COUNTY SERVICES COMMITTEE
May 7, 2019
Minutes

Members Present: Celentino (arrived at 6:10 p.m.), Grebner, Maiville (left at 6:26 p.m.), Naeyaert, Sebolt and Stivers.

Members Absent: Koenig

Others Present: Sue Graham, Becky Bennett, Tim Dolehyanty, Jordan Evans, Beth Foster, and others.

The meeting was called to order by Vice Chairperson Stivers 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 23, 2019 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAeyaERT, TO APPROVE THE MINUTES OF THE APRIL 23, 2019 COUNTY SERVICES COMMITTEE MEETING.

Commissioner Sebolt stated that he wanted to clarify that they were adopting the amended minutes, as provided by the Clerk’s office.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

Additions to the Agenda

8. Sick Leave Bank Policy (discussion)

9. MUNIS Audit Request (discussion)

Substitutes –

6. Road Department
   b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads

Limited Public Comment
MOVED BY COMM. NAeyaert, SUPPORTED BY COMM. MAIVILLE, TO APPROVE A
CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

the Public Defenders Office

3. Innovation & Technology Department – Notice of Emergency Purchase Order to Obtain
Connectivity for Public Defenders Office

4. Facilities Department
   a. Resolution to Authorize a Purchase Order to LJ Trumble Group for the Hand Rails
      in the 30th Circuit Court Room at the Mason Courthouse
   b. Resolution to Authorize a Purchase Order to Replace the Domestic Hot Water
      Storage Tank at the Ingham County Jail
   c. Resolution to Authorize a Purchase Order to Replace the Sewage Ejector Pump at
      the Grady Porter Building

5. Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with
Michigan State University Remote Sensing and Geospatial Information Systems to
Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the
FOSP Board

6. Road Department
   a. Resolution to Approve Local Road Agreement with Lansing Township
   c. Resolution to Replace Roof at the Road Department Eastern District Garage
   d. Resolution to Approve the Special and Routine Permits for the Ingham County
      Road Department

7. Controller’s Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED
UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

6. Road Department
b. Resolution to Authorize Contracts with Michigan Paving & Materials Company
   for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for
   Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of
   Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAeyaert, TO APPROVE
THE RESOLUTION.
Commissioner Sebolt stated that the item was amended during the May 7, 2019 Roadways Subcommittee meeting, which immediately preceded this County Services meeting. The resolution was amended as follows:

**REJECTION DEFER ACTION ON OF ALL BIDS RECEIVED FOR ITEM IV OF BID PACKET #72-19 RECYCLING & RESURFACING OF VARIOUS COUNTY PRIMARY ROADS**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves rejecting deferring action on all bids received for Item IV of Bid Packet #72-19.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

1. **Equal Opportunity Committee** – Interviews

Jordan Evans interviewed for the Equal Opportunity Committee.

Chairperson Celentino arrived at 6:10 p.m.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAeyaERT, TO RECOMMEND APPOINTMENT OF JORDAN EVANS TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

8. **Sick Leave Bank Policy** (discussion)

Commissioner Sebolt stated that at the last County Services meeting there was much discussion around the sick leave bank and the employees it did and did not apply to. He further stated that he asked for a resolution, dealing with the specific individual in the Clerk’s Office, to be prepared for the full Board of Commissioners meeting on April 30, 2019.

Commissioner Sebolt stated that he also noted that Chairperson Celentino requested a resolution dealing more broadly with probationary employees be brought before this Committee at the next meeting, which was today, and that was not on the agenda. He asked why neither one of those specific requests had materialized.

Tim Dolehanty, Controller, stated that the broader issue was in the queue for the next round. He further stated that there was a lot of research that needed to be done.

Mr. Dolehanty stated that the one individual that who was discussed in the previous meeting was not that easy because the person was in a union position which made things complicated. He further stated that he did not think probationary employees were able to take sick leave and asked Sue Graham to verify that.
Sue Graham, Human Resources Director, stated that sick leave for probationary employees varied depending on the bargaining unit.

Commissioner Naeyaert stated that her recollection of the discussion was that the Board of Commissioners could explore any option and ask for a resolution to be prepared.

Mr. Dolehanty stated that the contract could not be violated.

Commissioner Naeyaert stated that that was going to be looked into and asked if anyone spoke to the union representative.

Ms. Graham stated that they were looking at all the collective bargaining agreements and collating all the information. She further stated if the Board of Commissioners wanted to amend a County policy to provide a blanket process for probationary employees, they need to do that.

Ms. Graham stated that if Departments wanted to bring forward specific requests, they were free to do that now, for the Board of Commissioners, as a body, to approve.

Commissioner Naeyaert stated that the Clerk’s Office had brought a request.

Ms. Graham stated that the Clerk’s Office brought a request to amend the not-yet-adopted policy.

Commissioner Naeyaert stated that the Committee asked for a resolution dealing only with that specific employee to be brought to the Board of Commissioners meeting.

Ms. Graham stated she did not recall the Department bringing a resolution.

