHCN's Child and Adolescent Health Centers.

- c: Debra Brinson, Deputy Health Officer, w/attachment
- John Jacobs, Chief Financial Officer, w/attachment
- Barbara Mastin, Chief Operating Officer, w/attachment
- Jan Kimble, Child & Adolescent Health Center Supervisor, w/ attachment
- Carolyn Redman, Project Specialist, w/ attachment
- Rich Estill, ICEA President
- Kathy Fitton, MNA President
- Chuck Gray, UAW President

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE
CHILD AND ADOLESCENT HEALTH CENTER AWARDS FROM THE
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, in January 2011, the Ingham County Health Department (ICHD) Community Health Center Network (CHCN) responded to a competitive grant opportunity through the Michigan Department of Community Health to continue funding Willow Health Center, Otto Health Center and the School Wellness Program at Gardner Middle School; and

WHEREAS, the ICHD CHCN also proposed the creation of a new school-based health center at a high school within the Lansing School District; and

WHEREAS, the Michigan Department of Community Health awarded the grants to the ICHD CHCN; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners FQHC Co-applicant Board, has reviewed and recommends the acceptance of Child and Adolescent Health Center awards, which continue funding the aforementioned health centers; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes and accepts these awards in the amounts of \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School. These awards will provide a total of almost \$3.4 million over five years to the Ingham County Health Department; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has indicated that the following positions must be established in order to effectively perform the requirements of these grant awards:

Community Health Representative II (UAW D) – 1.0 FTE
Health Center Nurse (MNA 1) – 1.0 FTE
Clinic Assistant I (UAW D) – 1.0 FTE
Nurse Practitioner (MNA 6) – 1.0 FTE
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
Health Educator II (ICEA PRO 9) – 0.5 FTE
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

WHEREAS, as a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff. One-third of the committee members must be parents of school-aged youth. The committee must approve certain policies related to the health center; and

WHEREAS, the Health Office recommends that the Board of Commissioners authorize an agreement with the School-Community Health Alliance of Michigan to provide support and assist in parent and youth engagement to the committee as required; and

WHEREAS, the amount for this agreement will not exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School.

BE IT FURTHER RESOLVED, the grant agreements will be for the time period of October 1, 2011 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of the following positions:

Community Health Representative II (UAW D) – 1.0 FTE
Health Center Nurse (MNA 1) – 1.0 FTE
Clinic Assistant I (UAW D) – 1.0 FTE
Nurse Practitioner (MNA 6) – 1.0 FTE
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
Health Educator II (ICEA PRO 9) – 0.5 FTE
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of an agreement with the School-Community Health Alliance of Michigan from October 1, 2011 through October 31, 2016 to establish and maintain the required local community advisory committee and that this agreement will not exceed \$25,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed, including a NextGen license for the Nurse Practitioner position.

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

MEMORANDUM

TO: County Services

FROM: Maureen Winslow

DATE: July 7, 2011

RE: **Suspension of Hiring Freeze for Juvenile Court Officers**

The Circuit Court Family Division currently has three vacant Juvenile Court Officer positions. We are requesting the suspension of the hiring freeze for all three of them. The Family Division is fully aware of the difficult financial position Ingham County faces, however, in order to safely and effectively provide supervision and treatment to the juvenile wards of the court and their families, a full Juvenile Court Officer staff is essential.

A Juvenile Court Officer is responsible to investigate and make recommendations to the Court as to the most appropriate individualized treatment plan for each youth and his or her family under the jurisdiction of the Court for delinquency and/or child abuse and neglect. Each Juvenile Court Officer monitors the progress made and submits reports to the Court until the Court deems it appropriate to dismiss jurisdiction. The Family Division is committed to utilizing best practice methods in case management which is evidence based.

It is important to note that the Family Division has not had a full staff of Juvenile Court Officers since January 31, 2011 with subsequent vacancies occurring on May 23, 2011 and June 24, 2011. Each of these open JCO positions are in different programs and each creates a gap in service which could result in further financial burden to the County.

Two of the programs affected include the Intensive Neglect Services/Family Support Services program and the Intensive Probation program. A Juvenile Court Officer in either one of these programs works intensively with parents and minors brought to the attention of the court to prevent or reduce the number of days in out of home placement. With each case committed to the INS or IPS program, fewer juveniles are placed in foster care or other out of home placements. This results in significant savings to Ingham County.

Additionally, it should be noted that the above two positions are included in the Child Care Fund budget which reimburses the county 50% of the costs related to the position.

The third open JCO position is in the Standard Delinquency unit which falls under the required 1:6000 rule of local Administrative Order 1985-5. Though this position is not included in the Child Care Fund Budget, and is 100% General Fund, the state does reimburse a small amount through a quarterly grant which offsets the cost by about 10%.

While the number of delinquency petitions has decreased, the severity and intensity of the delinquent issues has increased. The range of dangerous issues our workers are faced with on a daily basis include gang activity, weapons, drugs and parental criminality. Their jobs require them to be in "the field" to do home checks. As a safety precaution, there are times two Juvenile Court Officers are necessary to go to certain homes or to transport an unstable youth. Without filling these vacant positions, the safety of our staff will be compromised.

There are two other positions open in the Family Division, an Intake Referee position and a half of a shared time Receptionist position. Currently, we are not requesting the suspension of the hiring freeze for either of these jobs. In fact, the Intake Referee position was included in the proposed budget reductions for 2012.

