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ADMINISTRATIVE SERVICES/
PERSONNEL COMMITTEE
CHRIS SWOPE, CHAIR
CALVIN LYNCH
DEBBIE DE LEON
VICTOR CELENTINO
MICHAEL SEVERINO

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE ADMINISTRATIVE SERVICES/PERSONNEL COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 6, 2002, AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN DATE AND TIME

Agenda

Call to Order

Approval of the [October 15, 2002](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Boards/Commissions Presentations - Greater Lansing Convention and [Visitors Bureau](#) - Quarterly Activity Report
2. Treasurer - Resolution Authorizing a Reorganization Within the County Treasurer's Office and the Transfer of an [Employee](#) from MSU Extension
3. Drain Commissioner - Resolution Authorizing Entering Into a Contract with AIS Construction Equipment Corporation for the Purchase of a [Lowboy Trailer](#)
4. MIS Department - Resolution Authorizing Entering Into a Contract with Gee Communications for the Upgrade on the [Operating System](#) on the Five County Phone Switches
5. Health Department - Resolution to Amend Resolution #02-247 and Change the Classification to Two Positions in the [Adult Health](#) and Child Health Clinics
6. Sheriff's Office - Resolution Authorizing Entering Into Contract with the Office of the United States [Department of Justice](#) Programs for the 2002 Cops More Grant Program
7. Tri-County Metro Narcotics Squad/Register of Deeds - Resolution Authorizing Amendments to the 2002 [Register of Deeds](#) and Metro Squad Budgets
8. County Clerk - Filling [Chief Deputy/Interdepartmental Relations](#) Position

9. Human Resources
 - a. Third Quarter Labor Force Statistics Report
 - b. Request for [Unpaid Leave](#) of Absence

10. Controller's Office
 - a. Resolution Adopting a [Policy](#) Requiring Payment of Prevailing Wage
 - b. Resolution Requiring [County Vendors](#) to Conform to Ingham County Equal Opportunity Employment/Nondiscrimination Policy
 - c. Notice of Public Hearing - [Lansing Charter Township](#) (Other information will be sent under separate cover.)

11. Health Coalition - Resolution Approving a Change in the [Health Insurance Program](#) for Managerial and Confidential Employees, and Authorizing Letters of Understanding with Various Bargaining Units

12. Board Referral - Letter from the Liaison for [Inter-Neighborhood](#) Cooperation Expressing Opposition to Parking Fees at County Parks

Announcements

Public Comment

Adjournment

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.

ADMINISTRATIVE SERVICES/PERSONNEL COMMITTEE

October 15, 2002

Minutes

Members Present: Chris Swope, Calvin Lynch, Debbie DeLeon and Victor Celentino

Members Absent: Michael Severino

Others Present: Jerry Ambrose, Harold Hailey, John Czarnecki, Rodney Taylor, George Vernon, Stuart Dunnings, Greg Wilhelm, Jeff Donahue, James Hudgins, Dave Stoker and Tom Eastwood

The meeting was called to order by Chairperson Swope at 7:05 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of August 26, September 10, September 17 and October 1, 2002 Minutes

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE AUGUST 26, SEPTEMBER 10, SEPTEMBER 17 AND OCTOBER 1 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Coms. Severino and DeLeon

Addition to the Agenda: None

Limited Public Comment: None

(Comm. DeLeon arrived.)

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

3. Health Department - Resolution to Authorize a 2002-2003 CAP Grant Subcontract with the Ingham Health Plan Corporation
- 4b. Human Resources - Resolution to Approve Renewing the Revised Work Study Agreement with Lansing Community College

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

1. Equal Opportunity Committee - Equal Opportunity/Affirmative Action Affidavit

Chairperson Swope stated a County policy requires the Purchasing Department to annually request an Affidavit from companies which do business with the County. This information is contained in the purchase orders and contracts. The EOC's recommendation is to discontinue the use of the Affirmative Action Affidavit since the required information is contained in all purchase orders and contracts. Mr. Ambrose stated the policy which requires the Affidavit could be amended to delete the appropriate language.

Comm. DeLeon stated the Affidavit process could be completed on-line. Mr. Hudgins explained that if the Committee wished to continue the use of the Affidavit, he would implement an on-line

process. However, if the form will not be required in the future, he would not implement the on-line procedure. The purpose of the Affidavit was to ensure that vendors and contractors were adhering to the County's policy. This language is contained in the County's purchase orders, contracts and requests for proposals.

Comm. Lynch stated the County should continue the use of the Affidavit. In response to Comm. Lynch, Mr. Hudgins explained that the Affidavits are not always used by staff for items such as copying expenses. He also explained the County Attorney has indicated the policy language regarding Affirmative Action should be deleted.

Comm. Lynch stated the County should only do business with companies who are willing to sign the Affidavit. Mr. Hudgins stated he could develop a list of active vendors who have signed the Affidavit. Comm. DeLeon stated the County should be pro-active in having businesses respond to the Affidavit. The Committee continued their discussion of this item.

Mr. Ambrose explained that it is not clear as to what the County achieves with the Affidavit. Employers are bound by law to meet EOC requirements. He further stated there are more effective ways to reach the goal of the Affidavit. A revised approach to this matter may not require use of the Affidavit. This matter could be tabled while staff works with the EOC to develop changes to the current policy. The Committee consented to table this matter.

2. Prosecuting Attorney - Request to Hire a Permanent Employee

Mr. Dunnings spoke regarding a grant position within the paternity division of his Office. The employee who held this position is now working for the Friend of the Court. A person holding a temporary position was assigned to the grant position after learning about his educational and experience background. The employee's background saved his Office time in training for the position.

Mr. Dunnings further explained that the Human Resources Department posted the position within the paternity division as required by County policy. The temporary employee did not meet the time requirement at the time of posting. He meets that criteria now. Mr. Dunnings requested this Committee's approval to hire the temporary employee for the paternity division position.

Mr. Hailey explained that County policy requires his department to post all vacant positions. This is a UAW position. His department received a request from the Prosecutor's Office to post the position. Each position within the department establishes minimum requirements and qualifications for each position. Several applicants met or exceeded the minimum requirements for the paternity position. The Human Resources Department is not authorized to override County policy.

The Committee discussed this matter. In response to Comm. DeLeon, Mr. Dunnings stated his office did interview the applicants who were referred by Mr. Hailey's department. However, the applicants did not have the experience of the temporary employee. Chairperson Czarnecki cautioned this Committee as to how they resolve this matter. Mr. Hailey explained that if the temporary employee remains in the position longer than nine months, he is required to bring that matter before this Committee. After further discussion, the Committee consented to revisit this issue in December.

Comm. DeLeon stated she would like to see the rejection letters from the Prosecutor's Office to the applicants.

5. MIS Department - Overview of Virus Protection Measures-Discussion

Mr. Taylor updated the Committee on the MIS Department's virus protection measures. The Department has ensured that all servers are protected. Workstations should be updated on a regular basis. Virus protections are currently being installed on the County workstations. The installation should be completed by the end of the year. A new technology allows people to scan viruses before they enter a computer system via e-mail. Mr. Taylor explained that he would like to wait until this new technology has matured before using it for the County. Internal network changes are also needed before using the new technology. The most effective way to guard against viruses is to educate the users.

Mr. Taylor stated he would work with Ms. Bennett to have the Commissioners bring their laptops in once a year for maintenance. Mr. Taylor answered various questions from the Committee.

4. Human Resources

a. ICEA Grievance/John Cipriani

Mr. Donahue, Attorney representing the ICEA, stated Mr. Cipriani is available by telephone if this Committee wishes to speak with him tonight. He explained the County became involved with this issue in 2001 when another employee purchased retirement credit and then left the County. The County investigated this issue. Action by the County was not taken until Mr. Cipriani requested retirement credit and was denied in August 2001. Mr. Cipriani requested time again in December 2001. The actuarial from MERS attributed a very high number to this case. MERS used the assumption that Mr. Cipriani would be leaving the County.

Mr. Donahue explained that the ICEA disputed MERS' assumption. Mr. Cipriani then submitted another request. The MERS actuarial did not include the special assumption. Mr. Cipriani submitted his request to purchase time to Mr. Hailey on April 5, 2002. The cost for the time would have been \$117,000 for eight years and seven months.

In April, the Board of Commissioners changed its policy regarding the purchase of retirement time. Mr. Donahue explained the details of the amended policy. Mr. Cipriani's request was then approved. Mr. Cipriani did not have any knowledge that the policy had changed. The cost of his purchase would now be \$250,000. Mr. Cipriani then filed his grievance.

Mr. Donahue stated it is the ICEA's contention that it is unfair to apply the new policy to Mr. Cipriani. It is appropriate to grant the grievance. Mr. Donahue further stated employees understand the County's policies' when they are informed of such policies.

Mr. Stoker explained the County's policy of more than 20 years allowed employees to purchase credit if the cost is fully borne by the employee. Mr. Hailey's office discovered this was not happening. The actuarials assumed the employees would remain with the County until they retired. This assumption almost never happens. Approximately 98% of the employees who purchase time leave the County prior to retirement. Mr. Cipriani's request was the first one to be received once the Human Resources Office made the discovery. Therefore, the Department assumed Mr. Cipriani was leaving the County.

Mr. Cipriani was informed the first few times he requested to purchase time that his request could not be approved under the old system. Mr. Stoker stated that Mr. Cipriani knew that the County would not approve his request. Mr. Cipriani was deeply involved in this process. The County's

policy was not unknown to the union. Mr. Stoker further explained that if the County granted Mr. Cipriani's request, it would be subsidizing him for \$133,000.

Mr. Stoker stated it is clear that Mr. Cipriani knew shortly after April 10 as to how the County was handling this matter. The grievance was not filed until August. Therefore, Mr. Cipriani missed the eight day time period for filing his grievance. The County's contract does not allow for an employee to purchase retirement time. Therefore, Mr. Cipriani is not grieving a County contract provision. The union relied on a clause dealing with "past practice." The only "past practice" issues which are recognized by the County are those between the County and the union. The union never negotiated the purchase of retirement credit.

Mr. Stoker recommended this Committee deny Mr. Cipriani's grievance based on the four points outlined in Mr. Hailey's letter of September 4, 2002 to Mr. Donahue.

In response to Comm. Celentino, Mr. Hailey explained the \$117,000 cost was calculated based on Mr. Cipriani's representation that he was not leaving the County.

In response to Comm. Celentino, Mr. Donahue stated Mr. Cipriani received a letter from MERS on August 12 notifying him that his request would be recalculated. Mr. Donahue explained that Mr. Cipriani's grievance took place when Mr. Hailey informed MERS about the change. The Committee continued their discussion of this matter. Mr. Stoker stated the County's position has never changed that the employee will bear the full cost of the retirement purchase.

In response to Comm. Lynch, Mr. Stoker explained that if Mr. Cipriani and the union believed the policy constituted a contract violation, the grievance should have been filed within eight days of when the policy was adopted. Mr. Donahue stated he believes the grievance was filed in a timely manner. Mr. Stoker stated Mr. Cipriani is also appealing the MERS process.

Mr. Wilhelm stated Mr. Cipriani began the process to purchase retirement time approximately one year prior to his departure date. Mr. Wilhelm further stated MERS and their actuarial should be present for this discussion. Mr. Cipriani submitted his request to the Human Resources Department in good faith.

Chairperson Czarnecki stated Mr. Cipriani knew the purchase cost would be more if he left early. Mr. Hailey stated he informed Mr. Cipriani of the change in the policy. Mr. Donahue stated Mr. Cipriani was not notified of the policy change in April.

In response to Comm. Celentino, Mr. Hailey stated he sent a letter to MERS when he became aware that Mr. Cipriani would be leaving. The Human Resources Department does not specifically notify the employees when a policy has been negotiated between the County and the union. It was assumed the union would notify their employees of any changes. The Department now notifies the employees. Comm. DeLeon stated she believes Mr. Cipriani was aware of the policy change since he was on the negotiating team.

MOVED BY COMM. DELEON, SUPPORTED BY COMM. LYNCH, TO DENY THE GRIEVANCE FILED BY MR. CIPRIANI BASED ON THE FACTS THAT THE GRIEVANCE WAS NOT FILED IN A TIMELY MANNER, THE COLLECTIVE BARGAINING AGREEMENT DOES NOT PERMIT OR AUTHORIZE THE PURCHASE OF RETIREMENT CREDIT, NO PAST PRACTICE EXISTS BETWEEN THE UNION AND THE EMPLOYER CONCERNING THE PURCHASE OF SERVICE CREDIT, AND THE COUNTY'S EXPRESS POLICY FOR

OVER FIFTEEN YEARS HAS BEEN TO ALLOW THE PURCHASE OF SERVICE CREDIT ONLY IF THE COST IS TOTALLY BORNE BY THE EMPLOYEE. MOTION FAILED with Comms. DeLeon and Swope voting YES. Absent: Comm. Severino

Mr. Stoker stated the grievance will proceed to the next step which is binding arbitration.

6 Controller's Office

a. Continuing Discussion Item - Construction Projects and County Policies

Mr. Ambrose stated the proposed changes to the Policy were referred to the County Attorney. Comments and recommendations from the County Attorney are included in the agenda information. The Committee reviewed the comments and recommendations.

Comm. DeLeon introduced Tom Eastwood of the IBW. Mr. Eastwood worked with her on this matter. Mr. Eastwood addressed various concerns of the Committee. He explained the State's procedures regarding the prevailing wage issue. He also stated there are a number of wage rates throughout the State. The Federal government is more up to date on the rate postings than the State. Mr. Eastwood further stated the County could keep the Federal ratios while having their own rates. Mr. Ambrose stated most governmental jurisdictions use the Davis-Bacon rate.

In response to Comm. DeLeon, Mr. Ambrose stated the Board would need to consider how much staff time should be devoted to this matter. There will be a cost to the County. Comm. DeLeon stated it would be the union's responsibility to provide the appropriate information. Without this information, the County would use the current Davis-Bacon Act.

In response to Comm. Celentino, Mr. Eastwood stated there are concerns regarding the enforcement aspect of the Davis-Bacon Act. He also stated there is a handful of staff to deal with thousands of trades people in the State. The Project Labor Agreements would take a lot of the burden off the County staff.

Comm. Lynch asked if the County is willing to pay staff to develop its own prevailing wage. Mr. Ambrose stated he has not determined the administrative costs regarding this matter. He could determine the costs of relying on Davis-Bacon while permitting exceptions when warranted.

Chairperson Czarnecki cautioned that implementing our own prevailing wage will have cost implications and could involve misjudgements of staff. This will be a big burden on our current staff level. The County should use a standard, easy form regarding prevailing wage. Comm. DeLeon stated she understood Chairperson Czarnecki's concerns. However, if the unions do not provide the appropriate information, the default will be the Davis-Bacon Act. She also stated she is trying to create a more level playing field for non-union employees.

In response to Comm. DeLeon, Mr. Ambrose stated these discussions should include a demonstration that the current playing field is not level now. By reviewing bids on recent construction projects, it appears there is no need to change the current system. This is a tough decision that will be made by the Board. Chairperson Czarnecki stated the County has not experienced any problems with contracts at this time.

Chairperson Swope stated the Committee will discuss questions one and six and section B of Attachment 6 at the next meeting. Questions two through five may be incorporated into a resolution to consider on November 6.

Announcements: None
Public Comment: None

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Debra Neff



October 11, 2002

TO: Gerald Ambrose, Controller
Ingham County

FROM: Thomas C. Galyon, CDME *Tom G.*
President & Chief Executive Officer

RE: GLCVB Quarterly Activity Report

CC: Administrative Services/Personnel Committee

Enclosed is the bureau's report that summarizes the sales and marketing activities for the period of July 1-September 30, 2002. Despite the budget constraints and the effects of a weak economy, the staff continues to find innovative ways to generate new business and retain existing clients. Aggressive sales and marketing efforts continue to yield positive results, as the report shows. Confirmations, attendance, leads and PEI for overnight business continue to surpass figures from 2001. We have also started to reap the benefits of new member sales and retention efforts, especially in the restaurant and retail sectors.

As always, if you have any questions, please don't hesitate to contact me.

Thank you.

Enclosure

RECEIVED OCT 15 2002

GREATER LANSING CONVENTION & VISITORS BUREAU

MONTHLY ACTIVITY REPORT

Bureau Wide Sales Summary

2002	Confirmations		Attendance		Room Nights		PEI	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	49	49	31,913	31,913	3,708	3,708	1,210,435	1,210,435
February	27	76	43,468	75,381	4,185	7,893	2,453,564	3,663,999
March	64	140	81,662	157,043	7,917	15,810	4,001,009	7,665,008
April	28	168	47,065	204,108	4,166	19,976	3,631,869	11,296,877
May	33	201	17,722	221,830	4,271	24,247	2,420,433	13,717,310
June	26	227	15,190	237,020	8,164	32,411	2,898,825	16,616,135
July	27	254	5,390	242,410	1,112	33,523	478,213	17,094,348
August	40	294	20,105	262,515	5,306	38,829	3,323,796	20,418,144
September	48	342	67,286	329,801	10,963	49,792	5,385,359	25,803,503
October								
November								
December								

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2001	Confirmations		Attendance		Room Nights		PEI	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	59	59	8,018	8,018	3,373	3,373	996,642	996,642
February	65	124	54,092	62,110	2,593	5,966	1,566,290	2,562,932
March	55	179	57,104	119,214	6,919	12,885	3,904,418	6,467,350
April	28	207	57,699	176,913	4,173	17,058	2,297,871	8,765,221
May	45	252	21,519	198,432	10,418	27,476	3,064,328	11,829,549
June	36	288	30,874	229,306	7,175	34,651	2,947,325	14,776,874
July	30	318	4,038	233,344	2,127	36,778	660,326	15,437,200
August	36	354	36,004	269,348	6,211	42,989	1,814,626	17,251,826
September	35	389	8,240	277,588	7,788	50,777	2,682,264	19,934,090
October	42	431	10,723	288,311	2,828	53,605	1,232,085	21,166,175
November	46	477	16,910	305,221	5,353	58,958	2,482,752	23,648,927
December	30	507	32,881	338,102	4,753	63,711	1,694,623	25,343,550

The above chart is a combination of the sales figures from all departments and market segments that reflect the Greater Lansing Convention & Visitors Bureau 's totally integrated sales efforts.

