COUNTY SERVICES COMMITTEE
April 23, 2019
Minutes

Members Present: Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None.

Others Present: Wayne Sieloff, John Shaski, Deb Fett, Sue Graham, Becky Bennett, Rick Terrill, Tim Dolechanty, Tracy Smith, Ryan Buck, Sheldon Lewis, Beth Foster, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the April 2, 2019 Meeting Minutes

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NAeyaert, TO APPROVE THE MINUTES OF THE APRIL 2, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitutes –

5. Innovation & Technology Department
   a. Resolution to Enter into an Agreement for Local and Long Distance Phone Services from Granite

10. Human Resources Department
    a. Resolution to Approve Managerial and Confidential Employee Reclassification Levels

Later in the meeting, Chairperson Celentino stated the following agenda items would be removed from the agenda:

1. Equal Opportunity Committee – Interviews

11. Controller’s Office
    c. Resolution to Accept the 2018 – 2022 Strategic Plan
Chairperson Celentino stated that the substitute resolution for Agenda Item 10a should be marked 10a, and noted the additions of the table under the Financial Impact section in the memorandum and the in the resolution, which should have been bolded. He further stated that Human Services should be removed from the list of Committees at the top of the resolution.

**Limited Public Comment**

Ryan Buck, Chief Deputy County Clerk, appearing on behalf of Clerk Barb Byrum, requested that the Commissioners consider an amendment to the Sick Leave Donation Policy. He further stated that Clerk Byrum suggested that countywide elected officials or department heads be provided with discretion to waive the exclusion of probationary employees from the policy.

Mr. Buck stated that the Clerk’s Office currently had a probationary employee on extended unpaid leave because of a random unforeseen injury at home. He further stated that the Clerk’s Office wanted to create an environment that supported all employees, as unforeseen illnesses or injuries may occur regardless if one was on probation or not.

Mr. Buck stated that countywide elected officials and department heads were in the best position to determine whether sick leave donation was a good option to pursue with respect to their offices or departments.

Chairperson Celentino stated that the following items would be removed from the agenda:

2. **Equal Opportunity Committee** – Interviews

11. **Controller’s Office**
   c. Resolution to Accept the 2018 – 2022 Strategic Plan

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

3. **Clerk’s Office**
   a. Resolution Establishing Compensation for the Ingham County Board of Canvassers

5. **Innovation & Technology Department**
   b. Resolution to Approve the Purchase of Dark Fiber from Zayo Group
   c. Resolution to Approve the Purchase of Cisco Networking Equipment

6. **Facilities Department**
   b. Resolution to Authorize an Agreement with WGI Michigan Inc. for Architectural & Engineering Services for Tuck Pointing the Front Terrace of the Hilliard Building

7. **Farmland and Open Space Preservation Board**
   a. Resolution to Amend Resolution #19-082 Approve Proceeding to Close Permanent Conservation Easement Deeds
   b. Resolution to Approve Farmland and Open Space Preservation Board’s Recommended Selection Criteria and Application Cycle for 2019
8. **Health Department** – Resolution to Accept Funds for the Healthy Start Grant

9. **Road Department**
   b. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Slag and Crushed Natural Aggregates
   c. Resolution Setting Engineering Charges on Special Assessment Subdivision Street Resurfacing Projects
   d. Resolution to Approve an Agreement between the Michigan Department of Transportation and Ingham County in Relation to Road Resurfacing Projects for Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its Northern Terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road
   e. Resolution to Authorize Approval of the Preliminary Plat of Berry Farms
   f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

10. **Human Resources Department**
    b. Resolution to Adopt Ingham County Occupational Illness and Injury Reporting Policy
    d. Resolution to Amend Personnel Policy 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy
    e. Resolution to Approve the Letter of Understanding with Capitol City Labor Program (CCLP) Corrections Unit

11. **Controller’s Office**
    a. Resolution Authorizing Adjustments to the 2019 Ingham County Budget
    b. Quarterly Settlement of Claims Report

12. **Board of Commissioners Office** – Resolution Adjusting Compensation for Various Appointed Boards and Commissions

THE MOTION CARRIED UNANIMOUSLY.