Agenda Item 3

TO: County Services Committee

FROM: Douglas Stover, Director
Equalization/Tax Mapping

DATE: July 11, 2011

RE: Deputy Equalization Director

Debbie Smieska, Deputy Equalization Director, retired effective June 30, 2011. The position was posted and candidates have been interviewed. I would like to hire Rob Francis. Rob is currently the Deputy Assessor for the City of Lansing.

Rob is an outstanding candidate for the Deputy Equalization Director position. He has a great deal of experience in assessing and database management. In particular, Rob has worked closely with Equalization regarding Headlee calculations, the apportionment of millage rates, and property tax exemptions.

Rob's current salary is approximately \$74,000. The salary range for the Deputy Equalization Director position is \$54,371 to \$65,271. I am writing to request permission to start Rob at Step 5 of the salary range - \$65,271.

I have never made such a request. The fact that I do so now is evidence of how strongly I feel about the benefits Rob can bring to the Equalization/Tax Mapping Department and Ingham County.

Agenda Item 4a

Date: July 13, 2011

To: County Services and Finance Committees

From: Mary A. Lannoye, County Controller/Administrator

Subject: Agreement between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks

A resolution authorizing an agreement between the City and the County was tabled at the last County Services meeting. Since that time Willis Bennett and I have met with City officials and have agreed to the following changes to the draft agreement:

- Under Section 3, deleted the reference to Sunday mowing only being permitted upon approval by the City.
- Deleted the subsection under Scope of Work that would have required the County to be maintain “Signs installed by the County”. We all agreed there would be no such signs to maintain.
- Amended the Scope of Work section to clarify that the County would only be responsible for routine graffiti removal, not to exceed one hour of work per incident.
- Deleted the reference under Hours of Operation regarding the County only mowing between Monday through Saturday. Left in the sentence that mowing operation shall only be performed between the hours of 7 AM and 5 PM.
- Clarified that the City shall provide the County with maps of each park that specifies the areas to be maintained (Boundaries).
- Amended the payment section so that payments and reports would take place on a quarterly basis and not monthly.
- Under that same section added the following language “the County’s reimbursement for services provided is based on the purchase of \$144,000 in new equipment which will be paid for based on a depreciation schedule unique to each piece of equipment. In the event this agreement is not renewed on an annual basis going forward, the City shall purchase the equipment based on the undepreciated value at that point in time. The County shall provide the City with updated depreciation schedules upon purchase of any new equipment”.
- Removed the section that stated “any police agency having jurisdiction over City Parks may patrol the premises at any time”.
- And finally the contract will begin on whatever date the agreement is fully executed.

If you require additional information or have any questions please let me know. I will bring copies of the revised draft agreement to the Committee meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF LANSING AND THE COUNTY OF INGHAM FOR MAINTENANCE OF CERTAIN CITY PARKS

WHEREAS, the City of Lansing has approached the Ingham County Parks Department about the possibility of providing certain maintenance services for 25 city parks that are 5 acres or less and all parks along the River Trail; and

WHEREAS, the Ingham County Parks Department provided the City of Lansing with a proposal; and

WHEREAS, the City of Lansing has accepted the proposal and their 2011-12 adopted budget assumes that they will contract with the County for these maintenance services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail.

BE IT FURTHER RESOLVED, that the contract shall be in effect for one-year and will begin on whatever date the agreement is fully executed.

BE IT FURTHER RESOLVED, the contract shall be subject to renewal for additional one-year terms that are renewed in writing and executed prior to the expiration of the current term.

BE IT FURTHER RESOLVED, that for the first year of the contract the County shall be compensated in the amount of \$236,000, which includes reimbursement for direct costs and administrative overhead costs.

BE IT FURTHER RESOLVED, that the compensation amount after the first year shall be subject to mutual agreement during the renewal process.

BE IT FURTHER RESOLVED, that the contract shall specify that the agreement may be cancelled by either party upon thirty (30) days written notice.

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

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

DATE: July 6, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing an Increase in the Parks Department Imprest (Petty) cash fund by Seven Hundred Fifty Dollars (\$750)

This resolution authorizes the increase of the Parks Department petty cash fund by \$750 for a total of \$3,850 of petty cash.

The Parks Department currently maintains a petty cash account of \$3,100. Those funds are used to provide change funds to park managers and seasonal staff to use as change in the various revenue areas of the parks.

In recent years, to meet business needs, it has been necessary to increase the change fund amounts being given. Over the course of the past two years the number of seasonal staff has declined in the parks and each employee needs to have a change fund to offer staffing flexibility.

Staff has determined that an increase of \$750, increasing the total amount of the fund to \$3,850, would meet current business needs. The Parks & Recreation Commission supported this request with the passage of a resolution at their June meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN INCREASE IN THE PARKS DEPARTMENT
IMPREST (PETTY) CASH FUND BY SEVEN HUNDRED FIFTY DOLLARS (\$750)**

WHEREAS, the Parks Department currently maintains a petty cash account of \$3,100; and

WHEREAS, those funds are used to provide change funds to park managers and seasonal staff to use as change in the various revenue areas of the parks; and

WHEREAS, in recent years to meet business needs it has been necessary to increase the change fund amounts being given to each individual; and

WHEREAS, the number of seasonal staff has declined in the parks and each employee needs to have a change fund to offer staffing flexibility; and

WHEREAS, staff has determined that an increase of \$750 increasing the total amount of the fund to \$3,850 will meet business needs; and

WHEREAS, the Parks & Recreation Commission supported this request with the passage of a resolution at their June meeting.