Destination Sales

2002	Confirmations		Attendance		Room Nights		PEI	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	29	29	27,897	27,897	3,708	3,708	1,100,738	1,100,738
February	12	41	22,605	50,502	2,303	6,011	1,318,964	2,419,702
March	42	83	27,704	78,206	5,501	11,512	2,272,820	4,692,522
April	17	100	17,520	95,726	3,241	14,753	2,284,999	6,977,521
May	25	125	16,827	112,553	4,136	18,889	2,352,274	9,329,795
June	16	141	13,500	126,053	5,854	24,743	2,533,775	11,863,570
July	17	158	1,800	127,853	1,072	25,815	363,510	12,227,080
August	19	177	13,820	141,673	4,140	29,955	2,698,136	14,925,216
September	31	208	57,171	198,844	10,938	40,893	5,139,089	20,064,305
October								
November								
December								

2001	Confirmations		Attendance		Room Nights		PEI	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	25	25	2,228	2,228	2,303	2,303	465,077	465,077
February	11	36	1,140	3,368	663	2,966	135,539	600,616
March	30	66	11,758	15,126	5,808	8,774	2,429,902	3,030,518
April	11	77	6,478	21,604	2,090	10,864	733,561	3,764,079
May	17	94	12,340	33,944	4,772	15,636	1,111,421	4,875,500
June	18	112	29,450	63,394	7,016	22,652	2,852,097	7,727,597
July	17	129	3,098	66,492	2,105	24,757	629,759	8,357,356
August	17	146	3,031	69,523	5,441	30,198	1,109,392	9,466,748
September	21	167	7,137	76,660	7,764	37,962	2,647,749	12,114,497
October	10	177	5,970	82,630	2,415	40,377	1,018,454	13,132,951
November	38	215	11,520	94,150	4,503	44,880	1,812,621	14,945,572
December	18	233	31,953	126,103	4,303	49,183	1,602,943	16,548,515

September - Confirmations, attendance, leads, and PEI for overnight business continue to surpass figures from 2001. Destination Sales team continues to assist in the creation and promotion of on-line packages through the GLCVB website, attended HSMIA Affordable Meetings in Washington, D.C., attended American Management Assn. seminar in Chicago, conducted several site inspections for future business and planned the 2002 MSU Tailgate event.

Destination Sales - continued

MEETINGS ONLY/DAYTRIP CONFIRMATIONS

2002	Confirmations		Attendance		PEI	
	Current	YTD	Current	YTD	Current	YTD
January	20	20	4,016	4,016	109,697	109,697
February	10	30	513	4,529	16,993	126,690
March	18	48	2,108	6,637	58,714	185,404
April	7	55	245	6,882	12,586	197,990
May	7	62	745	7,627	31,397	229,387
June	8	70	440	8,067	13,357	242,744
July	9	79	1,090	9,157	40,939	283,683
August	19	98	4,485	13,642	122,171	405,854
September	15	113	5,114	18,756	171,994	577,848
October						
November						
December						

SALES LEADS

2002	Leads	
	Current	YTD
January	54	54
February	61	115
March	48	163
April	37	200
May	36	236
June	30	266
July	34	300
August	65	365
September	53	418
October		
November		
December		

MEETINGS ONLY/DAYTRIP CONFIRMATIONS COMPARISON

2001	Confirmations		Attendance		PEI	
	Current	YTD	Current	YTD	Current	YTD
January	31	31	1,240	1,240	49,783	49,783
February	49	80	3,552	4,792	71,174	120,957
March	19	99	1,800	6,592	61,939	182,896
April	14	113	521	7,113	18,901	201,797
May	20	133	1,479	8,592	70,613	272,410
June	17	150	929	9,521	35,771	308,181
July	13	163	900	10,421	27,346	335,527
August	16	179	4,873	15,294	110,798	446,325
September	14	193	1,055	16,349	30,650	476,975
October	29	222	1,513	17,862	48,061	525,036
November	5	227	540	18,402	16,593	541,629
December	11	238	528	18,930	17,064	558,693

SALES LEAD COMPARISON

2001	Leads	
	Current	YTD
January	69	69
February	45	114
March	46	160
April	49	209
May	48	257
June	40	297
July	26	323
August	36	359
September	42	401
October	40	441
November	68	509
December	46	555

Confirmed leads are down from 2001, however attendance and PEI have increased.

MEMBERSHIP

MONTHLY RECAP

2002	New Members		Cancelled Members		Total Membership		
	Current	YTD	Current	YTD	Dues Paying	Comped	Total
January	1	1	7	7	401	49	450
February	1	2	2	9	400	49	449
March	4	6	1	10	403	49	452
April	2	8	7	17	398	49	447
May	10	18	4	21	404	49	453
June	4	22	5	26	403	49	452
July	5	27	0	26	408	49	457
August	11	38	15	41	404	49	453
September	15	53	0	41	419	49	468
October							
November							
December							

Retained (Paying) Members		
Current	YTD	
	23	23
	25	48
	35	83
	27	110
	31	141
	22	163
	28	191
	19	210
	13	223

MONTHLY RECAP COMPARISON

2001	New Members		Cancelled Members		Total Membership		
	Current	YTD	Current	YTD	Dues Paying	Comped	Total
January	4	4	13	13	445	46	491
February	1	5	3	16	443	46	489
March	8	13	11	27	439	47	486
April	2	15	12	39	427	49	476
May	0	15	6	45	421	49	470
June	6	21	8	53	419	49	468
July	5	26	3	56	421	49	470
August	6	32	5	61	422	49	471
September	4	36	9	70	417	49	466
October	3	39	8	78	412	49	461
November	1	40	2	80	411	49	460
December	3	43	7	87	407	49	456

Retained (Paying) Members		
Current	YTD	
	21	21
	30	51
	41	92
	36	128
	29	157
	25	182
	22	204
	29	233
	18	251
	24	275
	24	299
	31	330

September - Excellent activity in membership sales -all new members are solid hospitality members, including all of the new restaurants at the new Eastwood Towne Center.

VISITOR SERVICES

Sales Activity

2002	Confirmations		Attendance		Room Nights		PEI	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	0	-	-	-	-	-	\$0	\$0
February	5	5	20,350	20,350	1,882	1,882	\$1,117,607	\$1,117,607
March	4	9	51,850	72,200	2,416	4,298	\$1,669,475	\$2,787,082
April	4	13	29,300	101,500	925	5,223	\$1,334,284	\$4,121,366
May	1	14	150	101,650	135	5,358	\$36,762	\$4,158,128
June	2	16	1,250	102,900	2,310	7,668	\$351,693	\$4,509,821
July	1	17	2,500	105,400	40	7,708	\$73,764	\$4,583,585
August	2	19	1,800	107,200	1,166	8,874	\$503,489	\$5,087,074
September	2	21	5,000	112,200	-	8,874	\$70,250	\$5,157,324
October								
November								
December								

Sales Activity - Comparison

2001	Confirmations		Attendance		Room Nights		PEI	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	3	3	4,550	4,550	1,070	1,070	\$481,782	\$481,782
February	5	8	49,400	53,950	1,930	3,000	\$1,359,577	\$1,841,359
March	6	14	43,500	97,450	1,110	4,110	\$1,408,873	\$3,250,232
April	3	17	50,600	148,050	2,080	6,190	\$1,533,331	\$4,783,563
May	8	25	7,700	155,750	5,646	11,836	\$1,882,294	\$6,665,857
June	1	26	400	156,150	85	11,921	\$49,795	\$6,715,652
July	0	26	-	156,150	-	11,921	\$0	\$6,715,652
August	3	29	28,100	184,250	770	12,691	\$594,436	\$7,310,088
September	0	29	-	184,250	-	12,691	\$0	\$7,310,088
October	3	32	3,240	187,490	413	13,104	\$165,570	\$7,475,658
November	3	35	4,850	192,340	850	13,954	\$653,538	\$8,129,196
December	1	36	400	192,740	450	14,404	\$74,616	\$8,203,812

September - The Visitor Services sales activity (PEI) is less year to date due to the Destination Sales Department handling some events booked previously by the Services Department.

MONTHLY RECAP

2002	Housing Reservations	Groups Serviced	Registration Serv. Hrs.	Info. Booth Serv. Hrs.	Name Badges	Bid Assists	Pickup Reports	Visitor Guides
January	247	50	387	5	0	3	10	1,400
February	385	62	101	11	718	0	8	1,125
March	581	65	300	31	820	5	7	2,200
April	124	69	125	4	1196	8	5	1,930
May	73	52	136	44	0	2	15	1,600
June	144	46	12	10	97	2	14	1,800
July	310	62	4	35	2,500	4	13	1,255
August	304	48	84	63	0	1	10	1,047
September	148	58	110	30	2606	3	8	2,510
October								
November								
December								
Year to Date	2,316	512	1,259	233	7,937	28	90	14,867

MONTHLY RECAP COMPARISON

2001	Housing Reservations	Groups Serviced	Registration Serv. Hrs.	Info. Booth Serv. Hrs.	Name Badges	Bid Assists	Pickup Reports	Visitor Guides
January	101	64	334	17	595	2	8	175
February	459	75	22	0	309	2	7	2,731
March	391	64	488	49	2,609	4	15	4,750
April	40	43	166	0	135	5	9	3,815
May	0	47	4	5	410	2	13	6,083
June	22	35	40	12.25	212	4	6	1,745
July	259	34	0	0	0	4	4	1,735
August	238	57	57.5	20	402	2	4	1,540
September	150	47	143	5	0	3	5	620
October	47	48	15	43	0	1	10	1,687
November	127	34	16	25	0	7	9	232
December	196	28	24	0	197	4	1	100
Year to Date	2,030	576	1,310	176	4,869	40	91	25,213

September - The Department worked with the Lansing Skating Club in preparations for a large regional skating competition.

VISITOR INFORMATION CENTER

2002	Walk-In Visitors		Package Inquiries		Internet Site Visits		Call-Ins		Ad Responses*	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	344	344	16	16	14,773	14,773	359	359	164	164
February	172	516	27	43	15,240	30,013	382	741	232	396
March	356	872	12	55	17,496	47,509	471	1,212	2140	2,536
April	397	1,269	4	59	18,041	65,550	494	1,706	3459	5,995
May	472	1,741	36	95	19,503	85,053	380	2,086	855	6,850
June	1,660	3,401	19	114	18,371	103,424	369	2,455	717	7,567
July	343	3,744	24	138	20,660	124,084	344	2,799	377	7,944
August	459	4,203	31	169	20,098	144,182	252	3,051	218	8,162
September	309	4,512	27	196	19,856	164,038	243	3,294	269	8,431
October										
November										
December										

*All responses from GLCVB advertising (2001 tracked telephone only)

2001	Walk-In Visitors		GOLF Package Requests		Internet Site Visits		Call-Ins		Telephone Ad Responses	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
January	169	169	2,678	2,678	10,965	10,965	453	453	209	209
February	291	460	4,544	7,222	11,675	22,640	446	899	67	276
March	378	838	1,836	9,058	12,896	35,536	578	1,477	43	319
April	492	1,330	1,896	10,954	11,610	47,146	575	2,052	94	413
May	493	1,823	223	11,177	13,931	61,077	780	2,832	63	476
June	1,255	3,078	129	11,306	14,903	75,980	731	3,563	65	541
July	483	3,561	216	11,522	14,461	90,441	453	4,016	46	587
August	651	4,212	464	11,986	12,060	102,501	586	4,602	29	616
September	425	4,637	10	11,996	9,837	112,338	381	4,983	30	646
October	410	5,047	16	12,012	11,587	123,925	460	5,443	36	682
November	390	5,437	109	12,121	11,319	135,244	346	5,789	17	699
December	292	5,729	11	12,132	10,611	145,855	239	6,028	6	705

September - The VIC held the Storytime Program and the Be Our Guest Breakfast after breaks during the summer months.

Marketing Communications

September - Continued work on the 2003 Visitors Guide and the redevelopment of the Bureau website, scheduled to launch in early October. Attended the fall conference of the Midwest Travel Writers Association.

RESOLUTION STAFF REVIEW

DATE October 21, 2002

Agenda Item Title: Resolution Authorizing a Reorganization Within the County Treasurer's Office and the Transfer of an Employee from MSU Extension

Submitted by: Eric Schertzing, Treasurer

Committees: Ad. Ser/Pers. __*, H.S. ____, Law & Cts. ____, Fin. __*

Summary of Proposed Action: This resolution authorizes the Treasurer to fill a vacant part-time (Tax Abstractor) position to be replaced by an Account Clerk I - Treasurer position at the D level. MSU Extension is eliminating a part-time receptionist position in its 2003 Departmental Budget. Ms. Traci Roberts, who currently occupies the receptionist position in the MSU Extension Department, has been interviewed and chosen for the position in the Treasurer's Office. Ms. Roberts may transfer into this position at a level two, thus maintaining her pay level.

Financial Implications: None

Other Implications: The Controller's Office will make the necessary budget adjustments consistent with this resolution.

Staff Recommendation: JA X JN ____ HH ____
Staff recommends the approval of this resolution.

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A REORGANIZATION WITHIN THE COUNTY
TREASURER'S OFFICE AND THE TRANSFER OF AN EMPLOYEE FROM MSU
EXTENSION**

WHEREAS, the Ingham County Treasurer's Office currently has a vacant half time position titled Tax Abstractor and the balance of the support staff carry out similar functions and are in Account Clerk I positions; and

WHEREAS, the Mason office of the Michigan State University Extension Service is eliminating a part time receptionist position in the 2003 budget; and

WHEREAS, the Treasurer has interviewed the Extension employee, Traci Roberts, and believes she would be an asset in the Treasurer's Office; and

WHEREAS, the transfer of Ms. Roberts to the Treasurer's Office would maintain her employment and knowledge within the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the elimination of the Tax Abstractor position to be replaced by an Account Clerk I - Treasurer at the D level.

BE IT FURTHER RESOLVED, that Ms. Roberts may transfer into this position at a level two, thus maintaining her pay level.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary adjustments in the Department's 2003 budget to implement this resolution.

RESOLUTION STAFF REVIEW

DATE October 22, 2002

Agenda Item Title: Resolution Authorizing Entering Into a Contract with AIS Construction Equipment Corporation for the Purchase of a Lowboy Trailer

Submitted by: Drain Commissioner

Committees: Ad. Ser/Pers. *, H.S. __, Law & Cts. __, Fin. *

Summary of Proposed Action: This resolution authorizes entering into a contract with AIS Construction Equipment Corp. for the purchase of a Lowboy Trailer in an amount not to exceed \$28,875.

Financial Implications: Bids were solicited and reviewed by the Purchasing Department. It is their recommendation that AIS Construction Equipment Corp. be selected as the vendor for the purchase of the lowboy trailer.

Other Implications: Funds for the trailer are within the Drain Office revolving funds (fund 639)

Staff Recommendation: JA X JN ___ HH ___
Staff recommends the approval of this resolution.

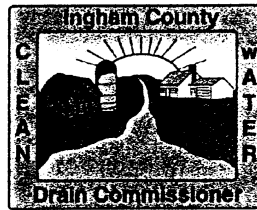
Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395


Fax: (517) 676-8364



Carla Florence Clos
Deputy Drain Commissioner
Cecelia Kramer
Deputy Drain Commissioner
Paul C. Pratt
Deputy Drain Commissioner
David C. Love
Chief of Engineering and Inspection
Sheldon Lewis
Administrative Assistant

MEMO

TO: Cecelia Kramer, Deputy Drain Commissioner

FROM: Randy Abbott, Maintenance Supervisor 

RE: New Lowboy Trailer

DATE: October 18, 2002

Three companies have responded to our Request For Proposal:
AIS offering the Trail King TK80HDG; Mid-Michigan Great Dane,
Inc. offering the Witzco, Challenger RG-40; and Pitt
Enterprises, Inc. offering the Pitt LB 50-24D.

The prices of the three with options and trade-in are: Trail
King \$28,459.00; Witzco \$26,600.00; Pitt \$26,300.00

After reviewing the bids, the Trail King Lowboy from AIS
Equipment Company of Lansing is my choice though it is not
the lowest quote. It does come in within the budget
allotment.