Chairperson Celentino stated that he remembered Ryan Buck, Chief Deputy County Clerk, coming before the Committee to ask for a broader amendment.

Commissioner Naeyaert stated that the last thing the County Services Committee said was to do something specifically for the one employee now, if legally feasible, while exploring other options.

Commissioner Grebner stated that instead of making a resolution, the Committee could adopt a motion to direct staff to make one.

Mr. Dolehanty stated that we need to get into the employee’s contract and get with the bargaining unit and come up with a letter of understanding or something that will help us do this.

Commissioner Grebner stated that the motion would be to authorize staff to proceed to do whatever necessary to get the specific employee taken care of.

Commissioner Sebolt stated that he felt specific instructions were given, even they were not in the form of a resolution. He further stated that he thought the Committee was clear they wanted
to address the issue for the one specific employee, but then nothing was done and that was why he wanted to have the follow-up conversation.

Mr. Dolehanty asked if the Committee wanted a resolution to be brought for next Tuesday’s Board of Commissioners meeting.

Commissioner Grebner stated they were talking about two things here, one the more broad policy, and two, a letter of understanding addressing the unique situation for the one specific person.

Commissioner Naeyaert read the following from the minutes of the April 23, 2019 County Services meeting:

“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 Naeyaert stated that it was extremely frustrating that Commissioners’ directives were ignored by staff.

Chairperson Celentino apologized for not following up with staff to make sure action was taken.

Commissioner Naeyaert stated that she was not referring to Chairperson Celentino.

Chairperson Celentino stated that he should have followed up. He suggested to Mr. Dolehanty to get with the bargaining units on the matter and bring something to the May 21, 2019 County Services meeting, regarding the broader issue.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, THAT THE COUNTY SERVICES COMMITTEE DECLARE ITS SENSE THAT THEY WOULD LIKE STAFF TO EXPLORE A SOLUTION TO THIS SPECIFIC PROBLEM INVOLVING THIS SPECIFIC EMPLOYEE AND TO PREPARE ANY NECESSARY DOCUMENTS FOR THE BOARD OF COMMISSIONERS.

Commissioner Sebolt stated that it was not his intent to fault Chairperson Celentino at all. He further stated that he had repeatedly expressed frustration with this Committee and other committee’s directing staff, regarding Commissioners requests not being followed up on.
Chairperson Celentino stated that he understood that frustration, but as Chair, he took responsibility.

Mr. Dolehanty stated, in defense of staff, that they did not ignore this. He further stated that when discussions started that were inconsistent with bargaining agreements, they could not just disregard that and act quickly.

Commissioner Sebolt stated that he would like some form of communication, if a request is made of staff that is unclear or ends up not being feasible. He further stated that sending an email to Committee members or to proposing an agenda for discussion to explain why what had been requested could not be done or had not been done yet, would be preferable to radio silence.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

9. MUNIS Audit Request (discussion)

Commissioner Maiville left at 6:26 p.m.

Commissioner Sebolt stated that he added this to the agenda because he wanted to follow up on his request to follow up with Commissioner Crenshaw regarding a MUNIS audit.

Mr. Dolehanty stated that he had gotten ahold of Commissioner Crenshaw to talk about MUNIS. He further stated that there was a plan to screenshot the dashboard and submit them to the County Services Committee.

Mr. Dolehanty asked if it would be appropriate submit screenshots to the Finance Committee as well.

Commissioner Sebolt stated that if it needed to go to the Finance Committee, that would be up to their Chairperson, but he thought it was specifically requested to come to County Services.

Commissioner Sebolt stated that he was more concerned because of an email from the Finance Director to the Clerk, asking the Clerk for contracts of a considerable amount, as if he did not fully understand the scope of his own office.

Mr. Dolehanty stated that he did speak with the Finance Director regarding that and the request made of the Clerk stemmed from a request from the larger County audit, asking for the top 20 most expensive construction projects that the County had going on, and he had thought maybe the Clerk might have something on file they could get more quickly. He further stated that the Finance Director realized he was in a better position to find those contracts himself and that had been resolved.

Commissioner Grebner stated that the word audit was being used again in a loose way. He further stated the word audit implied formality and some sort of independent judgment from the outside and that use of the word could unintentionally escalate the level of scrutiny when all that was really wanted was more detailed reporting.
Commissioner Naeyaert stated that she thought they were looking for more of an informal review.

Chairperson Celentino stated that would be more like an internal analysis.

Mr. Dolehanty stated that they did have something like that in queue but it was random and unannounced.

Discussion.

Commissioner Stivers read the following from the April 23, 2019 minutes in reference to the previous discussion regarding the Sick Leave Bank Policy:

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

Mr. Dolehanty 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 Stivers stated that based on the discussion at the last meeting, she expected the item to be on the agenda and that Commissioner Sebolt should not have had to request it. She further stated that she took responsibility as Vice Chair for not following up on the action items.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:33 p.m.

BARB BYRUM, CLERK OF THE BOARD