BE IT THEREFORE RESOLVED, that the Board of Commissioners authorizes the increase of the petty cash fund for the Parks Department by \$750 for a total of \$3,850 of petty cash.

DATE: July 6, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

**RE: Resolution Authorizing a Michigan Community Service Commission
AmeriCorps Grant Position Placement for the Parks Department**

This resolution authorizes entering into a placement agreement, on behalf of the Parks Department as “Host Site,” with AmeriCorps to oversee the AmeriCorps volunteer for 900 hours from January 3, 2011 through July 1, 2011 one third, \$2,896, to be paid from funds in the approved 2011 Parks budget, seasonal wage line item 208-75500-705000-51000 and the balance paid from a Power of We Grant.

The County contribution of \$2,896 provides a one third match to AmeriCorps funding to equal a total grant of \$8,688.

The Power of We Consortium successfully competed for a grant from the Michigan Community Service Commission (MCSC) for a Michigan’s AmeriCorps project that will place ten full time AmeriCorps members within organizations throughout the greater Lansing area to improve resident’s physical activity and nutrition. The ten AmeriCorps members will promote the use of non-motorized transportation on trails, greenways, and city streets, and increase the use of community gardens and farmers’ markets in previous food deserts.

On October 6, 2009, the Power of We Consortium notified the Ingham County Parks Department that they were selected as a host site for an AmeriCorps volunteer. The AmeriCorps volunteer would expand the Parks Department’s volunteer programs and support trail maintenance, planning, and management of natural areas in Ingham County Parks.

The Parks & Recreation Commission supported this resolution at their June meeting with the passage of a resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A MICHIGAN COMMUNITY SERVICE COMMISSION
AMERICORPS GRANT POSITION PLACEMENT FOR THE PARKS DEPARTMENT**

WHEREAS, the Power of We Consortium successfully competed for a grant from the Michigan Community Service Commission (MCSC) for a Michigan's AmeriCorps project that will place ten full time AmeriCorps members within organizations throughout the Greater Lansing area to improve resident's physical activity and nutrition; and

WHEREAS, the ten AmeriCorps members will promote the use of non-motorized transportation on trails, greenways, and city streets, and increase the use of community gardens and farmers' markets in previous food deserts; and

WHEREAS, on October 6, 2009, the Power of We Consortium notified the Ingham County Parks Department that they were selected as a host site for an AmeriCorps volunteer; and

WHEREAS, the AmeriCorps volunteer would expand the Parks Department's volunteer programs and support trail maintenance, planning, and management of natural areas in Ingham County Parks; and

WHEREAS, the County contribution of \$2,896 provides a one-third match to AmeriCorps funding to equal a total grant of \$8,688; and

WHEREAS, the Parks & Recreation Commission supported this resolution at their June meeting with the passage of a resolution.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a placement agreement, on behalf of the Parks Department as "Host Site," with AmeriCorps to oversee the AmeriCorps volunteer for 900 hours from January 3, 2011 through July 1, 2011 one-third, \$2,896, to be paid from funds in the approved 2011 parks budget, seasonal wage line item 208-75500-705000-51000 and the balance paid from a Power of We Grant.

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

Agenda Item 4d

DATE: February 16, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing Payment to Planned Migration and Ed Novak for the Shipping of Rhinos from Sedgwick Zoo and Miami Zoo to Potter Park Zoo

The Potter Park Zoo staff recently had two black rhinos shipped to the zoo. Two invoices have been received. One for \$6,310 from Planned Migration for shipping of a male rhino from the Sedgwick Zoo in Kansas and one for \$7,000 from Ed Novak for the shipping of a female rhino from the Miami Zoo. Two quotes were received for this shipping and the quotes with lowest cost were selected.

This resolution authorizes the transfer of \$13,310 from the 2011 approved Zoo budget line item Potter Park maintenance 258-69300-740000-34000 funded by the Potter Park Zoo Millage to Potter Park Zoo contractual services 258-69200-818000-31000.

Additionally, this resolution authorizes the payment of \$6,310 to Planned Migration for the shipping of one rhino from the Sedgwick Zoo in Kansas to the Potter Park Zoo and the payment of \$7,000 to Ed Novak for the shipment of one rhino from the Miami Zoo to the Potter Park Zoo.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PAYMENT TO PLANNED MIGRATION AND ED NOVAK FOR THE SHIPPING OF RHINOS FROM SEDGWICK ZOO AND MIAMI ZOO TO POTTER PARK ZOO

WHEREAS, the Potter Park Zoo staff recently had two black rhinos shipped to the zoo; and

WHEREAS, an invoice has been received for \$6,310 from Planned Migration for shipping of the male rhino from Sedgwick Zoo; and

WHEREAS, an invoice has also been received for \$7,000 from Ed Novak for the shipping of the female rhino from Miami Zoo; and

WHEREAS, two quotes were received for this shipping and the quotes with lowest cost were selected; and

WHEREAS, the Zoo Board and Parks & Recreation Commission supported this resolution with the passage of resolutions at their June meetings.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the transfer of \$13,310 from the 2011 approved Zoo budget line item Potter Park maintenance 258-69300-740000-34000 funded by the Potter Park Zoo Millage to Potter Park Zoo contractual services 258-69200-818000-31000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment of \$6,310 to Planned Migration for the shipping of one rhino from the Sedgwick Zoo to Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment of \$7,000 to Ed Novak for the shipment of one rhino from the Miami Zoo to Potter Park Zoo.