Three features helped make the selection: The Trail King's
movable gooseneck appears to be the best in the business. The
ease of its ability to reposition will assist us with loading
the trailer. Every delivery to a site requires us to
disconnect and reconnect of the front of the trailer when
removing and loading machinery. Often our delivery spots are
on uneven or unstable soils. The Trailer King mechanism is
the most flexible in making the reconnection quickly and
solidly.

The Trailer King has the longest warranty (5 years) as compared to only 3 years on mainframe and 1 in general coverage on the Pitt. No warranty was mentioned for the Witzco but the industry standard is 1 year. Parts and warranty work are available locally for the Trailer King. The other two have outlets within the state.

The design of the Trailer King trailer bed features 4 main I-beams. This is superior in strength on the outside edges where our hydrachoe treads will rest. The Witzco Challenger uses two central I-beams but the outside beams are "c" shaped. The Pitt also uses the 4-beam design for more stability.

The Pitt model was a close second choice but the extra length in the load deck would make it more difficult to get into some of the tight and rough-ground locations for machinery delivery that this Drain Office faces. We don't need that extra length to carry the sizes of machinery we use.

The Trail King's design resolves the design issue problems we have with the current trailer, most of which deal with the difficult terrain for off-loading which we consistently face.

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH AIS
CONSTRUCTION EQUIPMENT CORPORATION FOR THE PURCHASE OF A
LOWBOY TRAILER**

WHEREAS, the 2002 capital budget for the Drain Commissioner's Office includes \$28,875 for a lowboy trailer to transport heavy equipment to worksites; and

WHEREAS, the Drain Commissioner and his staff have reviewed the three responses to the RFP circulated by county purchasing staff; and

WHEREAS, the proposal from AIS Construction Equipment Corporation has a substantially longer warranty and superior design to the other two, despite its somewhat higher cost; and

WHEREAS, the County Drain Commissioner is recommending that AIS Construction Equipment Corp. be selected as the vendor for this lowboy trailer; and

WHEREAS, the County Controller and County Purchasing Department support the recommendation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with AIS Construction Equipment Corporation for the purchase of the lowboy trailer.

BE IT FURTHER RESOLVED, that the amount of the contract is not to exceed \$28,875.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign a contract with AIS Construction Equipment Corp. upon the recommendation of the County Controller and approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE October 24, 2002

Agenda Item Title: Resolution Authorizing Entering Into a Contract with Gee Communications for the Upgrade on the Operating System on the Five County Phone Switches

Submitted by: MIS Department

Committees: Ad. Ser/Pers. *, H.S. __, Law & Cts. __, Fin. *

Summary of Proposed Action: This resolution authorizes entering into a contract with Gee Communications in an amount not to exceed \$175,000 for the purposes of purchasing hardware, software and installation service phone switch upgrade.

Financial Implications: Bids were solicited and reviewed by the Purchasing Department. The Purchasing Director and MIS Director recommend purchasing the phone switch software and associated hardware upgrade off the State of Michigan contract that will not to exceed \$175,000.

Other Implications: Funds for this upgrade are within the 675 telephone fund.

Staff Recommendation: JA X JN ___ HH ___
Staff recommends the approval of this resolution.

INGHAM COUNTY

MIS Department

Rodney H. Taylor , Director

P.O. Box 319 ! Mason, MI 48854 ! Phone: (517) 676-7373 ! Fax: (517) 676-7396

TO: Jerry Ambrose, Controller
FROM: Rodney H. Taylor
DATE: October 30, 2002
RE: Phone switch upgrades

We currently have five phone switches that have not been upgraded in over five years. The operating system (OS) that these switches are using is version 6.1 and the current version, 11, is available. If we do not upgrade these switches, beginning next year we most likely will not be able to get maintenance on parts of our equipment. Maintenance is vitally important since telephone communications is a core infrastructure item. In addition, if we upgrade we will be able to take advantage of new features of the phone system. Some of these new features like IP trunking, will reduce the number of boards in our switch and thus reducing our yearly maintenance costs.

Another reason that we need to upgrade is because of some upcoming changes in our Wide Area Network (WAN) network provided by AT&T Broadband. When we renew our contract next year with AT&T, we will most likely take advantage of a new technology called Gigabit Ethernet. But before we take advantage of this technology, we will have to make some configuration changes to our phone switches so that they communicate via the WAN. The proposed OS includes the software necessary to take advantage of Gigabit.

One of the newer technologies that we want to move to with our phone system is called PRI (Primary Rate Interface). There is normally a \$40,000 software cost to switch to PRI. Avaya is currently providing this software for free with any new upgrades. There are two advantages going to PRI. First, we should be able to save up to 15% on our monthly phone bills. Second, PRI will enhance our security by being able to know the phone number of any incoming calls. If a threat is made against the County, we will instantly have the number on any display phone. If the user does not have a display phone, this information will be captured in our call accounting system.

With the move back to Grady Porter building we need to increase our capacity on the Veterans Memorial Courthouse/Grady Porter phone switch. If we do not upgrade the phone switch OS we will have to purchase an additional 50 "right to use" licenses for \$5363.00. If we upgrade the phone switch OS, this is included in the cost.

Avaya and Gee Communications have provided a quote to upgrade the OS on all five switches, install PRI at four locations, upgrade the Audix hardware and software, setup voice over IP between switches, and increase the RTU's at Grady Porter/VMC. The funds to purchase this system will be taken from the 675 Telephone fund. The MIS Director and Purchasing Director recommends purchasing the phone switch software and associated hardware upgrade off the State of Michigan Contract not to exceed \$175,000, which selects its vendors from an open competitive process.

I am requesting that the attached resolution be submitted to the Board for their approval.

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH GEE COMMUNICATIONS, FOR THE UPGRADE THE OPERATING SYSTEM ON THE FIVE COUNTY PHONES SWITCHES

WHEREAS, the County's five phone switches have not been upgraded in five years and the operating system is version 6.1 and version 11 is currently available; and

WHEREAS, version 11 will allow us to take advantage of new technology that will reduce our monthly maintenance costs; and

WHEREAS, the upcoming upgrade to the County's Wide Area Network will require our phone switch to communicate via IP; and

WHEREAS, the MIS Director and Purchasing Director recommend purchasing the phone switch software and associated hardware upgrade off the State of Michigan Contract not to exceed \$175,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Gee Communications in an amount not to exceed \$175,000 for the purposes of purchasing hardware, software and installation service phone switch upgrade.

BE IT FURTHER RESOLVED, that the funds for this project are contained in the 675 telephone fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair and the County Clerk to sign any necessary contract documents for the purchase and installation of a telephone Operating System upgrade approved as to form by the County Attorney.

Agenda Item 5

RESOLUTION STAFF REVIEW

DATE October 28, 2002

Agenda Item Title: Resolution to Amend Resolution #02-247 and Change the Classification to Two Positions in the Adult Health and Child Health Clinics

Submitted by: Health Department

Committees: Ad. Ser/Per. __*, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation.)

This resolution will authorize an amendment to Resolution #02-247 to change the classification of two positions originally approved as Clinic Assistant/Technician II (UAW E) positions to be located in the Adult Health Clinic and the Child Health Clinic to the Clinic Assistant/Technician I (UAW D) classification.

Financial Implications

Based on 2002 rates, the long-term cost of two Clinic Assistant/Technician II positions (UAW/E) is \$97,528. The long-term cost of two Clinic Assistant/Technician I positions (UAW/D) is \$92,672. The long-term savings of this proposal is \$4,856.

Other Implications: Both the Human Resources Director and UAW are in support of this change.

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

TO: Human Services Committee
Administrative Services/Personnel Committee
Finance Committee

FROM: Bruce Bragg

DATE: October 25, 2002

RE: Recommendation to Amend Resolution #02-247 and Change the Classification of Two Positions

This is a recommendation to amend Resolution #02-247 to change the classification of two positions. The board passed Resolution #02-247 on October 8, 2002. This resolution authorized the reorganization in the Adult Health and Child Health Clinics. Within this reorganization, two Clinic Assistant/Technician II (UAW E) positions were established one to be located in the Adult Health Clinic and one to be located in the Child Health Clinic.

After reviewing the job description for both positions, it was determined that such duties fall within the Clinic Assistant/Technician I (UAW D) classification. Both the Human Resources Director and UAW are in support.

Mr. Hailey and I recommend that the Board of Commissioners adopt the attached resolution and change the classification of the newly established positions.

Attachment

c: Bruce Miller w/attachment
Harold Hailey w/attachment
Tom Larkins w/attachment
John Jacobs w/attachment

Introduced by the Human Services, Administrative Service/Personnel and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #02-247 AND CHANGE THE CLASSIFICATION TO TWO POSITIONS IN THE ADULT HEALTH AND CHILD HEALTH CLINICS

WHEREAS, the Board of Commissioners adopted Resolution 02-247 to authorize a reorganization in the Adult Health and Child Health Clinics; and

WHEREAS, Resolution 02-247 established two Clinic Assistant/Technician II (UAW E) positions, one in the Adult Health Clinic and one in the Child Health Clinic; and

WHEREAS, it has been determined that both positions should be classified as Clinic Assistant/Technician I (UAW D); and

WHEREAS, the Health Office and the Human Resources Director propose that the Board of Commissioners amend Resolution 02-247 to correct the classification of both new positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution 02-247 to change the classification of two Clinic Assistant/Technician II (UAW E) to Clinic Assistant/Technician I (UAW D), HLHADU020 and HLHCHH026.

BE IT FURTHER RESOLVED, that all other terms and conditions included in Resolution 02-247 shall remain unchanged.

Agenda Item 6

RESOLUTION STAFF REVIEW

DATE October 23, 2002

Agenda Item Title: Resolution Authorizing Entering into Contract with the Office of the United States Department of Justice Programs for the 2002 Cops More Grant Program

Submitted by: Sheriff's Office

Committees: Ad.Ser/Per. __*, H.S. __, Law & Cts. __*, Finance __*

Summary of Proposed Action: This resolution authorizes entering into a contract with the Office of the United States Department of Justice, Office of Community Oriented Policing Services for a \$60,924.00 grant with a local match requirement of \$20,308.00, for a total project of \$81,232.00 for the time period of August 1, 2002 through July 31, 2003.

Financial Implications: The funds are proposed to come from the COPS More 2002 Grant \$60,924.00, with a twenty five percent local match requirement of \$20,308.00 (from the contingency fund), for a total project cost of \$81,232.00 and will be utilized for purchasing new technology for In-car computer systems, including mobile data computers and infrastructure.

Other Implications: None

Staff Recommendation: JA ___ JN ___* HH ___
This resolution should be approved.

Introduced by the Law & Courts, Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO CONTRACT WITH THE OFFICE OF THE UNITED STATES DEPARTMENT OF JUSTICE PROGRAMS FOR THE 2002 COPS MORE GRANT PROGRAM

WHEREAS, the Ingham County Sheriff's Office applied for and has been approved to receive a 2002 Cops More Grant from the Office of the United States Department of Justice Programs; and

WHEREAS, the award amount of the 2002 Cops More Grant is \$60,924.00 with a local match requirement of \$20,308.00, for a total project of \$81,232.00; and

WHEREAS, \$81,232.00 will be utilized for purchasing new technology for In-car computer systems, including mobile data computers and infrastructure; and

WHEREAS, the Ingham County Sheriff's Office's twenty-five percent local match of \$20,308.00 will come from the Ingham County Contingency fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the Office of the United States Department of Justice, Office of Community Oriented Policing Services, for a total of \$60,924.00 with a match requirement of \$20,308.00, for a total project cost of \$81,232.00 for the time period of August 1, 2002 through July 31, 2003.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the matching funds of \$20,308.00 from the 2002 Contingency fund.

BE IT FURTHER RESOLVED, that 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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff's Office 2002 and 2003 budgets.

Agenda Item 7

RESOLUTION STAFF REVIEW

DATE October 21, 2002

Agenda Item Title: Resolution Authorizing Amendments to the 2002 Register of Deeds and Metro Squad Budgets

Submitted by: Tri-County Metro Narcotics Squad

Committees: Ad.Ser/Per. __, H.S. __, Law & Cts. __, Finance __

Summary of Proposed Action: (See Attached Documentation.)

This resolution will authorize an increase in the budget of \$68,540 by recognizing increased revenues in the Register of Deeds. It will also authorize the use of additional funds for Register of Deeds expenses and will make up a shortfall of \$57,040 in the Metro Squad fund.

Financial Implications:

- Increase total Register of Deeds revenues by \$68,540.
- The Register of Deeds will be authorized to increase expenditures in supplies (\$1,500) and contractual services (\$10,000).
- The balance of \$57,040 of the new Register of Deeds revenues is to make up for the shortfall in the Metro Squad fund of \$63,511 from FY 2001/02. There was a balance of \$ 6,471 in the fund.

Other Implications: Since the County and other participating funding units went to the new funding mechanism in 1998/99, we have been fully reimbursed for our initial appropriation until this last fiscal year.

Staff Recommendation: JA ___ JN __*__ HH ___

This resolution should be approved.

Introduced by the Law & Courts, Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AMENDMENTS TO THE 2002 REGISTER OF DEEDS AND METRO SQUAD BUDGETS

WHEREAS, Ingham County is a participating unit in the Tri-County Metro Narcotics Squad; and

WHEREAS, in 1998/99, a new funding agreement was adopted between Ingham County and the other participating entities in the Tri-County Metro Narcotics Squad, and as part of this agreement the three participating Counties of Ingham, Eaton and Clinton fund the annual operating costs and then receive that proportionate share back from forfeiture funds; and

WHEREAS, all participants receive a proportionate share of surplus forfeiture funds held by the Metro Squad at the end of the fiscal year once the three counties initial operating costs is fully reimbursed; and

WHEREAS, the amount of forfeiture funds is not sufficient to fully reimburse the three counties for the 2001/02 fiscal year; and

WHEREAS, the Controller is recommending that the budget be amended by recognizing increased revenues and expenditures in the Register of Deeds' Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an increase in the budget of \$68,540 by recognizing increased revenues in the Register of Deeds Office.

BE IT FURTHER RESOLVED, that \$57,040 of the new Register of Deeds' revenues is for the shortfall in the Metro Squad fund.

BE IT FURTHER RESOLVED, that the budget in the Register of Deeds' Office is increased by \$1,500 for supplies and \$10,000 for contractual services.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budgetary adjustments in accordance with this resolution.



TRI-COUNTY METRO NARCOTICS SQUAD

120 W. Michigan Avenue

Lansing, MI 48933

(517) 394-8855 office (517) 394-3225 fax

Toll Free 1-866-NO-2-DRUG (1-866-662-3784)

October 14, 2002

Craig Longnecker- Clinton County Budget Director

James Stewart- Eaton County Controller

John Nielsen- Ingham County Deputy Controller

Gentleman,

I would like to thank each of you for your continued assistance and support to the Tri-County Metro Narcotics Squad. The county financial assistance helps the team continue to provide a valuable service to our communities.

As you are aware from previous contact I have had with you, Metro is unable to fully reimburse each county this year. Seizures and adjudicated forfeitures were less than those over the past several years. Prudent spending resulted in expenditures of approximately \$38,000.00 less than budgeted.

The good news is that the team has seized approximately \$1.2 million in cash since 1/1/2002. Since FY 02-03 began on July 1, 2002 we have adjudicated approximately \$260,000.00 in forfeiture. I anticipate a full reimbursement next year based upon current figures.

The FY 2002-2003 Metro budget totaling \$384,580.00 began on July 1, 2002. I have broken down the operational funding by each county based upon the percentage of overall population determined by the most recent official U.S. Census figures available at the time the budget was prepared.

The total of all revenues over expenditures at FY01/02 ending date June 30, 2002 was \$287,095.34. This resulted in a \$92,248.66 total reimbursement deficit.

Clinton County (13.38% of total)	\$ 51,456.80 (share due for FY02/03)
	- \$ 37,064.65 (FY01/02 reimbursement due)
	\$ 14,392.15 offset due Metro

(Note - \$37,064.65 above includes \$38,413.36 reimbursement due county - \$1,348.71 still due Metro for FY01/02)

Eaton County (21.47% of total)	\$ 82,569.33 (share due for FY02/03)
	- \$ 61,639.37 (FY01/02 reimbursement due)
	\$ 20,929.96 offset due Metro

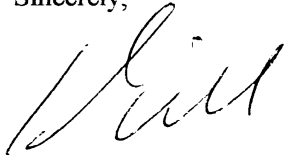
Ingham County (65.15% of total)	\$250,553.87 (share due for FY02/03)
	- \$187,042.61 (FY01/02 reimbursement due)
	\$ 63,511.26 offset due Metro

Please remit a check in the above offset amounts listed to:

City of Lansing
Finance Department
Attention: Sue Topping
124 W. Michigan Ave.
8th Floor- City Hall
Lansing, MI 48933

Please contact me if you have any questions. Thank you in advance for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Gill", written in a cursive style.

D/F/Lt. Timothy J. Gill
Section Commander
Tri-County Metro Narcotics Squad.