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

2. **Capital Region International Airport** – Wayne Sieloff, CEO *(Presentation)*

Wayne Sieloff, Capital Region Airport Authority CEO, gave a presentation on the Capital Region International Airport.
Commissioner Grebner left at 6:21 p.m.

Commissioner Grebner returned at 6:23 p.m.
Mr. Sieloff stated that there was occasionally confusion about the brand of who and where the Capital Region was. He further stated that if the Commissioners had any suggestions to improve and enhance the brand they should let him know.

Commissioner Stivers asked if focus groups and surveys were being outsourced.

Mr. Sieloff stated that those things were being handled both internally and externally. He further stated that the Capital Region Airport Authority (CRAA) had received proposals from companies both inside and outside the County for services including branding, marketing, and website design and that those proposals were currently in the process of being evaluated by staff.

Commissioner Grebner asked Mr. Sieloff when he thought they would get to the phase where the State Road would need to be moved for the new runway.

Mr. Sieloff stated that each phase was about one to two years, so it was approximately five to seven years away, however that portion of road in question was behind a secured fence and not open to the public.

Commissioner Sebolt asked what level of State and Federal funding the Airport received for runway maintenance.

Mr. Sieloff that runway maintenance was all handled with local funds.

Commissioner Naeyaert stated that she loved to Fly Lansing and that the Apple program was phenomenal.

Discussion.

Commissioner Naeyaert stated she thought bringing back a restaurant to the Airport was a great idea.

John Shaski, Capital Region Airport Authority member, stated that customer satisfaction was extremely important. He further stated that one of the things the Airport offered, that did not get talked about often enough, was the TSA Pre-Check screening four to five times per year.

Mr. Sieloff stated that the week of July 15, 2019 was the next TSA Pre-Check event and to check the Airport website for a link to register.

Discussion.

Commissioner Koenig asked about flight schools.
Mr. Sieloff stated that there were two, Cloud 9 and Great Lakes Air Ventures, both at Mason-Jewett Airport.

Commissioner Koenig asked how many, out of the forty total airports in the State, were paved.

Mr. Sieloff stated that all forty airports in the State were paved.

Chairperson Celentino thanked Mr. Sieloff and Mr. Shaski for their presentation.

3. Clerk’s Office
   b. Resolution to Revise the Ingham County Contract Procedures

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

Commissioner Sebolt stated that, after going through the minutes from the County Services Committee meeting on February 5, 2019, he noticed that Commissioner Crenshaw had requested an audit of Munis, to make sure all contracts were being complied with. He asked where things were with that audit.

Tim Dolehanty, Controller, stated that as far as he knew, the contracts are being complied with.

Commissioner Sebolt asked specifically if the audit requested by Commissioner Crenshaw had been done.

Mr. Dolehanty stated that an audit had not been done.

Discussion.

Commissioner Grebner the word audit implied a level of formality and was something the County would contract with someone to do, which would generate a report. He further stated that he thought that what the Committee was being told was that while there had been no formal audit, staff was monitoring Munis to make sure contracts were being complied with.

Mr. Dolehanty suggested checking with Commissioner Crenshaw to clarify what his specific intent was when he asked for an audit at the County Services Committee meeting on February 5, 2019.

THE MOTION CARRIED UNANIMOUSLY.

4. Drain Commissioner – Resolution to Authorize an Agreement with Huntington National Bank for the Financing of a Vactor Truck
MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated he had a disclosure that the itemized list included equipment manufactured by the company he worked for, but he had nothing to do with the purchasing process.

THE MOTION CARRIED UNANIMOUSLY.

5. Innovation & Technology Department
   a. Resolution to Enter into an Agreement for Local and Long Distance Phone Services from Granite

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

Commissioner Naeyaert asked what type of company Granite was.

Deb Fett, Chief Information Officer, stated that Granite was a wholesaler of services for telecommunications, so they consolidated services and provided them at a better cost.

Commissioner Naeyaert stated she wanted to make sure it would not cause interruptions or issues with connectivity.

Ms. Fett stated that it would not change any of that.

Chairperson Celentino asked what changed between the original agenda item and the substitute.