DATE: July 6, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Budget Adjustment to the Lake Lansing Park-South Beach House Roofing Project

This resolution authorizes the transfer \$7,384 from the Ingham County Parks 2011 approved Capital Improvement Budget line item 245-75299-931000, the Burchfield Park roof projects, to line item 245-75299-931000, the Lake Lansing Beach House project.

In 2010 the Board of Commissioners approved \$3,100 in the Parks Department Capital Improvement budget for the Lake Lansing Park-South Boat Launch Building Roof and the Beach House Roof. The beach house roof was designated as the first priority of the two roofs.

In 2010 bids were received for the beach house and a purchase order was issued to Save a Shake in the amount of \$4,875. The accepted bid included a disclaimer for the cost of additional plywood materials to replace rotted roof sections.

In 2010 \$3,698 was transferred from the Lake Lansing beach and volleyball sand replacement projects and \$600 was transferred from Lake Lansing Park-North road maintenance project to line item 245-75299-931000 to cover the cost of both roofs, bringing the project budget to \$7,398.

Because of timing issues, the beach house roof was delayed until 2011. As Save a Shake began the tear down of the beach house roof unusual construction consisting of milled 3 ½" x 6" tongue and groove wood was found and no plywood was present as a roof foundation. In addition, the milled tongue and groove lumber was decaying in places. Save a Shake then provided the County with new pricing for the project bringing the total project cost for the beach house roof to \$13,438 for replacement of decayed roof decking, milling and labor. \$1,344 is being requested for contingency bringing the Beach House project total to \$14,782; and

In light of this situation, the Park Manager has determined he will complete the Boat Launch roof project from the previously approved 2011 operating budget.

The Parks & Recreation Commission supported this budget adjustment with the passage of a resolution at their June meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO
THE LAKE LANSING PARK-SOUTH BEACH HOUSE ROOFING PROJECT**

WHEREAS, the Board of Commissioners approved \$3,100 in the 2010 Parks Department Capital Improvement budget for the Lake Lansing Park South Boat Launch Building Roof and the Beach House Roof; and

WHEREAS, the beach house roof was the first priority of the two roofs; and

WHEREAS, in 2010, bids were received for the beach house and a purchase order was issued to Save a Shake for \$4,875; and

WHEREAS, the accepted bid included a disclaimer for the cost of additional plywood materials to replace rotted roof sections; and

WHEREAS, in 2010, \$3,698 was transferred from the Lake Lansing beach and volleyball sand replacement projects and \$600 was transferred from Lake Lansing Park North road maintenance project to line item 245-75299-931000 to cover the cost of both roofs, bringing the project budget to \$7,398; and

WHEREAS, because of timing issues, the beach house roof was delayed until 2011; and

WHEREAS, in 2011, as the service provider, Save a Shake began the tear down of the beach house roof and unusual construction consisting of milled 3 ½" x 6" tongue and groove wood was found and no plywood as a roof foundation; and

WHEREAS, the milled tongue and groove lumber was decaying in places; and

WHEREAS, the selected vendor Save a Shake provided us with new pricing for the project bringing the total project cost for the beach house roof to \$13,438 for replacement of decayed roof decking, milling and labor; and

WHEREAS, the Park Manager will complete the Boat Launch roof project from the previously approved 2011 operating budget; and

WHEREAS, the Park Manager is requesting that \$1,344 be approved for contingency bringing the Beach House project total to \$14,782; and

WHEREAS, the Parks & Recreation Commission supported this budget adjustment with the passage of a resolution at their June meeting.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the transfer \$7,384 from the Ingham County Parks 2011 approved Capital Improvement Budget line item 245-75299-931000, the Burchfield Park roof projects, to line item 245-75299-931000, the Lake Lansing Beach House project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfer of funds.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: July 6, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Budget Adjustment to the Hawk Island Park Tubing and Snowboard Hill Projects

This resolution authorizes the following transfers from the Ingham County Parks 2011 approved Capital Improvement Budget and general appropriation, to the Hawk Island Park Tubing and Snowboard Hill Project line item 450-75600-978000-71000 for total transfers of \$62,548 and a total project cost up to \$289,548:

- \$11,000 / 2011 CIP – Pedal Boats, 508-75970-734000
- \$12,000 / 2011 CIP – LLS Boat Launch Dock Replacement, 508-75200-976000
- \$ 2,254 / 2011 CIP – Balance Hawk Island Water Wheel, 245-75299-931000
- \$ 2,254 / 2011 CIP – Balance Lake Lansing Water Wheel, 245-75299-931000
- \$ 4,918 / 2011 CIP – Balance Burchfield Roof Replacements, Beach House, Ranger Room, Tractor Shed, 245-75299-931000
- \$ 7,418 / 2011 CIP – Balance Woodsong Shelter Roof, 508-75200-931000
- \$ 4,000 / 2011 CIP – Road Gravel Lake Lansing, 205-75500-743000-51000
- \$ 4,000 / 2011 CIP – Road Gravel Burchfield, 208-75300-743000-61000
- \$10,000 / 2011 CIP – Parks Master Plan, 208-75200-818000-86000
- \$ 4,704 / 2011 Appropriation – Other Supplies, 208-75200-743000-86000

In 2006 the Ingham County Board of Commissioners passed resolution #06-149 authorizing an application and committing the local match of \$75,000 to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant in the amount of \$150,000 to develop a Snow Tubing Hill at Hawk Island Park. In 2008 the Ingham County Board of Commissioners authorized the acceptance of the grant with the passage of resolution #08-063.