CITY OF LANSING
 Drug Law Enforcement Fund
 Statements of Revenues, Expenditures, and Changes
 in Fund Balance
 Twelve Months Ended June 30, 2002

	METRO		6/30/02 YTD
	03/31/02	4th Qtr	
Revenues:			
Forfeitures	\$ 144,236.11	94,828.28	239,164.37
Interest	6,283.42	3,596.10	9,889.52
Total revenues	150,529.53	98,524.38	249,053.89
Expenditures - public safety	(3) 213,548.93	111,179.62	324,728.55
Excess of revenues over expenditures	-63,019.40	-12,655.28	-75,674.66
Other financing sources (uses) - operating transfers:			
From Contributions - local units	(2) 379,344.00	0.00	379,344.00
From General Fund	0.00	0.00	0.00
From State and Federal Programs Fund	0.00	0.00	0.00
To State and Federal Programs Fund	7,205.75	-23,779.75	-16,574.00
Total other financing sources (uses)	386,549.75	-23,779.75	362,770.00
Excess (deficiency) of revenues over expenditures and other financing uses	323,530.35	-36,435.01	287,095.34
Fund balance at beginning of year	(1) 77,030.79	77,030.79	77,030.79
Fund Balance at end of period	\$ 400,561.14	40,595.78	364,126.13

(1) Prior year Fund Balance level 1 offset to counties, level 2 retained,
 (2) Prior year fund balance for 3 counties reclassified to FY02 contribution
 Ingham \$240,575.50; Eaton \$79,280.98; Clinton \$49,407.52
 AVR due from Eaton \$2,164.18 (rec'd 7/2/02); Clinton \$1,348.71

	METRO		6/30/02 YTD
	06/30/02	4th Qtr	
(3) Broken down into following accounts:			
Overtime - LPD	4,393.47	1,003.30	5,396.77
Fringe benefits	2,375.99	542.56	2,918.57
Misc operating	82,235.51	57,888.37	140,123.88
Evidence	33,308.68	26,466.69	59,775.27
Supplies	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00
Temp Help - contractual	25,794.42	10,814.36	36,408.78
Utilities	5,288.04	1,668.49	6,956.53
Telephone	10,781.82	3,807.89	14,589.61
Cell Phones	3,557.29	2,218.34	5,775.63
Building rental	34,372.80	0.00	34,372.80
OT - other agencies	11,440.81	4,164.83	15,605.64
Equipment		2,865.07	2,865.07
	213,548.93	111,179.62	324,728.55

Total FY01-02 funding			
Ingham County			247,142.82
Eaton County			81,445.16
Clinton County			50,756.23
			<u>379,344.01</u>

MEMORANDUM

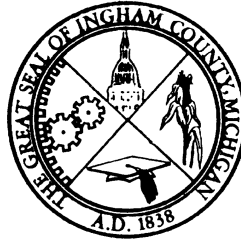
TO: Administrative Services/Personnel Committee
FROM: Harold Hailey, Human Resources Director
DATE: October 29, 2002
RE: County Clerk's Request to Start Employee at Step 5

Human Resources is in support of the attached request to start this employee at Step 5.

HH/daj

MIKE BRYANTON
INGHAM COUNTY CLERK
MASON, MICHIGAN

MAIN OFFICE
BOX 179
COURTHOUSE
MASON, MICHIGAN
48854
TEL. 517-676-7201



BRANCH OFFICE
5303 S. CEDAR ST.
HUMAN SERVICES BLDG.
LANSING, MICHIGAN
48911
TEL. 517-887-4668

October 31, 2002

TO: Chris Swope, Chairperson
Administrative Services/Personnel Committee

FROM: Mike Bryantton *Mike*
Ingham County Clerk

RE: Filling Chief Deputy/Interdepartmental Relations Position

As you know, Lorna Elliott resigned as my chief deputy in July of this year. As a result, I proposed a reorganization of the management level within my office, which was approved by the Board of Commissioners via resolution #02-241.

As a result of that reorganization, the Chief Deputy/Interdepartmental Relations position remains vacant. I have recruited Mike Ryder, a long time employee of the Michigan Secretary of State's office to fill that position. As you can see by Mr. Ryder's resume, which is attached, he has over 25 years of progressively more responsible experience within the Secretary of State's office, most recently in the Bureau of Elections. I believe Mike will prove to be valuable asset to this office and the citizens of Ingham County.

However, the salary level of the position that Mr. Ryder will be filling is significantly below the salary that he is currently making. Therefore, I am proposing that Mr. Ryder be hired in at the top step of the MCF-09 salary scale, which for 2002 is \$52,569. As you know, this action would require the approval of the Administrative Services/Personnel Committee. Time being of the essence, I would appreciate it if you would present this request to the committee at its next meeting. I will be in attendance to answer any questions the Committee may have of me.

Thank you for your prompt consideration of this request.

MB/ta

attachment



October 14, 2002

Michael Bryanton, Clerk
Ingham County
PO Box 179
Mason, MI 48854

Dear Mr. Bryanton:

I understand that you have an opening for Chief Deputy Clerk in your office. I would like to be considered for that position. My years of experience in State government make me uniquely qualified for the position. As you can see by the attached resume I have held several positions in the last 28 years that would aid you at the county level. In addition, I have led several medium scale projects that also lend to my experience.

I am available for an interview at any time and if selected would be able to start work by January 2, 2003, or possibly earlier. As you know I am currently employed with the Department of State's Bureau of Elections. I have elected to leave that position either December 6 or December 20. The decision is dependent on the number and size of recounts the State will need to conduct after the November General Election. I will make that decision based in part on election results the week of November 11; as a result I will be able to provide you with a date certain later that week.

I understand that the open position is specifically referred to as Chief Deputy Interdepartmental Relations, Level MCF-09, and \$52,569. I respectfully ask that I be brought into the position at the top of the pay level. I am leaving a position that pays well over \$85,000 when I add salary, bonuses, and longevity. Although I am willing to take the pay reduction, I would prefer to be at the top of the level.

Thank you for considering me for this position.

Sincerley

A handwritten signature in black ink, appearing to read "Mike Ryder". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mike Ryder
1290 Ro-Dic-Don DeWitt, MI 48820
517-335-6575

MICHAEL RYDER

1290 Ro-Dic-Don
DeWitt, Michigan 48820
Home: (517) 669-8445
Office: (517) 335-6575

EDUCATION:

Jackson Community College – Associates Degree Business 1981

Professional Management and Business Training

- Management I, II, III;
- Course related to Project Management
- PC Courses –
 - WordPerfect,
 - Word
 - Various spreadsheet applications

QUALIFICATIONS:

- 30 years management experience with the Department of State.
- A well-developed network of associates within State, county, and local government.
- Knowledge of election law throughout the state.
- Knowledge of administrative procedures throughout state government.
- Skilled at bringing projects to closure and staying with an objective until finished.
- Skilled in project management, cost analysis, and budget development.
- Skilled in the use PC applications including Excel, Word, GroupWise, Microsoft Office, and other software.

EXPERIENCE: MICHIGAN DEPARTMENT OF STATE: 1974 TO PRESENT

Division Director, Elections Liaison Division June 1998 to present.

- Responsible for liaison activities between the State of Michigan and local voting jurisdictions.
- Responsible for training of election jurisdiction staff.
- Assist in the development of new legislation, and interpretation of existing laws relating to elections.
- Responsible for the Qualified Voter File Help Desk .

Major Accomplishments:

- Directed placement of recount forms on to laptop computers.
- Creation of the Qualified Voter File help manual.
- Provided oversight for the rollout of second generation QVF equipment.
- Directed the review of voter registration workload based on branch activity and changed mailing to coincide with work accomplished.
- Developed a good working relationship with other Bureaus in the Department.
- Improved communication with elections community.

Administration Specialist, Department Services Administration 1995 to June 1999

- Serve as a specialist to the Deputy of Department services.
- Advise and assist the deputy in all areas of the administration, which includes Elections, Bureau of Resource Management Systems, Historical Center, and Bureau of Administrative Services.
- Serve as resource to bureau and office directors.
- Along with deputy and bureau directors develop policy impacting the administration.
- Supervise the front counter of the Secretary's office responsible for answering telephones, greeting walk-in customers, and automated correspondence monitoring for the Secretary.

Major accomplishments:

- Assisted Bureau of Elections in absence of Qualified Voter File division director.
- Assisted with the implementation of QVF.
- Coordinated and led the court ordered remedial action for the National Voter Registration Act. This included coordination with three other departments.
- Assisted with design and implementation of Customer Service Training for staff within the Administration.

Bureau Specialist, Bureau of Finance and Management Systems, 1991 to 1995

- Serve as a specialist reporting to the Director of the Bureau of Finance and Management Systems.
- Advise and assist the director in all areas of the bureau, which includes department finance operations, Internal Audit, and management services.
- Direct and coordinate the Department's Suggestion Awards Program.
- Serve as liaison with Civil Service, receiving suggestions pertinent to the Department coordinating their review relative to a specific identification of cost savings and the determination of whether the idea has been addressed before.
- Serve as resource to management and to all DOS employees wanting information and/or explanation about the program and status of suggestions.
- Advise and assist the Director in the maintenance and coordination of activities within the scope of the Bureau's functions including organizational analysis, internal audit, finance, and management services.
- Assist the Director in program planning, policy, procedures development, and budget development in these areas.

Major accomplishments:

- Revamp of Suggestion Program including automating all end products from dBASE program.
- Received the *Best Suggestion Management* award from Civil Service, three years running. This award recognizes the best managed suggestion program for large departments.
- Successfully led a project to purchase and install new software and hardware for the International Registration System. This project required interaction with the Department of Management and Budget, Purchasing Office, and coordination of several areas within the Department to ensure successful implementation. In addition, we worked closely with the responsible vendor.
- Successfully purchased a new credit card contract for the Department and modified that contract to accept other credit cards.

Supervisor: Workload Planning Section, 1978 to 1991

- Supervised analysts in developing budgets for departmental bureaus.
- Supervised and conducted program evaluation, process evaluation, review of operations, personnel-related studies, financial and accounting study, and analysis of Departmental initiatives.
- Determined impact on Department and made recommendations based on study results.

Major accomplishments:

- Successful implementation of the first automated wait time equipment within the Department.
- Provided oversight to several significant workload studies with the Bureaus of Branch Office Services and Driver and Vehicle Records.
- Studied and made recommendations concerning a new Comment Card Drop Box Program for the Bureau of Branch Office Services.

Additional Information provided upon request. References Attached.

MEMORANDUM

DATE: October 25, 2002
TO: Administrative Services/Personnel Committee
FROM: Harold Hailey, Human Resources Director
RE: Request for Unpaid Leave of Absence

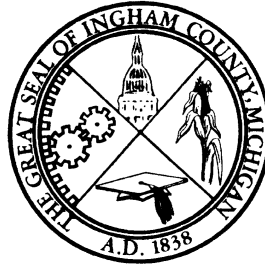
Human Resources is in support of the attached request for a leave of absence until December 25, 2002.

HH/daj

County of Ingham

121 E. Maple Street / P.O. Box 319 Mason, Michigan 48854 / Fax: (517) 676-7230

Facilities Department



John W. Andresen
Director
Phone: (517) 676-7312

Supervisors
Phillip P. Pixley
Phone: (517) 676-8232
James M. Apostol
Phone: (517) 887-4484

TO: Harold Hailey, Human Resources Director - For the
Administrative Services/Personnel Committee

FROM: John W. Andresen, Facilities Director *JWA*

DATE: October 23, 2002

RE: Robert Thomas Irwin - Unpaid Extended Leave Request

Tom Irwin is a Sr. Groundskeeper in the Facilities Department under the UAW/TOPS Contract. He has had a serious health condition whereby he has exhausted his FMLA, as well as the 10 unpaid work days I can grant him, and the 60 calendar days by the Human Resources Director and myself.

Mr. Irwin is still unable to return to work. As Article 24, Section 14A of the UAW/TOPS Contract allows, I am hereby requesting the approval of the Administrative Services/Personnel Committee to grant him a 90 calendar day unpaid extension from September 25 through December 25, 2002. I apologize for my error in not getting this request to you sooner. This extension is the maximum amount of unpaid time permitted under his contract.

Thank you for your consideration.

JWA/cc

cc: Robert T. Irwin
Gerald Ambrose

RECEIVED
OCT 25 2002
INGHAM COUNTY
HUMAN RESOURCES

MEMORANDUM

TO: Administrative Services/Personnel Committee
Finance Committee

FROM: Jerry Ambrose

DATE: October 22, 2002

RE: POLICY REQUIRING PAYMENT OF PREVAILING WAGE

Attached for your consideration is a resolution consolidating and updating Ingham County's Prevailing Wage Policy. This has been drafted with the assistance of Naomi Gaynor of the County Attorney's Office. It replaces Resolutions # 92-171; #96-164; and # 0084, and incorporates the enhancements identified by the Administrative Services & Personnel Committee at its last meeting. The items incorporated are numbers 2, 3, 4, and 5 in the document titled Attachment # 6, also attached.

I appreciate the committee's work on updating this policy, and believe that the update will more clearly state the county's policy and enforcement mechanisms. I recommend approval of the resolution.

c: Jim Hudgins
Naomi Gaynor

Introduced by the Administrative Services/Personnel and Finance Committees

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY REQUIRING PAYMENT OF PREVAILING WAGE

WHEREAS, the Board of Commissioners believes that it is in the best interest of the people of Ingham County that any construction work performed for Ingham County should be done by contractors and subcontractors who agree to pay prevailing wages; and

WHEREAS, the Board of Commissioners wishes to have a uniform means of assuring that contractors or subcontractors seeking to work on certain County construction projects pay prevailing wages; and

WHEREAS, the Board of Commissioners wishes to monitor the prevailing wage requirements and to provide for sanctions or penalties in the event of noncompliance; and

WHEREAS, Resolution #92-171, as amended by Resolutions #96-164 and #00-084, has served as the County's policy regarding the payment of prevailing wage rates; and

WHEREAS, the Ingham County Board of Commissioners desires to consolidate and update this policy.

THEREFORE BE IT RESOLVED, that for the purposes of this policy the following terms and phrases are defined as follows:

- a. "Apprentice" means any person who is registered with a bona fide apprentice program recognized by the U.S. Department of Labor, Bureau of Apprenticeship and Training. The use of apprentices shall be in accordance with all of the rules and guidelines of the bona fide apprentice programs, including registration and working in ratio. Violations relating to apprentices shall be subject to the same penalties and remedies as provided in paragraph 5 and paragraph 6 of this policy.
- b. "Board" or "Board of Commissioners" means the Ingham County Board of Commissioners.
- c. "Contract" means any agreement as a result of competitive bids or otherwise for new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning or improvement of buildings or works, which is to be performed for Ingham County. It does not include repair or service of equipment or machinery already installed.
- d. "Designated Agent" means any officer, employee, commission, department, agency, or organization authorized to enter into a construction contract by or on behalf of the Board of

Commissioners, or to monitor such contracts under the direction of the County, or to provide legal counsel regarding such contracts.

- e. "Construction Mechanic" means any skilled or unskilled mechanic, laborer, worker, helper assistant, apprentice or driver, but shall not include any Ingham County employees, including but not limited to executive, administrative, TOPS, professional or office employees.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that any contractor or subcontractor on County construction projects where the value of the contractor's or subcontractor's contract exceeds \$10,000 shall pay prevailing wages to its employees as set forth below:

1. Every contract exceeding \$10,000 entered into by the Ingham County Board of Commissioners, or other agencies covered by this policy, shall require that the rates of wages, including fringe benefits, paid to each construction mechanic employed by the contractor or subcontractor at all tiers, who furnishes labor on the project which is the subject of the contract, shall be not less than the prevailing wages, including fringe benefits, for such labor by using the wage guidelines promulgated by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act.
2. Every contract exceeding \$10,000 shall include the most current wage and fringe benefit schedule as provided for by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act for each class of construction mechanic.
3. Every contractor and subcontractor shall keep posted on the construction site in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in the contract and shall keep accurate records showing the name and occupation of, and actual wages and benefits paid to, each construction mechanic employed by that contractor or subcontractor in connection with the contract.
4. A contractor or subcontractor at any tier shall, upon request of the County or its designated agent, provide certified payrolls on U.S. Department of Labor form WH347 or facsimile for all hours worked. In addition to providing certified payrolls on U.S. Department of Labor form WH347 or facsimile for all hours worked when requested, the contractor or subcontractor at any tier shall be required to collect and submit this information in a regular reporting format as determined by the Board of Commissioners, or its agents. Noncompliance with this section shall be deemed a breach of the contractual agreement(s).
5. Any contractor or subcontractor upon being notified that it is in violation of any term of this policy and who fails to remedy the violation as set forth in this policy is deemed to have committed a material breach of the contract. The Board or its designated agent, if any, shall proceed to enforce the term(s) in accordance with the contract and/or by seeking any remedy authorized by law, including rescission of the contract. Further sanctions and penalties shall be as set forth in paragraph 6 below.
6. Any contractor or subcontractor upon being notified that it is in violation of payment of

prevailing wage and that an amount is due, shall have thirty (30) days to correct the deficiency by paying the employee or employees the amounts due. If the person, firm, a corporation, or business entity fails to pay within the thirty (30) day period it shall be subject to the following penalties:

- (a) Payment of all wages and fringe benefits, plus interest at 2% per month on those wages and fringe benefits due the employee;
 - (b) The cost to the County shall be calculated using the hourly wage and fringe benefits' costs of the County employee involved in the enforcement of this policy plus any other costs incurred by the County, including but not limited to costs of a contracting agent, attorney fees, and court costs; and
 - (c) Ineligibility to bid on any contract involving the County for a period of five (5) years if the violation is repeated after the contractor is formally notified.
 - (d) The County may withhold such payments from the contractor as are necessary to effectuate the payments or penalties as provided in this policy.
7. Any construction mechanic of a contractor under contract with the Board or its designated agent or a construction mechanic of a subcontractor at all tiers, or any bona fide organization representing construction mechanics may file a written complaint with the Board or its contracting agent, if any, challenging the compliance by a contractor or subcontractor with any of the terms noted above. The Board or its designated agent shall then conduct an investigation to determine whether it will proceed as in paragraphs 5 and/or 6 above .
 8. A contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a prevailing wage rate shall be ineligible to bid on any contract involving the County for a period of (five) 5 years from the date of such finding.
 9. Contracts which contain provisions requiring the payment of prevailing wages as determined by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act (United States Code 40 Section 3141 , et seq.) or which contains provisions requiring the payment of prevailing wages as determined by the Michigan Department of Consumer and Industry Services pursuant to 1965, PA 166, as amended, being MCLA 408.551, et seq., are exempt from the provisions of this resolution.