Ms. Fett stated that originally the plan was to renew long-term with AT&T, but it turned out that the deal with Granite came in better all-around than renewing the contract with AT&T.

Chairperson Celentino stated that for future reference, the substitute resolution should be bolded where things were changed.

Ms. Fett stated that the annual cost went from $32,000 down to $30,000.

Commissioner Sebolt asked if Granite employees were unionized.

Ms. Fett stated that she did not know for sure.

Discussion.

Chairperson Celentino asked Ms. Fett to please find out if Granite employees were unionized and provide the information to everyone on the Committee.
THE MOTION CARRIED UNANIMOUSLY.

6. **Facilities Department**
   a. Resolution to Authorize an Agreement with Tower Pinkster to Provide Engineering Services for Both the Fire Suppression and Humidification Systems for the File Storage and Election Rooms in the Hilliard Building

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

Commissioner Maiville asked if this was short-term or long-term file storage.

Rick Terrill, Facilities Director, stated that it was both short and long term. He further stated that the Facilities Department was looking to eliminate the wet sprinkler system and also provide humidification in the Hilliard Building, which required contracting with an engineering company.

Mr. Terrill stated that even if the Circuit Court files went away to a central storage area, there were still various other departments who utilizes that area to store important documents.

Commissioner Maiville asked about the security of the area.

Mr. Terrill stated that the Facilities Department was also looking at what additional security options they might have when they bring Tower Pinkster on.

THE MOTION CARRIED UNANIMOUSLY.

10. **Human Resources Department**
   a. Resolution to Approve Managerial and Confidential Employee Reclassification Levels

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

Commissioner Grebner stated that doing things like this was why everything costs a little more each year. He further stated that these employees cost the County more long-term and would cost more forever.

Commissioner Naeyaert asked how often Managerial and Confidential (MC) employees were reclassified.

Sue Graham, Human Resources Director, stated that it was her understanding that it was an annual process that could be authorized.

Commissioner Naeyaert asked if the Committee or the Board authorized it.
Ms. Graham stated that the proposed amendments to the MC Manual were brought in front of the Commission and they could approve all or some of those amendments, one of which was reclassification of MC positions based on the reclass process.

Commissioner Grebner asked how many people were in the MCF category.

Ms. Graham stated that she did not know.

Becky Bennett, Director, Board of Commissioners, stated probably around 130 employees were classified as Managerial and Confidential.

Ms. Graham stated that out of approximately 130 employees, they received 24 requests and seven were approved.

Commissioner Naeyaert asked for clarification on the process. She asked if this Committee requested the reclassifications or if they did not, who did.

Ms. Graham stated that individuals requested reclassification, Human Resources reviewed the paper documentation and interviewed the person and their supervisor, and then one person of a three person committee reviewed them all and then the three person committee got together to form a consensus.

Commissioner Naeyaert stated that that was a very different answer than the earlier one Ms. Graham gave.

Ms. Bennett stated that much like the unions that have the opportunity to renegotiate contracts, we have a managerial confidential steering committee, which is pretty much the same process, and each year we go through our plan which opens it up for reclassification.

Commissioner Grebner stated that the legal difference is that unions have a legal right to negotiate but managerial confidential employees are exactly the group that do not have the right to be represented. He further stated that the only reason they have this is because we adopted a plan that says this is the process.

Commissioner Koenig asked if the manual indicates this request goes out annually.

Ms. Graham stated that they send recommendations to the steering committee.

Commissioner Koenig asked if the steering committee always recommended reclassification.

Ms. Graham stated that that was her understanding. She further stated that she had been in her position for 11 months.

Commissioner Koenig asked how the decision was made to deny a request for reclassification.

Ms. Graham stated that an 11-factor analysis was used and did not result in upward classification.
Commissioner Koenig asked if there was an appeals process.

Ms. Graham stated there was not an appeals process.

Commissioner Grebner asked if a supervisor was able to veto reclassification if they did not want the employee reclassified.

Ms. Graham stated that the person would still be evaluated, but if the supervisor and employee did not agree on the factors in the job description, that would weigh into the analysis and the employee would not be reclassified.