\$14,000 was approved for tubing hill grooming equipment in the 2009 Parks Department Capital Improvement budget. These funds brought the total budget for the Snow Tubing Hill Project to \$164,000.

In 2011 the Ingham County Board of Commissioners passed resolution #11-159 approving \$35,000 for a Snowboard Hill to be added to the Snow Tubing Hill project bringing the total project budget to \$199,000. The initial budget for the Snow Tubing Hill project did not include funding for soil, grooming equipment, lifts, track system, or a City of Lansing Soil and Sedimentation Permit.

The \$28,000 cost of a track system has been requested in the 2012 Parks Department Capital Improvement request.

The Purchasing Department recently solicited and received bids for new lifts and one used lift that was available. The total budget for the project will be \$289,548 with the purchase of two new lifts or \$277,153 if one new lift and one used lift are purchased.

The Parks & Recreation Commission supported these budget adjustments with the passage of a resolution at their June meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE HAWK ISLAND PARK
TUBING AND SNOWBOARD HILL PROJECTS**

WHEREAS, in 2006, the Ingham County Board of Commissioners passed resolution #06-149 authorizing an application and committing the local match of \$75,000 to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant in the amount of \$150,000 to develop a Snow Tubing Hill at Hawk Island Park; and

WHEREAS, in 2008, the Ingham County Board of Commissioners authorized the acceptance of the grant with the passage of resolution #08-063; and

WHEREAS, \$14,000 was approved for tubing hill grooming equipment in the 2009 Parks Department Capital Improvement budget; and

WHEREAS, these funds brought the total budget for the Snow Tubing Hill Project to \$164,000; and

WHEREAS, in 2011, the Ingham County Board of Commissioners passed resolution #11-159 approving \$35,000 for a Snowboard Hill to be added to the Snow Tubing Hill project bringing the total project budget to \$199,000; and

WHEREAS, the initial budget for the Snow Tubing Hill project did not include funding for soil, grooming equipment, lifts, track system, or a City of Lansing Soil and Sedimentation Permit; and

WHEREAS, the \$28,000 cost of a track system has been requested in the 2012 Parks Department Capital Improvement request; and

WHEREAS, the Purchasing Department solicited bids for lifts and received bids for new lifts and one used lift that was available; and

WHEREAS, the total budget for the project will be \$289,548 with the purchase of two new lifts or \$277,153 if one new lift and one used lift are purchased; and

WHEREAS, the Parks & Recreation Commission supported these budget adjustments with the passage of a resolution at their June meeting.

THEREFORE BE IT RESOLVED, that The Board of Commissioners authorizes the following transfers from the Ingham County Parks 2011 approved Capital Improvement Budget and general appropriation, to the Hawk Island Park Tubing and Snowboard Hill Project line item 450-75600-978000-71000 for total transfers of \$62,548 and a total project cost up to \$261,548:

- \$11,000 / 2011 CIP – Pedal Boats, 508-75970-734000
- \$12,000 / 2011 CIP – LLS Boat Launch Dock Replacement, 508-75200-976000
- \$ 2,254 / 2011 CIP – Balance Hawk Island Water Wheel, 245-75299-931000
- \$ 2,254 / 2011 CIP – Balance Lake Lansing Water Wheel, 245-75299-931000

- \$ 4,918 / 2011 CIP – Balance Burchfield Roof Replacements, Beach House, Ranger Room, Tractor Shed, 245-75299-931000
- \$ 7,418 / 2011 CIP – Balance Woodsong Shelter Roof, 508-75200-931000
- \$ 4,000 / 2011 CIP – Road Gravel Lake Lansing, 205-75500-743000-51000
- \$ 4,000 / 2011 CIP – Road Gravel Burchfield, 208-75300-743000-61000
- \$10,000 / 2011 CIP – Parks Master Plan, 208-75200-818000-86000
- \$ 4,704 / 2011 Appropriation – Other Supplies, 208-75200-743000-86000

BE IT FURTHER RESOLVED, that the \$28,000 request for a track system is a pending request in the 2012 Capital Improvement Budget and is therefore not yet included in the total project budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfer of funds.

DATE: July 6, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing the Purchase of Snow Making Equipment for Hawk Island Park

This resolution authorizes the purchase of snow making equipment for both the Snow Tubing Hill and the Snow Boarding Hill at Hawk Island. Board of Commissioner Resolution #08-063 authorized the acceptance of Land and Water Conservation Fund grant to fund a Snow Tubing Hill with snow making equipment at Hawk Island Park. Board of Commissioner Resolution #11-159 approved the development of a Snow Boarding Facility adjacent to the Snow Tubing facility.

Staff has determined the snow making equipment for the snow tubing hill can also accommodate the anticipated snow making needs of the snow boarding hill.

Snow making equipment bids were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the snow making equipment from Snow Machines, Inc. of Midland, Michigan in the amount of \$41,445. The pump will be purchased from Ratnik of Victor, New York in the amount of \$42,050.

Funds are available within the Parks Department budget.

This resolution will run concurrent with the Parks & Recreation Commission.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: June 13, 2011
 SUBJECT: Snowmaking Machine Proposal Summary

Project Description:

Proposals were sought for a snowmaking machine for the new snow tubing and snow boarding hill at Hawk Island County Park. The snowmaking machine is comprised of a pump and various type of equipment. Parks staff will install the snowmaking machine.

Proposal Summary:

Vendors contacted: 12 Local: 0
 Vendors responding: 2 Local: 0

Company	Pump	Equipment ¹	Total Cost	Local
Snow Machines, Inc.	\$65,000	\$41,445	\$106,445	N – Midland
Ratnik Industries	\$42,050	\$50,409	\$90,609	N – Victor, NY

¹Includes water hydrants, electric pedestals, cables, vales, piping, and hoses.