BE IT FURTHER RESOLVED, that notice of the requirements of this policy shall be included in all formal Requests for Proposals or Bids where a construction contract in excess of \$10,000 is anticipated.

BE IT FURTHER RESOLVED, that the provisions of this policy shall apply to construction contracts in excess of \$10,000 entered into by the Ingham County Building Authority, and to any construction contracts in excess of \$10,000 which are entered into by any County agency where the Board of Commissioners is required to authorize the project or where the Board of Commissioners has authorized financing of such projects by the County.

Agenda Item 10a

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all other agencies of the County to adopt this or a similar policy for any construction contracts in excess of \$10,000.

BE IT FURTHER RESOLVED, that the County Controller or designee, which may include a designated agent, shall be responsible for monitoring implementation of and compliance with the provisions of this policy where the construction contract is entered into with the Board of Commissioners.

BE IT FURTHER RESOLVED, that where another specific agency of the County is designated as responsible for a construction project, that agency shall be responsible for monitoring implementation of and compliance with the provisions of this policy.

BE IT FURTHER RESOLVED, that no less than annually, the County Controller or designee shall provide the appropriate committee of the Board of Commissioners the status of projects where the payment of prevailing wage is required and where the County Controller is responsible for monitoring implementation of and compliance with the provisions of the prevailing wage policy.

BE IT FURTHER RESOLVED, that Resolutions #92-171, #96-164 and #00-084 are hereby rescinded.

Resolution No: 92-171
September 8, 1992

S U B S T I T U T E

Agenda Item: 10
Date received:

RESOLUTION TO REQUIRE PAYMENT OF PREVAILING WAGES

Introduced by the Administrative Services and Finance Committees

WHEREAS, this Board of Commissioners believes that it is in the best interest of the people of Ingham County that the construction work performed for Ingham County be done by contractors and subcontractors who agree to pay prevailing wages.

THEREFORE BE IT RESOLVED that:

1. Every construction contract exceeding \$10,000 entered into by the Ingham County Board of Commissioners (hereinafter referred to as "Board") shall contain the following terms:

(a) The rate of wages, including fringe benefits, paid to each construction mechanic employed by the contractor or subcontractor at all tiers, who furnishes labor on the project which is the subject of this contract, shall be not less than the prevailing wages, including fringe benefits, for such labor as determined by the Michigan Department of Labor, Wage and Hour Division, for Ingham County.

(b) The contractor and any subcontractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, ancestry, height, weight, citizenship, sex, age, or handicap during the terms of this contract as required by State and/or Federal law.

2. Every contract executed between the Board or its contracting agent and a successful bidder as Contractor, entered into pursuant to advertisement and/or invitation to bid for any Ingham County project, which requires or involves the employment of construction mechanics, shall contain a wage and fringe benefit schedule as provided for by the Michigan Department of Labor, Wage and Hour Division, for each class of construction mechanic.

3. Every contractor and subcontractor shall keep posted on the construction site in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in the contract and shall keep accurate records showing the name and occupation of, and actual wages and benefits paid to, each construction mechanic employed by that contractor or subcontractor in connection with the contract.

(a) A Contractor or subcontractor at any tier shall, upon request of the County or its contracting agent provide certified payrolls on U.S. Department of Labor form WH347 or facsimile for all hours worked.

Agenda Item 10a

4. Any construction mechanic of a contractor under contract with the Board or its contracting agent or a construction mechanic of a subcontractor at all tiers, or any bona fide organization representing construction mechanics may file a written complaint with the Board or its contracting agent, if any, challenging the compliance by a contractor or subcontractor with any of the terms noted above. The Board or its contracting agent shall then conduct an investigation to determine whether it will proceed as in paragraph 6 and/or 7 below.

5. If a contractor or subcontractor at any tier violates or has breached any term set forth above, the Board or its contracting agent, if any, shall proceed to enforce that term in accordance with the contract and/or by seeking any remedy authorized by law, including rescission of the contract.

6. Any contractor or subcontractor upon being notified that it is in violation of paragraph 4 and that an amount is due, shall have thirty (30) days to pay the deficiency by paying the employee or employees the amounts due. If the person, firm, corporation, or business entity fails to pay within the thirty (30) day period shall be subject to the following penalties:

(a) Payment of all wages and fringe benefits, plus interest at 2% per month on those wages and fringe benefits due the employee;

(b) The cost to the county shall be calculated using the hourly wage and fringe benefits costs of the county employee involved in the enforcement of this policy plus any other costs incurred by the County; and

(c) The prohibition from bidding on any contract involving the county for a period of three (3) years if the violation is repeated after the contractor is formally notified.

This Provision shall be inserted in all bid documents requiring prevailing wages.

7. As used herein:

(a) "Contracting Agent" means any officer, commission, department, agency, or organization authorized to enter into a construction contract by or on behalf of the Board of Commissioners.

(b) "Contract" means any agreement as a result of competitive bids or otherwise for new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning or improvement of buildings or works, which is to be performed for Ingham County. It does not include repair or service of equipment or machinery already installed.

(c) "Construction mechanic" means any skilled or unskilled mechanic, laborer, worker, helper assistant, apprentice or driver, but shall not include any Ingham County employees, including but not limited to executive, administrative, TOPS, professional or office employees.

(d) "Apprentice" means any person who is registered with a bona fide apprentice program

recognized by the U.S. Department of Labor, Bureau of Apprenticeship and Training and shall only be used in ratio as prevailing for the area.

8. Contracts which contain provisions requiring the payment of prevailing wages as determined by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act (United States Code 40 Section 276a, et. sec.) or which contains provisions requiring the payment of prevailing wages as determined by the Michigan Department of Labor pursuant to 1965, PA 166, as amended, being MCLA 408.551, et sec., are exempt from the provisions of this resolution.

ADMINISTRATIVE SERVICES FINANCE

Yeas: Ballbach, Eyster, Grebner, Yeas: McDonald, Wilbur,

Mervenne, Wilbur Martinez, Grebner, Delgado,

Schafer, Bunka

Nays: None Absent: Porter Nays: None Absent: Tubba

Goulet, Goodman

Approved 7/21/92 Approved 7/22/92

Administrative approved a different version.

INGHAM COUNTY BOARD OF COMMISSIONERS

AUGUST 27, 1996
ADOPTED

RESOLUTION NO. 96-164

AGENDA ITEM NO. 12

RESOLUTION TO AMEND RESOLUTION NO. 92-171,
REQUIRING PREVAILING WAGE RATES

Introduced by the Administrative Services/Personnel and Finance Committees

WHEREAS, the Ingham County Board of Commissioners adopted Resolution No. 92-171, which serves as the County's policy regarding the payment of prevailing wage rates for certain construction work on County projects; and

WHEREAS, since this prevailing wage policy was adopted, the Michigan Prevailing Wage Act which determines the prevailing wage rates, including fringe benefits, has been struck down by the Eastern Federal District Court; and

WHEREAS, Ingham County wishes to maintain its policy with an acceptable criterion and standard.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby amend Resolution No. 92-171 by deleting the following language:

“...as determined by the Michigan Department of Labor, Wage and Hour Division.”

BE IT FURTHER RESOLVED, that the following language be substituted:

“...by using the wage guidelines promulgated by the U.S. Secretary of Labor pursuant to the Davis-Bacon Act.”

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas - McDonald, Pratt,
Czarnecki Nays: Mowen, Foster Absent: None
Approved 8/20/96

FINANCE: Yeas - Sims, Schafer, McDonald, Gallagher, Grebner,
Johnson Nays: None Absent: Wilbur Approved 8/21/96

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION NO. 92-171, REQUIRING PAYMENT OF
PREVAILING WAGE RATES FOR COUNTY CONSTRUCTION PROJECTS**

RESOLUTION #00-084

WHEREAS, Resolution No. 92-171 as amended serves as the county's policy regarding the payment of prevailing wage rates for certain construction work on county projects; and

WHEREAS, the intent of this policy is to require compliance with prevailing wage guidelines as amended by the Ingham County Board of Commissioners, and to provide for enforcement and sanctions or penalties in the event of non-compliance by contractors, sub-contractors, etc.; and

WHEREAS, it is also the county's intent to provide for a consistent and uniform implementation of its policy requiring payment of prevailing wage rates when contractors or sub-contractors, etc., seek to work on county construction projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends its Resolution No. 92-171 by adding the following language:

3. (b) "In addition to providing certified payrolls on U.S. Department of Labor form WH347 or facsimile for all hours worked when requested, the contractor or sub-contractor at any tier shall be required to collect and submit this information in a regular reporting format as determined by the Board of Commissioners, or its agents. Non-compliance with this section shall be deemed a violation of the contractual agreement(s). The county through its agents shall be responsible for monitoring compliance by such means as it deems appropriate."

3.(c) "The county may apply sanctions or penalties consistent with, but not to exceed those sanctions or penalties which may be imposed by the federal government for similar violations, for any contractor or sub-contractor at any tier who fails to comply with the provisions of subsection 3.(b), or who, upon examination, is found to be non-compliant with the requirements of this resolution, as determined by the Board of Commissioners or its agents, and therefore in breach of contract. Such sanctions or penalties shall commence from day one of the violation of this resolution."

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas: Lynch, Pratt, Minter, Severino
Nays: None **Absent:** McDonald **Approved 4/13/00**

FINANCE: Yeas: Bernero, Grebner, Czarnecki, McDonald, Schafer, Minter, Juall
Nays: None **Absent:** None **Approved 4/19/00**

Attachment 6

Specific Proposals for Consideration

A. Consideration of these amendments to the Ingham County Prevailing Wage policy has been proposed:

- 1) Add a new section 1b, renumbering existing 1b and 1c to 1c and 1d, to permit affiliates of the Lansing Building Trades to request that the collectively bargained wage rates and the value of associated fringe benefits be used in lieu of prevailing wages promulgated by the Secretary of Labor pursuant to the Federal Davis-Bacon Act.
- 2) Add a new section stating that the use of apprentices as defined herein shall be in accordance with all of the rules and guidelines of the bona fide apprentice programs as defined herein, including registration and working in ratio. Violation of this section shall be subject to the same penalties and remedies as provided for with regard to violation of the payment of prevailing wages.
- 3) Modify Section 6c to increase the number of years from 3 to 5.
- 4) Add a new sentence to Section 5 as follows: The County may withhold payments from the Contractor as are necessary to effectuate the payments or penalties as provided in this policy.
- 5) Add a new section stating that if a contractor or subcontractor is found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a prevailing wage rate, that contractor shall be prohibited from bidding on any contract involving the county for a period of 5 years from the date of such finding.
- 6) Modify the complaint process in Section 4 to provide that anyone with knowledge of a violation of this policy may file a written signed complaint with the County Controller, who shall have 30 days to investigate, and if appropriate, to take action under the terms of this policy, or as provided by law, to remedy the complaint. If the complaint is not resolved to the satisfaction of the complainant, the complainant may file a written signed complaint with the Ingham County Board of Commissioners. Such complaint shall be referred to the appropriate committee of the Board for review and recommendation.

B. Consideration of a policy encouraging increased participation of minority owned business enterprises (MBE), women owned business enterprises (WBE), handicapper owner business enterprises (HBE), and local firms has been proposed:

It is the desire of the County to have increased participation by minority owned business enterprises (MBE), women owned business enterprises (WBE), and handicapper owner business enterprises (HBE) firms as well as County residents in the County's construction projects.

Agenda Item 10a

Recognizing that there are local individuals and firms well qualified to participate to a significant degree in county construction projects, it is also the desire of the County that the involvement of local contractors be encouraged as being in the overall best interests of the county.

In order to fulfill this desire, the County requests that vendors comply with several voluntary goals:

- 25% of total project hours performed by County residents
- 15% of subcontracted work performed by local subcontractors
- 19.03% workforce minority
- 17.51% workforce female

In order to achieve these goals, the County requests that the bidders on County construction projects participate in the following activities as well as any other activities the bidders feel will be of assistance in achieving these goals:

- Advertise regarding the timing and content of the projects.
- Advertise in local newspapers, trade publications and submit bid notices to MBE/WBE/HBE and local firms.
- Promote local piping, concrete, paving material and related suppliers.
- Hold informational meetings with local subcontractors regarding bonding and insurance requirements.
- Pre-qualify local subcontractors and suppliers.
- Encourage all bidding contractors to maximize their local participation.
- Cooperate with the County Purchasing Department in locating firms who can qualify as subcontractor for the County's construction projects.

The County will endeavor to have the following resources and/or programs available to assist bidders in complying with these goals:

- A list of MBE/WBE/HBE and local firms and agencies for mailing and advertisement.
- Formulate informational meetings for County residents and MBE/WBE/HBE firms to attend in order to communicate directly with bidders' staff and submit applications to the bidder's firms.

Bidders for county construction projects estimated to exceed \$10,000 must submit information on their workforce, including subcontractors, in sufficient detail as to describe their workforce in comparison to these voluntary goals, and are encouraged to provide any specific actions they may have or will be taking to meet the voluntary goals listed above. Utilization of local subcontractors, suppliers and employees are encouraged, and bidders will be evaluated based on "good faith" efforts to solicit and award contracts to such firms/employees. These "good faith" efforts will be monitored by the County's Purchasing Department.

MEMORANDUM

October 29, 2002

TO: Equal Opportunity Committee
Administrative Services/Personnel Committee
Finance Committee

FROM: Jerry Ambrose, Controller

RE: Resolution Requiring Vendors to Conform to the County Equal Opportunity
Employment/Nondiscrimination Policy

As with the discussion on prevailing wage requirements, our recent discussions indicate that it may be beneficial to update and restate the county's policy on equal opportunity as it relates to county vendors. One of the primary benefits would be to reinforce what the county's policy is; to whom it applies; and how enforcement is to be pursued.

Attached for your consideration is a proposed resolution requiring county vendors to conform to the Ingham County Equal Opportunity Employment Policy. It reiterates the existing equal opportunity policy of the County and requires vendors - those who provide goods and services pursuant to a purchase order or contract - to agree to the provisions of the county equal opportunity policy. County purchase orders and contracts would expressly contain this provision.

In addition, vendors registering to provide goods and services, those responding to bids or RFP's; and those entering into contracts will be required to certify to their knowledge of the County's policy; of their agreement to comply; and must disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three years.

Further, where there has been a conclusive finding that a vendor has violated federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies, that vendor shall be barred from providing goods and services to Ingham County for five years, unless a specific exemption is granted by the Board of Commissioners. If such violation occurs during the course of time during which the services are being provided, the County may terminate the current contract. Such bar also applies if a vendor is found to have retaliated against an employee who has filed a claim of violation of this policy.

No less than annually, the Controller or designee shall provide the appropriate Committee of the Board and the Equal Opportunity Committee with the status of compliance and any recommendations for amending the policy.

I recommend approval of this resolution.

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Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REQUIRING COUNTY VENDORS TO CONFORM TO INGHAM COUNTY EQUAL OPPORTUNITY EMPLOYMENT/NONDISCRIMINATION POLICY

WHEREAS, the Board of Commissioners believes that it is in the best interest of the people of Ingham County that vendors providing goods and services to Ingham County government conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, the Board of Commissioners wishes to assure that vendors are aware of this policy; and

WHEREAS, the Board of Commissioners wishes to monitor compliance and to provide for sanctions or penalties in the event of non-compliance; and

WHEREAS, Resolutions #78-170 and #81-35 have served as the County's policy regarding the requirement that County vendors conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, the Ingham County Board of Commissioners desires to consolidate and update this policy.