THE MOTION CARRIED UNANIMOUSLY.

10. Human Resources Department
 c. Resolution to Adopt a Sick Leave Donation Policy

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that this was not a policy he would want to amend on the fly.

Commissioner Maiville stated that he understood where Commissioner Grebner was coming from but that the timeliness was urgent for the employee in question.

Mr. Buck stated that the Clerk’s Office was not only speaking on behalf of one employee, but for all future probationary employees.

Commissioner Grebner stated that doing this would be madness and that he did not think it should be amended on the fly.

Ms. Graham stated that because probationary employees were not members of bargaining unit yet, that amendment could potentially become an issue.

Commissioner Koenig asked if probationary employees had access to FMLA.

Ms. Graham stated that they did not.

Commissioner Koenig stated that if probationary employees were not eligible for FMLA, then the rest of the policy did not jive with what was trying to be accomplished.

Commissioner Grebner suggested adopting the amendment clean, rather than doing it in a hurry.

Mr. Buck stated that he would think this would be an enhancement for employees. He further stated that the Clerk’s Office believes all probationary employees should be included in the policy.
Commissioner Grebner stated that perhaps instead there could be a separate resolution to permit this one employee this one time, which would avoid setting a bad precedent.

Commissioner Koenig stated that she would prefer an exception because you would not know how long the person could have the sick leave.

Ms. Graham stated that there is a mathematical limit to how much time was donated.

Commissioner Koenig stated that she thought the Committee should think about it and maybe just make it an exception.

Mr. Buck stated that this was where discretion of department heads and elected officials came in, to determine if the probationary employee would be eligible to receive sick time donations.

Commissioner Naeyaert asked how long this person had been working for the Clerk’s Office.

Mr. Buck stated that she worked for the Clerk’s Office for 3 months and all of her time off was exhausted within a week of the injury.

Commissioner Koenig asked what changed between the old donation policy and this one.

Ms. Bennett stated that this created a bank of sick leave.

Ms. Graham stated that there used to be 19 different arrangements for sick leave and it was a mess.

Discussion.

Commissioner Sebolt stated that he was not unsympathetic, but he was concerned that this was negotiated with bargaining units and would like to pass the resolution clean, because it was negotiated in good faith, and then maybe go back and look at it later.

Commissioner Sebolt stated that perhaps a separate resolution could be signed off on by whole Board of Commissioners for the person in question.

Discussion.

Commissioner Grebner suggested that staff explore options and report back by the next meeting. He stated that they would likely talk to an attorney who might decide some of the things discussed in Committee were not workable.

Commissioner Sebolt asked staff to have prepared for next week a resolution that would allow for the special case of this one employee, while considering a broader policy for all probationary employees.

Chairperson Celentino stated that by the next Board of Commissioners meeting, next Tuesday, there should be a resolution dealing with just that one employee.
Commissioner Sebolt stated that perhaps the resolution should be limited to just one department and donations have to come from within that department.

Commissioner Grebner stated that this could actually be about the Clerk’s Office and the specific employee and that it was okay to directly name the employee/position in a separate resolution. He stated that the Committee was asking staff to bring resolution if feasible, legally.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Celentino asked if staff knew what to bring by next Tuesday.

Mr. Dolechanty stated he thought so and stated that would be a resolution.

Chairperson Celentino asked Sue Graham to have a broader policy dealing with probationary employees for the next County Services meeting.

Commissioner Grebner stated that they should have a discussion of options for the next County Services meeting.

11. Controller’s Office
d. Resolution Updating Various Fees for County Services (Discussion)

Mr. Dolechanty stated that updating the fees was done annually.

Chairperson Celentino asked if anything stood out.

Mr. Dolechanty stated that there was not anything that stood out.

Discussion.

Chairperson Celentino asked if the fees were inflation-based.

Mr. Dolechanty stated that some fees were inflation-based but others were not, if it did not make sense for them to be.

Chairperson Celentino stated that during the next round of Committee meetings there would be a resolution to adopt the fee updates.

Announcements

None.

Public Comment

None.
Adjournment

The meeting was adjourned at 7:16 p.m.

BARB BYRUM, CLERK OF THE BOARD