Recommendation:

The Evaluation Committee recommends awarding two contracts: one to Snow Making Inc. for the purchase of the snow making equipment; and one to Ratnik Industries for \$40,200 for the new snowmaking pump. The pump from Ratnik is compatible with the equipment from Snow Machines. The total for the pump and equipment is \$81,645.

Advertisement:

The RFP was advertised in the Lansing State Journal, The New Citizens Press and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
SNOW MAKING EQUIPMENT FOR HAWK ISLAND**

WHEREAS, Board of Commissioner Resolution #08-063 authorized the acceptance of a Land and Water Conservation Fund grant to fund a snow tubing hill with snow making equipment at Hawk Island Park; and

WHEREAS, Board of Commissioner Resolution #11-159 approved the development of a snow boarding facility adjacent to the snow tubing facility; and

WHEREAS, staff has determined the snow making equipment for the snow tubing hill can also accommodate the anticipated snow making needs of the snow boarding hill; and

WHEREAS, snow making equipment bids for were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the snow making equipment through SMI of Midland, Michigan at a cost of \$41,445 and the purchase of the pump through Ratnik of Victor, New York at a cost of \$42,050.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of snow making equipment from SMI of Midland, Michigan in an amount not to exceed \$41,445.

BE IT FURTHER RESOLVED, the Board of Commissions accepts the bid, and authorizes the purchase of a pump for the snow making equipment from Ratnick of Victor, New York in an amount not to exceed \$42,050.

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

DATE: July 6, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing the Purchase of Snow Tubing and Snow Boarding Lifts for Hawk Island

This resolution authorizes the purchase of lift equipment for both the Snow Tubing Hill and the Snow Boarding Hill at Hawk Island. Board of Commissioner Resolution #08-063 authorized the acceptance of Land and Water Conservation Fund grant to fund a Snow Tubing Hill with a snow tube lift at Hawk Island Park. Board of Commissioner Resolution #11-159 approved the development of a Snow Boarding Facility with a snow board lift adjacent to the Snow Tubing facility.

Lift equipment bids for both venues were solicited from experienced and qualified manufacturers and resellers of snow tubing lifts and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the lifts through Geise Engineering of Northumberland, Pennsylvania in the amount of \$52,395.

An option to provide an authorized and certified technician to assist with the initial on-site installation and training of staff was also requested in the RFP.

Funds are available within the Parks Department budget.

This resolution will run concurrent with the Parks & Recreation Commission.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: June 13, 2011
SUBJECT: Snow Tubing & Boarding Tow Lifts Proposal Summary

Project Description:

Proposals were sought from experienced and qualified manufacturers and resellers of snow tubing and boarding tow lifts for the purpose of providing two lifts at the new snow tubing and boarding hill at Hawk Island County Park. Parks staff will install the lifts.

Proposal Summary:

Vendors contacted: 6 Local: 0
Vendors responding: 2 Local: 0

Table with 5 columns: Company, Snow Tube Lift, Snowboard Lift (refurb.), Total Cost, Local. Rows include Geise Engineering, Inc. and H.S. Fabricators, Inc.

Notes:

Magic Carpet, Inc., who was sent an RFP and did not respond, does not produce the lift systems that were specified in the RFP; rather it has a conveyer belt type lift in the range of \$100,000.

This project was rebid as the first time only one (1) response was received. Due to the special nature of the product, HS Fabricators and Geise were the only vendors that responded and that were recommended by other municipalities and ski resorts.

Recommendation:

The Evaluation Committee recommends awarding a contract to Geise Engineering, Inc. for an amount not to exceed \$52,395 for the two lifts. Geise has been in business for 30 years, is recommended by other park departments and ski resorts, and can provide installation recommendations for this area.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
SNOW TUBING AND SNOW BOARDING LIFTS FOR HAWK ISLAND**

WHEREAS, Board of Commissioner Resolution #08-063 authorized the acceptance of a Land and Water Conservation Fund grant to fund a snow tubing hill with a snow tube lift at Hawk Island Park; and

WHEREAS, Board of Commissioner Resolution #11-159 approved the development of a snow boarding facility with a snow board lift adjacent to the snow tubing facility; and

WHEREAS, lift equipment bids for both venues were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the lifts through Geise Engineering of Northumberland, Pennsylvania in the amount of \$52,395.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of snow tubing and snow boarding lifts from Geise Engineering of Northumberland, Pennsylvania in an amount not to exceed \$52,395.

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

Agenda Item 5

July 11, 2011

To: County Services Committee
From: Mary A. Lannoye, County Controller/ Administrator
Subject: Resolution Certifying Representatives for the MERS Annual Meeting

The Municipal Employees Retirement System will hold their 65th Annual Meeting at the Grand Travers Resort in Acme, Michigan during the time period of September 27-September 29, 2011. The governing body (i.e. Board of Commissioners) of each member municipality must certify an employee delegate who has been elected by other employee members, and appoint an officer delegate of the governing body.

An election by secret ballot was held and Ms. Sally Auer was selected as the employee delegate. Ms. Jane Noice-Marwede was selected as the alternate delegate. I am recommending that the Board delegate the Human Resources Director as the County's officer delegate.

Travel and accommodations are paid by the County and include registration, hotel charges for 2 nights each, meals, and mileage. The total costs shall not exceed \$1500. The associated costs are charged against Human Resources Line item #101-22600-863000 (Travel—MERS Conference).