THEREFORE BE IT RESOLVED, that for the purposes of this policy, the following terms and phrases are defined as follows:

- A. "Board" or "Board of Commissioners" means the Ingham County Board of Commissioners.
- b. "Contract" means a purchase order or written agreement.
3. "Designated Agent" means any officer, employee, commission, department, agency, or organization authorized or directed to conduct an investigation to determine if a violation of this policy has occurred.
4. "Ingham County government" means the commissions, offices, agencies, and departments of Ingham County government; to the courts funded by Ingham County; and to any other entity where the Board of Commissioners provides funds for goods and services.
5. "Vendor" includes individuals, proprietorships, partnerships, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns thereof, who desire to contract with or who does contract with

Agenda Item 10b

the County to provide goods and services for compensation including subcontractors of the vendor, but excluding County employees.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that all vendors who provide goods and services to Ingham County government by contract, shall, as a condition of providing goods and services, adhere to all Federal, State and local laws, ordinances, rules and regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

- S The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- S The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- S Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.
- S The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that all vendors shall, as a condition of providing goods and services, as required by law and/or the County's Equal Opportunity Employment/Nondiscrimination Policy, not discriminate against persons to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

BE IT FURTHER RESOLVED, that vendors registering to provide goods and services to Ingham County under contract shall certify to their knowledge of the County's policy, and of their agreement to comply, and shall disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

BE IT FURTHER RESOLVED, that notice of the requirements of this policy shall be included in all formal Requests for Proposals or Bids issued by Ingham County for goods and services, and the vendors shall certify their knowledge of the County's policy and disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

BE IT FURTHER RESOLVED, that all purchase orders issued for goods and services shall contain notice of the requirements of this policy, and shall state that acceptance of the purchase order by the vendor shall constitute agreement to comply with the policy.

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BE IT FURTHER RESOLVED, that all contracts entered into for goods and services shall contain the requirements of this policy.

BE IT FURTHER RESOLVED, that Ingham County shall request current and those who wish to be included in the County's vendor list on a voluntary basis to indicate if they are more than 50% minority, women, handicapper or veteran owned. The minority classification shall be those of the 2000 U.S. Census of Population; Black, Hispanic, Native American or Asian Pacific Islander.

BE IT FURTHER RESOLVED, that where there has been a conclusive finding that a vendor has violated federal, state or local equal opportunity statutes, ordinances, rules/regulations, or policies, that vendor shall be barred from providing goods and services to Ingham County for five (5) years from the date that a determination of the violation has been made in accordance with applicable statutes, ordinances, rules/regulations, or policies or from the date that such determination becomes known, unless a specific exemption is granted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that violation of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies during the course of time during which the vendor is providing goods or services to the County shall be regarded as a material breach of any contract between the County and the vendor, and the County may terminate such contract effective as of the date of delivery of written notification to the vendor.

BE IT FURTHER RESOLVED, that any employee of a vendor providing goods and services by contract to the County, or any employee of a subcontractor of a vendor providing goods and services to the County by contract, or any bona fide organization representing such employees may file a written complaint with the Board or its designated agent, if any, challenging the compliance by a vendor with the terms of this policy. The Board or its designated agent shall then conduct an investigation to determine whether the policy has been violated.

BE IT FURTHER RESOLVED, that a vendor found to have retaliated in violation of a federal or state law against an employee for filing a claim of violation of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies shall be ineligible to provide any goods or services to Ingham County government for a period of five (5) years from the date of such finding.

BE IT FURTHER RESOLVED, that the provisions of this policy shall apply to any goods and services obtained by any County agency by contract where the Board of Commissioners provides funds for such goods and services.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all other agencies of the County to adopt this or a similar policy for all goods and services purchased by contract.

BE IT FURTHER RESOLVED, that the County Controller or designee, or designated agent, shall be responsible for monitoring implementation of and compliance with the provisions of this policy where the goods and services are provided through the authorization of the Board of Commissioners.

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BE IT FURTHER RESOLVED, that where another specific agency of the County is designated as responsible for obtaining goods and services, that agency shall be responsible for monitoring implementation of and compliance with the provisions of this policy.

BE IT FURTHER RESOLVED, in the event that certain goods and services must be purchased in order to allow the ongoing operation of Ingham County government, but the agreement to comply with the County's policy cannot be obtained in a timely manner, then the County Controller or designee, or other designated agent, is authorized to proceed with the necessary purchase; provided however, that if agreement to comply with the policy is not forthcoming within a reasonable time, then additional goods and services shall not be obtained, and the vendor shall be prohibited from providing goods and services to Ingham County, for five (5) years unless specific authorization is given by the Board of Commissioners.

BE IT FURTHER RESOLVED, that no less than annually, the County Controller or designee shall provide the appropriate committee of the Board of Commissioners and the Equal Opportunity Committee the status of compliance by vendors with this policy and recommendations of amendments to this policy.

BE IT FURTHER RESOLVED, that Resolutions #78-170 and #81-35, or the provisions of other resolutions which are inconsistent with this policy, are hereby rescinded.

BE IT FURTHER RESOLVED, that Resolution #91-187 adopting the County of Ingham Equal Opportunity Employment Plan be amended to replace the section entitled RE: PURCHASING AND CONTRACTING POLICY, page 9, with this policy.

Agenda Item 10b

Resolution 78-170

Resolution No. 78-170
June 13, 1978

Agenda Item 36
Date Received _____

Ingham County, Michigan

A RESOLUTION TO SUPPLEMENT, AMEND AND RESTATE ITS POLICIES ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION BY THE COUNTY OF INGHAM

Introduced by Personnel and Human Resources Committees

WHEREAS, Ingham County has made a commitment to equal opportunity to all persons; and WHEREAS, the Board of Commissioners has adopted an affirmative action plan to assure equal employment opportunities (Resolution 77-138) and Resolution 77-16 requiring that the public monies of Ingham County be deposited in depositories complying with the County Equal Opportunity Policy and certifying to their non-discriminatory lending practices; and

WHEREAS, the Board of Commissioners has established an equal opportunity committee (Resolution 77-263 as amended by Resolution 77-197) charge with, inter alia, advising the Board of Commissioners on matters which will insure equal opportunity for all residents of the County, and verifying that all possible purchasing is done from equal opportunity employers; and

WHEREAS, it is advisable to amend, supplement and restate the policy of the County of Ingham regarding equal opportunity and non-discrimination;

THEREFORE BE IT RESOLVED that it is the policy of the County of Ingham to provide equal opportunity in its employment on the basis of merit and fitness and without discrimination because of race, color, religion, sex, national origin, handicap, height, weight, marital status, age, political affiliation, sexual preference or affectional orientation (except where age, sex, or lack of handicap constitute a bona fide occupational qualification), and that the wording in the affirmative action plan be amended where appropriate, with said policy becoming part of the County's equal opportunity policy;

BE IT FURTHER RESOLVED that it is the policy of the County of Ingham in providing services, both direct and indirect, to do so without discrimination because of race, color, religion, sex, national origin, handicap, height, weight, marital status, age, political affiliation, sexual preference or affectional orientation;

BE IT FURTHER RESOLVED that it is the policy of the County of Ingham to do all possible purchasing and contracting with equal opportunity employers and parties that comply with the spirit of the County's equal opportunity policies.

It is restated in 81-187

Resolution 81-35

RESOLUTION NO. 81-35
March 12, 1981

AS AMENDED

Agenda Item No. 11
Date Received _____

RESOLUTION TO MAKE INGHAM COUNTY AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Introduced by the Administrative Services and Personnel Committees

WHEREAS, Ingham County is an Equal Opportunity Employer, and

WHEREAS, Ingham County has adopted and has on file an approved Affirmative Action Plan, and

WHEREAS, Ingham County desires to adopt a combined policy of Equal Opportunity/Affirmative Action,

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby confirms Ingham County Government is an Equal Opportunity/Affirmative Action Employer.

BE IT FURTHER RESOLVED that the following steps and procedures be taken to implement this policy:

1. That Equal Opportunity Policy I re Purchasing and Contracting Policy adopted July 13, 1971, be amended to require firms doing business with the County be Equal Opportunity/Affirmative Action employers;
2. That the affidavit implementing the above policy be revised as attached (changes in capital letters);
3. That the Ingham County Affirmative Action Plan and Equal Opportunity Policy statement be modified as necessary to reflect this new policy;
4. That when lowest acceptable bids are offered for County goods or services and are separated by a difference of no more than 3 percent of the lowest bid, then it shall be the policy of Ingham County to select the bidder who shall have an Equal Opportunity/Affirmative Action policy, unless State and/or Federal law requires acceptance of the lowest bid;
5. That bid documents contain a place for bidders to indicate that they have said policy and an explanation be provided of how having said policy will affect the outcomes of bid selections;
6. That as County departmental stationery is exhausted, reorders shall instruct printers to have placed at the bottom of the page the following: "Ingham County is an Equal Opportunity/Affirmative Action Employer, M/F", and that stationery shall refer to all letter-head, memorandums and other stationery that may be used for official County business communications after current stocks are exhausted;
7. That the statement referred to in #6 shall also appear on job postings, and other appropriate County business literature as stocks are replaced;
8. That the Personnel Committee and the Equal Opportunity Committee shall monitor, recommend, and implement any additional steps necessary to insure that Ingham County remains and is perceived by the general public to be an Equal Opportunity/Affirmative Action employer.

Portion of Equal Opportunity Plan that is replaced

be made part of the quarterly report. The following complaint procedure is posted in the Ingham County Personnel Office.

COMPLAINT PROCEDURE

If an applicant for employment feels that he/she has not been treated fairly in the hiring process, by any segment of Ingham County Government, they have the right to contact the Director or Assistant Director of Ingham County Personnel at 5303 S. Cedar, Lansing, MI 48911. The second step in this procedure is to contact the Ingham County Equal Opportunity Committee, P.O. Box 319, Mason, MI 48854.

Ingham County is an Equal Opportunity Employer

RE: PURCHASING AND CONTRACTING POLICY



- A. All persons or firms selling or contracting in any manner with the various departments and agencies of Ingham County government shall be required to file an "Affidavit of Equal Opportunity/Non-Discrimination", a copy of which is attached hereto, at least once in each calendar year, with the office of the Ingham County Controller.
 - 1. This requirement for the filing of said affidavit shall henceforth be considered as a condition of any and all contractual arrangements entered into by the various departments and agencies of this County with any other persons or firms doing business therewith.
 - 2. The Purchasing Department shall request current and those who wish to be included in the County's vendors or bidders list on a voluntary basis to indicate if they are more than 50% minority, women, handicapper or veteran owned. The minority classification shall be those of the 1990, U.S. Census of Population; Black, Hispanic, Native American or Asian/Pacific Islander.
- B. It shall be the responsibility of the Personnel Committee of the Ingham County Board of Commissioners to periodically review the contractual arrangements between outside firms and persons and the various County departments and agencies with respect to this Equal Opportunity Plan.
 - 1. It shall be the further responsibility of this Committee to periodically review the "Affidavits of Equal Opportunity/Non-Discrimination" on file with the office of the Ingham County Controller. The purpose of such review is to make recommendations to the Board of Commissioners with reference to any policies necessary to implement and assure that all business done with this County is done in compliance with the State and Federal laws of Equal Opportunity and non-discrimination.

AFFIDAVIT OF EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

As a condition of continuing a contractual or business relationship with the County of Ingham, State of Michigan, it is hereby certified that this contractor or contracting organization agrees to provide equal employment opportunity to all employees and applicants, and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, (except where sex is a bona fide occupational qualification), or national origin. The contractor further agrees to take Affirmative Action to eliminate and prevent the underutilization of minorities, women, handicappers and other protected classes. Underutilization, as it shall apply to a contractor, vendor, or bidder, will be defined by the Michigan Department of Civil Rights. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination policy.

In signing this affidavit, the bidder or contractor further certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments; and that he/she will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is in violation of this Equal Opportunity/Affirmative Action Affidavit. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, sex, (except where sex is a bona fide basis for segregated facilities), or national origin, because of habit, local custom or otherwise.

On behalf of this organization, I hereby certify that compliance with the above Equal Opportunity/Affirmative Action Policy is now and will continue to be maintained.

Company: _____
By: _____
Title: _____

RETURN TO: INGHAM COUNTY PURCHASING, P. O. Box 319, MASON, MI 48854

Date Received:

MEMORANDUM

October 28, 2002

TO: Administrative Services/Personnel Committee
Finance Committee

FROM: Jerry Ambrose, Controller

RE: Notice of Public Hearing - Lansing Charter Township

At its October 22, 2002 meeting, the Board of Commissioners received notice of the township's Public Hearing scheduled for Wednesday, October 30, 2002. The hearing was scheduled for the purpose of considering proposed Ordinance #60.2. the establishment of a Downtown Development Authority and District.

The communication was referred to the Board's Administrative Services\Personnel and Finance Committees for study and recommendation to the entire Board. However, since those committees do not meet until Wednesday, November 6, 2002, and the Board's next regularly scheduled meeting is not until November 12, it was not possible for the County Board to provide comments on the proposed ordinance at the October 30, 2002 Public Hearing.

This item is on your agenda for discussion. Representatives from Lansing Township are scheduled to be present. Sent under separate cover is our opinion by the County Attorney regarding the County's options with respect to the DDA and our analysis done by the Equalization Department regarding property values in the proposed district. Also, included is a copy of the County's Policy regarding the capture of taxes within such districts.

A resolution will be necessary if the Board wishes to formally comment on the DDA.

GWA/njh

Enclosures

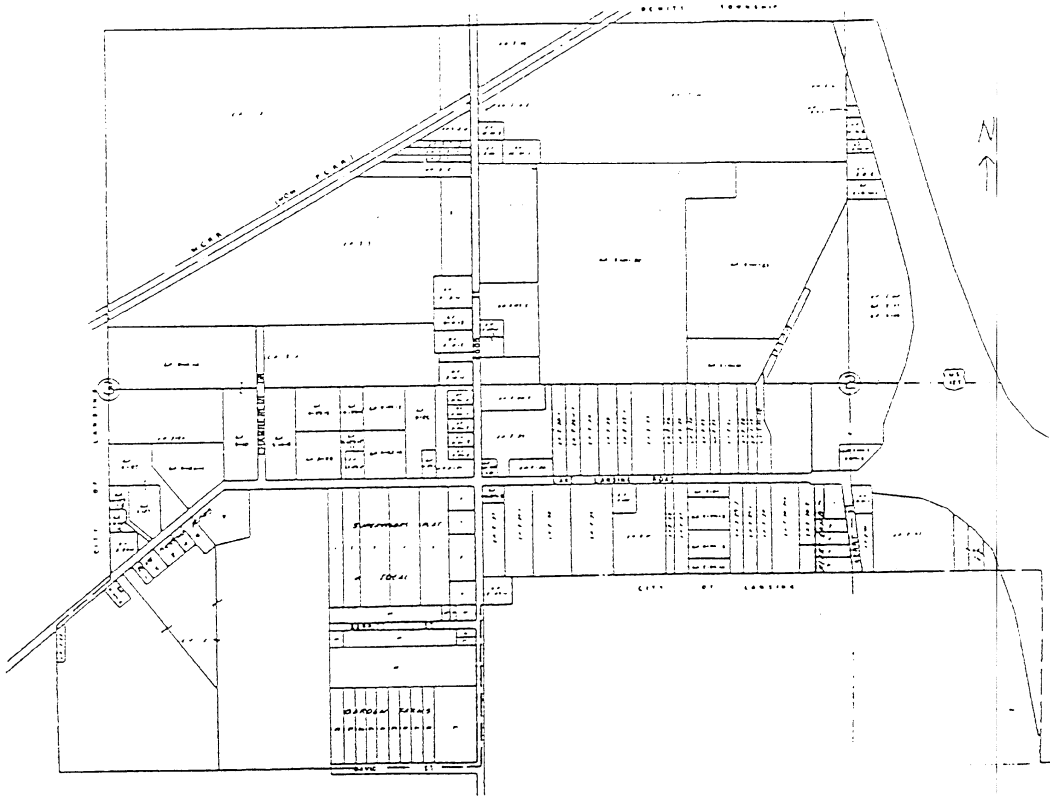
CHARTER TOWNSHIP OF LANSING
3209 W. MICHIGAN AVE
LANSING, MI 48917

NOTICE OF PUBLIC HEARING

To the Property Owners in the Northeast Quadrant, Sections 2 and 3, Lansing Township, Ingham County, Michigan:

The Board of Trustees of the Charter Township of Lansing will hold a public hearing on Wednesday, October 30, 2002 at 6:00 p.m. for the purpose of considering the attached Ordinance #60.2.

This meeting will take place in the Township Hall at 3209 W. Michigan Ave., Lansing, MI 48917.



Board of Trustees:

John Daher, Supervisor 485-2272, Susan Aten, Clerk 485-4063, Kathleen Rodgers, Treasurer 485-7115
Trustees: Howard Love, Robert Jakovac, Thomas Masseur, Jr., Charles Conley

ORDINANCE NO. 60.2

AN ORDINANCE OF THE CHARTER TOWNSHIP OF LANSING, MICHIGAN PROVIDING THAT THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF LANSING, MICHIGAN BE AMENDED BY REVISING TITLE XI, CHAPTER 110, Downtown Development Authority, establishing the boundaries of one district.

COMMUNITY DEVELOPMENT

CHAPTER 110. DOWNTOWN DEVELOPMENT AUTHORITY

Section 110-1. Downtown development authority — Created.

There is hereby created pursuant to 1975 PA 197, as amended, a downtown development authority for the Charter Township of Lansing. The authority shall be known and exercise its authority pursuant to said act as the "Lansing Township Downtown Development Authority."

Section 110-2. Downtown development authority — Powers and duties.

The Lansing Township downtown development authority shall exercise such authority as is provided for in 1975 PA 197, being MCLA 125.1651 et seq.; MSA 5.301(1) et seq.

Section 110-3. Description of downtown district.