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL MEETING

WHEREAS, the Municipal Employees' Retirement System will hold the 65th Annual Meeting at the Grand Traverse Resort in Grand Traverse, MI during the time period of September 27 - September 29, 2011; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: Human Resources Director

Employee Delegate: Sally Auer

Alternate Employee Delegate : Jane Noice-Marwede

BE IT FURTHER RESOLVED, Ingham County will pay the expenses of the Officer Delegate and Employee Delegate pursuant to the County's travel policy up to a maximum of \$1500.

DATE: July 12, 2011

TO: Law Enforcement Committee
County Services Committee
Finance Committee

FROM: Mary Lannoye
John Neilsen

SUBJECT: Resolution Authorizing a Revised Project Design for the Ingham County Consolidated 911 Dispatch Center

Commissioners:

As you are aware, the Board of Commissioners previously authorized the Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project through Resolution # 10-315.

The County's budget for the project included 911 funds in the amount of \$2.2 million and Recovery Zone Development Bond proceeds of \$3 million for a total project cost of \$5.2 million. This budget was based on estimates at the time and the Building Authority directed Tower Pinkster as the Architect/ Engineering (A/E) firm and Clark Construction Company as the Construction Manager to develop final plans for the facility based on the \$5.2 million budget.

The final design plans were presented to the Law Enforcement Committee on April 14, 2011 and a "Resolution to Approve Final Design Plans and Authorizing the Ingham County Building Authority to Proceed With Bid Documents for the Ingham County Consolidated 911 Dispatch Center" was approved by the Board on April 26, 2011.

The construction bid documents for the project were then developed and issued for a building design within that overall budget parameter. Those bids were received on June 8, 2011. Only one electrical bid was received and therefore was not opened. Four mechanical bids were received and opened. The bids were over budget by an estimated \$960,000. The mechanical and estimated electrical bids accounted for almost all of the overruns.

The Building Authority then directed Tower Pinkster and Clark Construction Company to engage in a value engineering process to revise the project design for the electrical and mechanical portion of the project. The goal was to reduce the deficit as much as possible without compromising the integrity of the facility. In addition, the costs for a new microwave system (\$224,403) are proposed to be removed from the construction budget and would instead be paid for out of the 911 Operating fund. These costs would then be approved by the Board of Commissioners under a separate resolution.

The value engineering process proposed a number of changes to the original design including HVAC controls, air filtration systems, CRAC Manufacture/pump controls, and some electrical component savings. Removing the microwave costs and implementing the value engineering changes lowers the projected cost overrun to approximately \$200,000. To be safe, we are recommending that the Board of Commissioners approve up to \$400,000 in additional funds to keep the project moving, and of course, the funds will not be spent unless they are needed.

Timing is an issue, as we need to get approval from the Board of Commissioners in July for the additional funds so we can be underway in mid August to avoid paying a premium for winter construction. The time lines for the remaining unknown costs associated with the project are scheduled as follows:

July 13, 2011 at 11:00 A.M. - 911 Tower bids are due to be opened.

July 20, 2011 at 11:00 A.M. - Dispatch furniture bids are due to be opened.

July 26, 2011 at 2:00 P.M. - Mechanical and electrical revised bids are due to be opened.

If the additional funds are approved and the bids are within the acceptable range the time line for construction to begin is August 15, 2011, to be completed on April 27, 2012.

Therefore, we recommend that the Board of Commissioners approve the recommendation of the Ingham County Building Authority to increase the project budget from \$5.2 million to \$5.6 million and authorizes the Building Authority to proceed with the revised project design for the Ingham County Consolidated 911 Dispatch Center.

Please contact us if you have any questions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A REVISED PROJECT DESIGN FOR THE
CONSOLIDATED 911 DISPATCH CENTER**

WHEREAS, the Ingham County Board of Commissioners previously authorized the Ingham County Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project through Resolution #10-315 to construct a single emergency dispatch center serving all of Ingham County; and

WHEREAS, the Ingham County Board of Commissioners approved the projected cost of construction, plus fees, and furnishings, at a cost not to exceed \$5.2 million; and

WHEREAS, the Building Authority working with Tower Pinkster as the Architect/ Engineering (A/E) firm and Clark Construction Company as the Construction Manager developed final plans for the facility and issued construction bid documents for the project; and

WHEREAS, the Ingham County Board of Commissioners approved borrowing \$3,000,000 in Recovery Zone Development Bonds for the Ingham County 911 Center Project; and

WHEREAS, final design plans were presented to the Board of Commissioners for its approval prior to authorizing the architect to proceed to bid documents; and

WHEREAS, the bids were received and were over budget by a estimated \$960,000; and

WHEREAS, the Building Authority directed Tower Pinkster and Clark Construction Company to engage in a value engineering process to revise the project design for the electrical and mechanical portion of the project to reduce the deficit as much as possible without compromising the integrity of the facility; and

WHEREAS, that process has been completed and the project is still estimated to be over budget by approximately \$200,000; and

WHEREAS, the Building Authority is now recommending that the Ingham County Board of Commissioners approve the revised project design and increase the project budget by an amount not to exceed \$400,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendation of the Ingham County Building Authority and authorizes the Ingham County Consolidated 911 Dispatch Center Project to proceed with the revised project design.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an additional appropriation of up to \$400,000 from the 911 Emergency Telephone Services Fund, thereby increasing the project budget from \$ 5.2 million to up to \$ 5.6 million.

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR LEGAL SERVICES
WITH COHL, STOKER & TOSKEY, P.C.**

WHEREAS, the County's contract with Cohl, Stoker & Toskey, P.C. (hereafter referred to as the Contractor) for the provision of legal services expires December 31, 2011; and

WHEREAS, the County desires to continue its agreement with the Contractor to provide legal services for the County; and

WHEREAS, the County Controller/Administrator has negotiated a contract with the Contractor effective January 1, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an agreement with Cohl, Stoker & Toskey, P.C. for all legal services effective January 1, 2012 and continuing thereafter unless terminated pursuant to the 90 day cancellation clause.

BE IT FURTHER RESOLVED, that the compensation to be paid to the Contractor will remain at \$404,750 unless a change is mutually agreed to between the parties.

BE IT FURTHER RESOLVED, that the County shall reimburse Cohl, Stoker & Toskey, P.C. for actual litigation costs, such as filing and service of process fees (includes service by certified mail), costs associated with obtaining medical records for workers compensation cases, deposition and court reporter fees, and appellate court printing costs which they are required to pay to represent the County.

BE IT FURTHER RESOLVED, the County shall reimburse the Contractor for all other County incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$10,000.00 per year.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are hereby authorized to sign the contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RE-ESTABLISH THE POSITION OF HEALTH OFFICER
WITHIN THE HEALTH DEPARTMENT**

WHEREAS, Dean Sienko will be retiring from his position as Health Officer/Medical Director; and

WHEREAS, it is necessary for the Ingham County Health Department to have a Health Officer, to act as the administrative head of the Health Department, and to carry out the Health Department's delegated functions to protect the public health and prevent disease; and

WHEREAS, Resolution #07-079 eliminated the position of Health Officer and it is the desire of the Board of Commissioners to re-establish this position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby re-establishes the position of Health Officer, MCF 18 (\$105,267 - \$126,351).

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

2011 Personnel Cost Projection
Health Officer, MCF18

	<u>step 1</u>	<u>step 2</u>	<u>step 3</u>	<u>step 4</u>	<u>step 5</u>	<u>topped</u> <u>out</u>
Salary	\$105,267	\$110,183	\$115,330	\$120,716	\$126,351	\$126,351
Longevity	0	0	0	0	0	1,800
Wages	<u>\$105,267</u>	<u>\$110,183</u>	<u>\$115,330</u>	<u>\$120,716</u>	<u>\$126,351</u>	<u>\$128,151</u>
FICA	8,053	8,219	8,294	8,372	8,454	8,480
Health	14,263	14,263	14,263	14,263	14,263	14,263
Retiree Health	1,053	1,102	1,153	1,207	1,264	1,282
Dental	789	789	789	789	789	789
Vision	111	111	111	111	111	111
Life	126	126	126	126	126	126
Disability	200	209	219	229	240	243
Retirement	17,043	17,839	18,672	19,544	20,456	20,748
Workers Comp	84	88	92	97	101	103
CARES	33	33	33	33	33	33
Total	<u>\$147,022</u>	<u>\$152,962</u>	<u>\$159,082</u>	<u>\$165,487</u>	<u>\$172,188</u>	<u>\$174,329</u>

INGHAM COUNTY JOB DESCRIPTION

HEALTH OFFICER

General Summary:

Michigan law creates the position of Health Officer as the administrator of the Health Department, charged with the responsibility of taking actions and making determinations necessary to protect the public health and prevent disease, and to carry out the legal function of the Health Department. The Health Officer is appointed by the Board of Commissioners, with concurrence of the Director of the Michigan Department of Community Health and is responsible to them.

The Health Officer must maintain effective relationships with state elected officials and their staffs, with the directors of several state departments and their staffs, with elected officials and their staffs in the several municipalities within Ingham County, and with the leaders in the business, labor and medical communities. These relationships are necessary in order to carry out the legal responsibilities of the Health Officer and the Board of Commissioners to protect and promote public health. These duties are implemented either by the direct provision of services by the Department, or through the influence of other agencies and individuals in the community.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Community Health Assessment and Policy Leadership

This function requires the leadership of the Health Officer in community wide policy development and often his/her direct participation in committees, task forces, and participation on other boards of directors (such as Capital Area Health Alliance, Ingham County Human Services Advisory Committee and Ingham Regional Medical Center Board of Trustees).

2. Internal Management

Oversees the budget and program development and monitoring, contract processing and monitoring and personnel management processes in the Department. Assures that quality assessment and assurance tools are in place.

3. Ingham County Administrative Relationships

The programs and services of the Health Department are ultimately overseen by the Board of Commissioners. The Health Officer keeps the committees of the Board of Commissioners informed of the activities of the Health Department. The Health Department's budgets and contracts must be reconciled, and consistent with the County's personnel, budgeting and financial management systems and processes. He/she maintains close collaboration with the Board of Commissioners' Office and particularly with the Controller and the several departments of the Controller's Office: budget, human resources, financial services, purchasing and properties and management information services.

4. External Relationships

The Health Officer must influence the values, policies and actions of other agencies, organizations and individuals. He/she must maintain effective working relationships with community business and labor leaders, elected officials at the local, state and national level, leaders in the health care community, directors and staff of several state departments, and with funding organizations, such as foundations.

5. Perform related duties as required.

Other Functions:

6. None listed.

Employment Qualifications:

Education: Master's degree in Public Health Administration or related field.

Experience: More than seven years of progressively more responsible or expansive experience is required.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

Works in office conditions.

September, 1999