The geographical area in which the Lansing Township downtown development authority shall exercise its authority shall consist of a district located within the boundaries of the Charter Township of Lansing and described as follows:

DEVELOPMENT DISTRICT

A part of sections 2 and 3 of town 4 north, range 2 west, Ingham County, Michigan more particularly described as:

Beginning at the north $\frac{1}{4}$ corner section, town 4 north, range 2 west, thence east along the north section line to the northeast corner of section 3, thence east along the north line of section 2, town 4 north, range 2 west to the west right-of-way line U.S.127, thence southerly and westerly along the west right-of-way line U.S.127 and the centerline of Lake Lansing Road to the north-south $\frac{1}{4}$ line section 2, thence south along $\frac{1}{4}$ line to the south line Lake Lansing Road, thence north 89 degrees 39 minutes west 139.16 feet, thence south 0 degrees 29 minutes 12 seconds west, 46.21 feet to southerly r/w line U.S. 127 ramp. South 83 degrees 10 minutes 21 seconds east, 364.89 feet, thence south 67 degrees 20 minutes 6 seconds east, 174.90 feet, thence south 51 degrees 19 minutes 43 seconds east, 238.02 feet, thence south 35 degrees 10 minutes 43 seconds east, 175 feet, thence south 19 degrees 25 minutes 43 seconds east, 162.56 feet, thence north 89 degrees 59 minutes 3 seconds west to the northeast corner of lot 43 Somerset Subdivision, thence continuing north 89 degrees 59 minutes 3 seconds west along north line of said plat to the northwest corner of lot 32 of said plat, thence west along north line of Somerset Number 2 Subdivision, and Bancroft Hills Number 1, and Number 3 to the northwest corner of lot 146

Bancroft Hills Number 3, thence south to the northeast corner of lot 144 Bancroft Hills Number 3, thence west along north line of lots 144 and 143 Bancroft Hills Number 3 to the west line section 2, thence south along west line section 2, also being the centerline of Wood Street to the southwest corner of Section 2, thence west along the south line of section 3, also being the centerline of David Street, and its projection west to the south ¼ corner of section 3, thence south 89 degrees 29 minutes west along south section line 353 feet to the southeast corner Weiland Park Subdivision, thence north 0 degrees 18 minutes east along east lines of Weiland Park Subdivision, and Kobel Heights Subdivision 1009.18 feet to centerline of east High Street also Lake Lansing Road, thence north 49 degrees 01 minutes 30 seconds east along centerline Lake Lansing Road 460.55 feet to the north-south ¼ line of section 3, thence north along north-south ¼ line section 3 to the point of beginning.

Section 110-4. Establishment of governing board.

The Lansing Township downtown development authority shall be under the supervision and control of a board consisting of the township supervisor and at least eight but no more than 12 members, as determined by resolution of the township board of trustees. The members of the downtown development authority board shall be appointed by the township supervisor, subject to approval by the township board of trustees. At least a majority of the members of the downtown development board shall be persons having an interest in property located in the downtown development district as established by this ordinance, and at least one of the members of the board shall be a resident of such downtown development district. Of the members first appointed to the downtown development board, an equal number, as near as is practicable, shall be appointed for one year, two years, three years and four years. Subsequent appointments shall be for a term of four years. Each downtown development board member shall hold office until the member's successor is appointed. Appointments to fill vacancies shall be made by the township supervisor for the duration of each unexpired term only.

Section 110-5. Severability.

If any clause, sentence, paragraph or part of this chapter shall for any reason be finally adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this chapter, but shall be confined in its operation to the clause, sentence, paragraph or part hereof directly involved in the controversy in which such judgment shall have been rendered.

Repeal. All ordinances or parts of ordinances of the Charter Township of Lansing inconsistent herewith are hereby repealed so far as they may be inconsistent with the provisions of this ordinance.

Effective Date: This ordinance shall take effect immediately upon adoption and publication.

Susan L. Aten, Clerk
Charter Township of Lansing

Ingham County Board of Commissioners

file copy

CHAIRPERSON
JOHN CZARNECKI
DISTRICT 7

CHAIRPERSON PRO TEM
VICTOR CELENTINO
DISTRICT 1

VICE-CHAIRPERSON PRO TEM
THOMAS MINTER
DISTRICT 11



INGHAM COUNTY COURTHOUSE
P.O. BOX 319
MASON, MICHIGAN 48854-0319

TELEPHONE: (517) 676-7200
FAX: (517) 676-7264
web site: www.ingham.org

BECKY BENNETT
BOARD COORDINATOR

October 23, 2002

DEBBIE DE LEON
DISTRICT 2

MICHAEL SEVERINO
DISTRICT 3

MARY R. STID
DISTRICT 4

RANDY SCHAFFER
DISTRICT 5

CURTIS HERTEL, JR.
DISTRICT 6

MARK GREBNER
DISTRICT 8

AMY KRAUSE
DISTRICT 9

LISA DEDDEN
DISTRICT 10

CHRIS SWOPE
DISTRICT 12

CALVIN LYNCH
DISTRICT 13

Mr. John Daher, Supervisor
Lansing Charter Township
3209 W. Michigan
Lansing, MI 48917

Dear Mr. Daher:


At its meeting last night, the Board of Commissioners received notice of the township's Public Hearing scheduled for Wednesday, October 30, 2002. The hearing is for the purpose of considering proposed Ordinance #60.2, the establishment of a Downtown Development Authority and District.

The communication has been referred to the Board's Administrative Services/Personnel and Finance Committees for study and recommendation to the entire Board. However, those committees will not meet until Wednesday, November 6, 2002, and the Board's next regularly scheduled meeting is not until November 12. Thus, it will not be possible for the County Board to provide comments of the proposed ordinance at the October 30, 2002 Public Hearing, although there may be interest in doing so.

I am requesting that the Township Board not take any action on the proposed ordinance until the County Board of Commissioners has had an opportunity to formally review the proposed ordinance and to provide comments. I anticipate that the County Board will be in a position to do so following their November 12 meeting.

Thank you for your consideration of this request.

Sincerely,


John B. Czarnicki, Chairperson
Ingham County Board of Commissioners

GWA/JBC/njh

cc: Ingham County Board of Commissioners
Susan L. Aten, Clerk, Lansing Charter Township

bc: *Peter Gohl*

MEMORANDUM

October 29, 2002

TO: Administrative Services/Personnel Committee
Finance Committee

FROM: Jerry Ambrose, Controller

RE: 2003 Health Insurance Alternatives

The Ingham County Health Coalition has been working diligently again this year to develop health insurance alternatives for 2003 which provide adequate health insurance at affordable levels. With premium increases of 15% to 20% not uncommon, this is a continuing challenge.

The Coalition has developed a set of alternatives which are currently being considered by the county's bargaining units. As in past years, implementation will require approval of letters of understanding. The Health Coalition, which is composed of representatives of labor and management, is recommending approval of these letters of understanding.

The alternatives for 2003 include one health plan which requires no premium co-pay, and one which parallels the current plan offered by Blue Cross Blue Shield, except for an adjustment in office visit and prescription co-pays. Additionally, employees will be offered the alternative of selecting PHP for medical coverage, which for 2003 would result in only a minimal increase in premium sharing for most employees.

Your approval of the Health Coalition's recommendations as outlined in the resolution and attachment is requested and recommended. Implementation, of course, will be contingent upon approval of the bargaining units.

Thank you and please contact me if you have any questions.

GWA/njh

MEMORANDUM

October 29, 2002

TO: The Honorable Peter D. Houk, Chief Judge, Circuit Court
 The Honorable Thomas Brennan, Chief Judge, District Court
 The Honorable R. George Economy, Chief Judge, Probate Court

FROM: Jerry Ambrose, Controller

RE: 2003 Health Insurance Alternatives

The Ingham County Health Coalition has been working diligently again this year to develop health insurance alternatives for 2003 which provide adequate health insurance at affordable levels. With premium increases of 15% to 20% not uncommon, this is a continuing challenge.

The Coalition has developed a set of alternatives which are currently being considered by the county's bargaining units. As in past years, implementation will require approval of letters of understanding. The Health Coalition, which is composed of representatives of labor and management, is recommending approval of these letters of understanding.

The alternatives for 2003 include one health plan which requires no premium co-pay, and one which parallels the current plan offered by Blue Cross Blue Shield, except for an adjustment in office visit and prescription co-pays. Additionally, employees will be offered the alternative of selecting PHP for medical coverage, which for 2003 would result in only a minimal increase in premium sharing for most employees.

Your approval of the Health Coalition's recommendations as outlined in the resolution and attachment is requested and recommended. Implementation, of course, will be contingent upon approval of the bargaining units.

Thank you and please contact me if you have any questions.

GWA/njh

Agenda Item 11

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A CHANGE IN THE HEALTH INSURANCE PROGRAM FOR MANAGERIAL AND CONFIDENTIAL EMPLOYEES, AND AUTHORIZING LETTERS OF UNDERSTANDING WITH VARIOUS BARGAINING UNITS

WHEREAS, the Health Coalition has recommended additional options for health insurance offered to county employees; and

WHEREAS, the various collective bargaining units are in the process of approving letters of understanding which would enable these additional options to be provided to their employees; and

WHEREAS, the County wishes to provide the Health Insurance Program, as recommended to be changed by the Health Coalition, for Managerial and Confidential employees effective January 1, 2003; and

WHEREAS, the Circuit, District and Probate Chief Judges are in agreement with the changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the letters of understanding regarding the provision of additional options for health insurance, and authorizes the Chair of the Board to sign on behalf of the county, contingent upon the collective bargaining units also approving the letters of understanding.

BE IT FURTHER RESOLVED, that the employer will provide the Health Insurance Program as recommended by the Health Coalition to Managerial and Confidential employees effective January 1, 2003.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised Health Insurance Program.

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E. HOSPITALIZATION -- MEDICAL COVERAGE

1. Health Insurance Program:

- a. The Employer will provide the following Health Insurance Program for eligible full-time employees and legal dependents.

Effective January 1, 2003, the EMPLOYER will offer the following health insurance programs for eligible full-time employees and legal dependents.

Option 1:

BCBSM-POS: Blue Choice Certificate, POS DR 250/500, POS CR 80/20, POS AA, POS OV 20, POS ET 50

Prescription Drug Plan 1: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments for generic drugs will be \$0.00. Prescription drug copayments for brand drugs will be 20%, but not less than \$15.00 nor more than \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635 per year. Coverage for mail order will also be provided.

Option 2:

PHP Plus (Point-of-Service) Plan 30406-311-111

Prescription Drug Plan 1: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments for generic drugs will be \$0.00. Prescription drug copayments for brand drugs will be 20%, but not less than \$15.00 nor more than \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635 per year. Coverage for mail order will also be provided.

Option 3:

BCBSM-POS: Blue Choice Certificate, IN-CR 80/20/1500, POS OV 30, IN-DR 500/1000, POS ONX, POS ET 100, POS MHV, POS AA

Prescription Drug Plan 3: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments will be \$2.00 for generic drugs, 25% for brand drugs, with a minimum of \$15.00 and a maximum of \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635.00 per year. Coverage for mail order will also be provided.

Agenda Item 11

Option 4:

PHP HMO Only Plan 30407

Prescription Drug Plan 3: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments will be \$2.00 for generic drugs, 25% for brand drugs, with a minimum of \$15.00 and a maximum of \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635.00 per year. Coverage for mail order will also be provided.

b. An employee who is eligible for medical/hospitalization insurance via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Section E. The decision to waive coverage shall be made once per calendar year. A Waiver Agreement drafted by the EMPLOYER shall be executed by the employee.

In the event the employee elects to forego medical insurance, the EMPLOYER shall pay an amount based upon the coverage for which the employee is otherwise eligible at the time of election (full family, two persons, or single subscriber) directly to the employee as taxable compensation. The amounts payable, based on the applicable coverage, shall be as follows:

Full Family	=	\$185.43
2-Person	=	\$165.21
Single	=	\$78.91

Employees losing medical coverage from another source shall notify the County Financial Services Department in time so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

In the event a husband and wife are both employees of the County, or any of the Courts of Ingham County, the payment provisions in lieu of health insurance coverage as stated under subsection shall be mandatory. Those employees shall not be permitted to have double health insurance coverage from the same or different options noted in this Section E.

c. The Board of Commissioners may substitute another carrier, but the basic provisions of the coverage shall be retained.

2. Premium.

Effective January 1, 2003, the EMPLOYER agrees to pay the full premium for eligible full-time employees for hospitalization coverage outlined in subsection 1, a, above, up to the following amounts:

Full Family	=	\$618.10
2-Person	=	\$550.70
Single	=	\$263.02
Retirees	=	\$278.67

These benchmarks will increase by the same amount as the salary schedule is increased for following years. Increases in premium costs exceeding the benchmark will be shared 50/50 by the EMPLOYER and the employees with the employees' payment made through payroll deduction under the Section 125 Plan.

The Employer will pay the monthly premium for coverage up to the above listed amounts for full-time employees, part-time (20-29 hours) are eligible for up to the above listed amounts for single subscriber coverage and three-quarter time (30-39 hours) are eligible for up to the above listed amounts for two-person coverage. An employee desiring optional additional coverage involving an additional premium cost can obtain it by authorizing a monthly payroll deduction to pay the additional premium

The County's Health Coalition will continue to meet on ways to reduce health care costs and to avoid and reduce potential co-pays of both the Employer and the employees. The Employer will provide the new health care premium rates as soon as they are available.

3. An employee shall become covered the first of the month following date of hire and upon completion of the required forms and acceptance by the provider as a participant. The Employer shall pay the entire premium cost for full family coverage for each eligible full-time employee up to the amounts specified above. Payroll deductions will be made for any additional coverage the employee chooses to select.

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3. Retiree Health Insurance Premium Calculation
 - a. Retirees w/o Medicare
 - b. Retirees w/o Medicare - (Additional Options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW Retirees)
 - c. Retirees w/Medicare
 - d. Retirees w/Medicare - (Additional Options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW Retirees)
 - e. Retirees w/Medicare - Spouse w/Regular Insurance
 - f. Retirees w/Medicare - Spouse w/Regular Insurance - (Additional Options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW Retirees)
 - g. Spouse w/Medicare and Retiree w/Regular Insurance
 - h. Spouse w/Medicare and Retiree w/Regular Insurance (Additional Options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW Retirees)

HEALTH & PRESCRIPTION CO PAYS

Plan Year = January 1, 2003 - December 31, 2003

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	2003 Option 1A* (BCBS High)	2003 Option 2A* (PHP +)
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Group Benefits Rx Reimbursement

Point of Service Costs:

HEALTH INSURANCE:

Co pays:

Office Visit	\$20.00	\$20.00	\$30.00	\$25.00	\$20.00	\$20.00
ER Visit	\$50.00	\$50.00	\$100.00	\$60.00	\$50.00	\$50.00
Other in Network	0%	0%	20%	20%	0%	0%
Other out Network	20%	20%	Not an Option	Not an Option	20%	20%

Out of Pocket Max:

In Network	Not Applicable	Not Applicable	\$1,500/3,000	\$1,500/3,000	Not Applicable	Not Applicable
Out of Network	\$2,000/\$4,000	\$2,000/\$4,000	Not an Option	Not an Option	\$2,000/\$4,000	\$2,000/\$4,000

Deductibles:

In Network	none	none	\$500/\$1,000	\$500/\$1,000	none	none
Out of Network	\$250/\$500	\$250/\$500	Not an Option	Not an Option	\$250/\$500	\$250/\$500

PRESCRIPTIONS:

Generic	\$0.00	\$0.00	\$2.00	\$2.00	\$2.75	\$2.75
Brand	20%	20%	25%	25%	\$10.00	\$10.00
Brand Minimum	\$15.00	\$15.00	\$15.00	\$15.00	Not Applicable	Not Applicable
Brand Maximum	\$35.00	\$35.00	\$35.00	\$35.00	Not Applicable	Not Applicable
Brand (Formulary)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	\$10.00	\$10.00
Brand (Non Formulary)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	\$15.00	\$15.00
Maximum out of pocket	\$635.00	\$635.00	\$635.00	\$635.00	\$695.00	\$695.00

* Available to AFSCME/PARKS, FOP/AC & UAW employees ONLY.

= Applies to percent co pays only.

INGHAM COUNTY 125 CAFETERIA PLAN - SCHEDULE B

Plan Year = January 1, 2003 - December 31, 2003

Group Benefits Rx Reimbursement

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	2003 Option 1A* (BCBS High)	2003 Option 2A* (PHP +)
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Employees eligible for FAMILY Employer provided coverage shall have monthly payroll deductions as calculated below.

FULL-TIME:

1 Person Total	\$341.37	\$313.46	\$264.20	\$256.33	\$360.36	\$332.45
Less Benchmark	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>
Over Benchmark	\$78.35	\$50.44	\$1.18	-\$6.69	\$97.34	\$69.43
Employee Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$48.67</u>	<u>\$34.72</u>
2 Person Total	\$717.00	\$658.64	\$554.87	\$538.55	\$756.69	\$698.33
Less Benchmark	550.70	550.70	550.70	550.70	550.70	550.70
Over Benchmark	\$166.30	\$107.94	\$4.17	-\$12.15	\$205.99	\$147.63
Employee Pay	<u>\$83.15</u>	<u>\$53.97</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$103.00</u>	<u>\$73.82</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30	\$882.80	\$814.68
Less Benchmark	618.10	618.10	618.10	618.10	618.10	618.10
Over Benchmark	\$218.41	\$150.29	\$29.28	\$10.20	\$264.70	\$196.58
Employee Pay	<u>\$109.21</u>	<u>\$75.15</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$132.35</u>	<u>\$98.29</u>

*Available to AFSCME/PARKS, FOP/AC & UAW employees **ONLY**.

INGHAM COUNTY 125 CAFETERIA PLAN - SCHEDULE B

Plan Year = January 1, 2003 - December 31, 2003

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	Group Benefits Rx Reimbursement 2003 Option 1A* 2003 Option 2A* (BCBS High) (PHP +)
PART-TIME/ SHARED-TIME:					
Employees eligible for SINGLE Employer provided coverage shall have payroll deductions as calculated below and can purchase additional benefits for the following monthly amounts:					
1 Person Total	\$341.37	\$313.46	\$264.20	\$256.33	\$360.36
Less Benchmark	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>
Over Benchmark	\$78.35	\$50.44	\$1.18	-\$6.69	\$69.43
Employee Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$34.72</u>
2 Person Total	\$717.00	\$658.64	\$554.87	\$538.55	\$756.69
Less Single coverage	-341.37	-313.46	-264.20	-256.33	-332.45
Add Single Co Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>-\$6.69</u>	<u>\$34.72</u>
Employee Pay	<u>\$414.81</u>	<u>\$370.40</u>	<u>\$290.67</u>	<u>\$275.53</u>	<u>\$400.60</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30	\$882.80
Less Single coverage	-341.37	-313.46	-264.20	-256.33	-360.36
Add Single Co Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>-\$6.69</u>	<u>\$48.67</u>
Employee Pay	<u>\$534.32</u>	<u>\$480.15</u>	<u>\$383.18</u>	<u>\$365.28</u>	<u>\$571.11</u>

*Available to AFSCME/PARKS, FOP/AC & UAW employees **ONLY**.

Revised

INGHAM COUNTY 125 CAFETERIA PLAN - SCHEDULE B

Plan Year = January 1, 2003 - December 31, 2003

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	Group Benefits Rx Reimbursement 2003 Option 1A* 2003 Option 2A* (BCBS High) (PHP +)
THREE-QUARTER TIME:					
Employees eligible for 2-PERSON Employer provided shall have payroll deductions as calculated below and can purchase additional benefits for the following monthly amounts:					
1Person Total	\$341.37	\$313.46	\$264.20	\$256.33	\$360.36
Less Benchmark	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>
Over Benchmark	\$78.35	\$50.44	\$1.18	-\$6.69	\$69.43
Employee Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$34.72</u>
2Person Total	\$717.00	\$658.64	\$554.87	\$538.55	\$756.69
Less Benchmark	<u>550.70</u>	<u>550.70</u>	<u>550.70</u>	<u>550.70</u>	<u>550.70</u>
Over Benchmark	\$166.30	\$107.94	\$4.17	-\$12.15	\$205.99
Employee Pay	<u>\$83.15</u>	<u>\$53.97</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$103.00</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30	\$882.80
Less 2 Person coverage	-717.00	-658.64	-554.87	-538.55	-756.69
Add 2 Person Co Pay	<u>\$83.15</u>	<u>\$53.97</u>	<u>\$0.00</u>	<u>-\$12.15</u>	<u>\$103.00</u>
Employee Pay	<u>\$202.66</u>	<u>\$163.72</u>	<u>\$92.51</u>	<u>\$77.60</u>	<u>\$229.11</u>
					\$814.68
					-698.33
					\$73.82
					<u>\$190.17</u>

*Available to AFSCME/PARKS, FOP/AC & UAW employees ONLY.

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

**RETIREES are eligible for Ingham County group health insurance.
The MONTHLY insurance premiums are calculated below.**

This schedule is for retirees without Medicare.

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)
1 Person Total	\$341.37	\$313.46	\$264.20	\$256.33
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$62.70	\$34.79	<u>-\$14.47</u>	<u>-\$22.34</u>
Retiree Pays	<u>\$31.35</u>	<u>\$17.40</u>	<u>\$0.00</u>	<u>\$0.00</u>
2 Person Total	\$717.00	\$658.64	\$554.87	\$538.55
Less Single coverage	<u>-341.37</u>	<u>-313.46</u>	<u>-264.20</u>	<u>-256.33</u>
Add Single Co Pay	\$31.35	\$17.40	<u>-\$14.47</u>	<u>-\$22.34</u>
Retiree Pays	<u>\$406.98</u>	<u>\$362.58</u>	<u>\$276.20</u>	<u>\$259.88</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30
Less Single coverage	<u>-341.37</u>	<u>-313.46</u>	<u>-264.20</u>	<u>-256.33</u>
Add Single Co Pay	\$31.35	\$17.40	<u>-\$14.47</u>	<u>-\$22.34</u>
Retiree Pays	<u>\$526.49</u>	<u>\$472.33</u>	<u>\$368.71</u>	<u>\$349.63</u>

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.

RETIREEES are eligible for Ingham County group health insurance. The MONTHLY insurance premiums are calculated below.

This schedule is for retirees without Medicare.

	<u>Group Benefits Rx Reimbursement</u>			
	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)
	2003 Option 1A (BCBS High)	2003 Option 1A (BCBS High)	2003 Option 2A (PHP +)	2003 Option 2A (PHP +)
1Person Total	\$341.37	\$313.46	\$264.20	\$360.36
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$62.70	\$34.79	-\$14.47	\$81.69
Retiree Pays	<u>\$31.35</u>	<u>\$17.40</u>	<u>\$0.00</u>	<u>\$26.89</u>
2Person Total	\$717.00	\$658.64	\$554.87	\$756.69
Less Single coverage	-341.37	-313.46	-264.20	-360.36
Add Single Co Pay	\$31.35	\$17.40	-\$14.47	\$40.85
Retiree Pays	<u>\$406.98</u>	<u>\$362.58</u>	<u>\$276.20</u>	<u>\$437.18</u>
Family	\$836.51	\$768.39	\$647.38	\$882.80
Less Single coverage	-341.37	-313.46	-264.20	-360.36
Add Single Co Pay	\$31.35	\$17.40	-\$14.47	\$40.85
Retiree Pays	<u>\$526.49</u>	<u>\$472.33</u>	<u>\$368.71</u>	<u>\$563.29</u>

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The MONTHLY insurance premiums are calculated below.

	2003 Option 1 (BCBS Exact Fill)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS 2+1)	2003 Option 4 (PHP Low)	PRESCRIPTION Only
MEDICAL & PRESCRIPTION:					
1 Person Medicare	\$376.23	\$349.01	\$332.44	\$317.08	\$172.07
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$97.56	\$70.34	\$53.77	\$38.41	<u>-\$106.60</u>
Retiree Pays	<u>\$48.78</u>	<u>\$35.17</u>	<u>\$26.89</u>	<u>\$19.21</u>	<u>\$0.00</u>
2 Person Medicare	\$752.51	\$698.01	\$664.86	\$634.15	\$344.13
Less Single coverage	<u>-376.23</u>	<u>-349.01</u>	<u>-332.44</u>	<u>-317.08</u>	<u>-172.07</u>
Add Single Co Pay	\$48.78	\$35.17	\$26.89	\$19.21	<u>-\$106.60</u>
Retiree Pays	<u>\$425.06</u>	<u>\$384.17</u>	<u>\$359.31</u>	<u>\$336.28</u>	<u>\$65.46</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCUALTION

Plan Year = January 1, 2003 - December 31, 2003

Additional options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.

Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The MONTHLY insurance premiums are calculated below.

WITH GROUP BENEFITS PRESCRIPTION REIMBURSEMENT

2003 Option 1 (BCBS Exact Fill) 2003 Option 2 (PHP +) 2003 Option 3 (BCBS 2+1) 2003 Option 4 (PHP Low) Only

MEDICAL & PRESCRIPTION:	2003 Option 1 (BCBS Exact Fill)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS 2+1)	2003 Option 4 (PHP Low)	Only
1 Person Medicare	\$409.49	\$382.27	\$365.70	\$350.34	\$205.33
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	<u>\$130.82</u>	<u>\$103.60</u>	<u>\$87.03</u>	<u>\$71.67</u>	<u>-\$73.34</u>
Retiree Pays	<u>\$65.41</u>	<u>\$51.80</u>	<u>\$43.52</u>	<u>\$35.84</u>	<u>\$0.00</u>
2 Person Medicare	\$819.05	\$764.55	\$731.40	\$700.69	\$410.67
Less Single coverage	-409.49	-382.27	-365.70	-350.34	-205.33
Add Single Co Pay	<u>\$65.41</u>	<u>\$51.80</u>	<u>\$43.52</u>	<u>\$35.84</u>	<u>-\$73.34</u>
Retiree Pays	<u>\$474.97</u>	<u>\$434.08</u>	<u>\$409.22</u>	<u>\$386.19</u>	<u>\$132.00</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

2003 Option 1 **2003 Option 2** **2003 Option 3** **2003 Option 4** **PRESCRIPTION**
(BCBS Exact Fill) **(PHP +)** **(BCBS 2+1)** **(PHP Low)** **Only**

Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The MONTHLY insurance premiums and the costs to insure your spouse who is not Medicare eligible are calculated below.

	2003 Option 1 (BCBS Exact Fill)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS 2+1)	2003 Option 4 (PHP Low)	PRESCRIPTION Only
MEDICAL & PRESCRIPTION:					
Retiree Medicare	\$376.23	\$349.01	\$332.44	\$317.08	\$172.07
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$97.56	\$70.34	\$53.77	\$38.41	-\$106.60
Retiree only Insurance Co Pay	<u>\$48.78</u>	<u>\$35.17</u>	<u>\$26.89</u>	<u>\$19.21</u>	<u>\$0.00</u>
Add Spouse Reg Opt 1	\$341.37		\$341.37		
Add Single Co Pay	<u>\$48.78</u>		<u>\$26.89</u>		
Total Retiree Payment	<u>\$390.15</u>		<u>\$368.26</u>		
Add Spouse Reg Opt 2		\$313.46		\$313.46	
Add Single Co Pay		\$35.17		\$19.21	
Total Retiree Payment		<u>\$348.63</u>		<u>\$332.67</u>	
Add Spouse Reg Opt 3			\$264.20		
Add Single Co Pay			\$48.78		
Total Retiree Payment			<u>\$312.98</u>		
Add Spouse Reg Opt 4		\$256.33		\$256.33	
Add Single Co Pay		\$35.17		\$19.21	
Total Retiree Payment		<u>\$291.50</u>		<u>\$275.54</u>	
Add Spouse Prescription Only		\$75.15	\$75.15	\$75.15	\$75.15
Add Single Co Pay		<u>\$48.78</u>	<u>\$26.89</u>	<u>\$19.21</u>	<u>-106.60</u>
Total Retiree Payment		<u>\$123.93</u>	<u>\$102.04</u>	<u>\$94.36</u>	<u>\$0.00</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

Additional options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.

Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The MONTHLY insurance premiums and the costs to insure your spouse who is not Medicare eligible are calculated below.

WITH GROUP BENEFITS PRESCRIPTION REIMBURSEMENT

	2003 Option 1 (BCBS Exact Fill)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS 2+1)	2003 Option 4 (PHP Low)	PRESCRIPTION Only
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MEDICAL & PRESCRIPTION:

Retiree Medicare	\$409.49	\$382.27	\$365.70	\$350.34	\$205.33
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$130.82	\$103.60	\$87.03	\$71.67	<u>-\$73.34</u>
Retiree only Insurance Co Pay	<u>\$65.41</u>	<u>\$51.80</u>	<u>\$43.52</u>	<u>\$35.84</u>	<u>\$0.00</u>

Add Spouse Reg Opt 1
Add Single Co Pay
Total Retiree Payment

	\$360.93	\$360.93	\$360.93	\$360.93	
	<u>\$65.41</u>	<u>\$43.52</u>	<u>\$43.52</u>	<u>\$43.52</u>	
	<u>\$426.34</u>	<u>\$404.45</u>	<u>\$404.45</u>	<u>\$404.45</u>	

Add Spouse Reg Opt 2
Add Single Co Pay
Total Retiree Payment

	\$332.45	\$332.45	\$332.45	\$332.45	
	<u>\$51.80</u>	<u>\$51.80</u>	<u>\$51.80</u>	<u>\$51.80</u>	
	<u>\$384.25</u>	<u>\$384.25</u>	<u>\$384.25</u>	<u>\$384.25</u>	

(NOTE: Spouse health insurance not available without retiree health insurance.)

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

RETIREES are eligible for Ingham County group health insurance. Your MONTHLY insurance premiums and the cost of complimentary insurance for your Medicare eligible spouse are calculated below.

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	PRESCRIPTION Only
MEDICAL & PRESCRIPTION:					
Retiree Only	\$341.37	\$313.46	\$264.20	\$256.33	\$75.15
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$62.70	\$34.79	<u>-14.47</u>	<u>-22.34</u>	<u>-\$203.52</u>
Retiree Pays	<u>\$31.35</u>	<u>\$17.40</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Add Spouse B/C Exact Fill	\$376.23		\$376.23		
Add Single Co Pay	<u>\$31.35</u>		<u>-\$14.47</u>		
Total Retiree Payment	<u>\$407.58</u>		<u>\$361.76</u>		
Add Spouse PHP High		\$349.01		\$349.01	
Add Single Co Pay		\$17.40		-\$22.34	
Total Retiree Payment		<u>\$366.41</u>		<u>\$326.67</u>	
Add Spouse B/C 2+1	\$332.44		\$332.44		
Add Single Co Pay	<u>\$31.35</u>		<u>-\$14.47</u>		
Total Retiree Payment	<u>\$363.79</u>		<u>\$317.97</u>		
Add Spouse PHP Low		\$317.08		\$317.08	
Add Single Co Pay		\$17.40		-\$22.34	
Total Retiree Payment		<u>\$334.48</u>		<u>\$294.74</u>	
Add Spouse Prescription Only	\$172.07	\$172.07	\$172.07	\$172.07	\$172.07
Add Single Co Pay	<u>\$31.35</u>	<u>\$17.40</u>	<u>-\$14.47</u>	<u>-\$22.34</u>	<u>-203.52</u>
Total Retiree Payment	<u>\$203.42</u>	\$189.47	\$157.60	\$149.73	<u>\$0.00</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

Additional options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.

RETIRES are eligible for Ingham County group health insurance. The MONTHLY insurance premiums and the cost of complimentary insurance for your Medicare eligible spouse are calculated below.

WITH GROUP BENEFITS PRESCRIPTION REIMBURSEMENT

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	Only
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MEDICAL & PRESCRIPTION:

Retiree Only (not Medicare eligible)	\$360.93	\$332.45	\$94.14
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$82.26	\$53.78	-\$184.53
Retiree Pays	<u>\$41.13</u>	<u>\$26.89</u>	<u>\$0.00</u>

Add Spouse B/C Exact Fill			
Add Single Co Pay	<u>\$41.13</u>		
Total Retiree Payment	<u>\$450.62</u>		

Add Spouse PHP High			
Add Single Co Pay		\$382.27	
Total Retiree Payment		<u>\$26.89</u>	
		<u>\$409.16</u>	

Add Spouse B/C 2+1			
Add Single Co Pay	\$365.70		
Total Retiree Payment	<u>\$41.13</u>		
	<u>\$406.83</u>		

Add Spouse PHP Low			
Add Single Co Pay		\$350.34	
Total Retiree Payment		<u>\$26.89</u>	
		<u>\$377.23</u>	

Add Spouse Prescription Only			
Add Single Co Pay	\$205.33	\$205.33	\$205.33
Total Retiree Payment	<u>\$41.13</u>	<u>\$26.89</u>	<u>-184.53</u>
	<u>\$246.46</u>	<u>\$232.22</u>	<u>\$20.80</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

FAX 676-7264 Chair J. Czarneski, Ingham County Board of Commissioners

LINC

LIAISON FOR
INTER-NEIGHBORHOOD
COOPERATION



Agenda
Item 2

A Meridian Township Non-profit Civic Improvement Organization

P.O. Box 40 • Okemos, Michigan 48864

Agenda Item 12

October 8, 2002

John Czarneski, Chair,
Ingham County Board of Commissioners
Mason, MI 48854

Dear Chair and Board:

Re: Park Fees and Safety

When parking fees were enacted it appears serious safety factors were overlooked.

To avoid paying the fee, cars will be parking on nearby residential side streets and commercial parking lots instead of using the park parking lot. These actions will clog the narrow neighborhood streets, causing traffic problems and inconveniencing surrounding residents. Those parking vehicles in commercial lots will have difficulty preventing eager youngsters from dashing across Marsh and Lake Lansing Roads. Charging \$4.00 per car for non-county residents will certainly encourage them to park outside the parks.

These hazards will require additional park enforcement officers and township police. Attempting to control visitors parking outside the park will be difficult and time-consuming, presenting serious problems that heretofore have not existed.

We also question whether collecting the \$2.00 and \$4.00 fees would be worth the trouble.

Therefore, LINC respectfully urges Commissioners to reconsider the park fee program for the reasons given above.

Yours for a Better Community,

Eleanor V. Luecke, President

cc: Meridian Township Board