

FINANCE COMMITTEE  
September 12, 2018  
Minutes

Members Present: Grebner, Anthony, Crenshaw, Morgan (arrived at 6:04 p.m.), Koenig, Tennis and Schafer

Members Absent: None.

Others Present: Clerk Barb Byrum, Ryan Buck, Shauna Dunnings, Andy Bouck, Lisa McCormick, Teri Morton, Jill Bauer, Jared Cypher, Tim Dolehanty, Michael Townsend, Lindsey LaForte, and others

The meeting was called to order by Chairperson Grebner at 6:03 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the August 22, 2018 Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE AUGUST 22, 2018 FINANCE COMMITTEE MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Morgan.

Commissioner Morgan arrived at 6:04 p.m.

Limited Public Comment

None.

1. Overview of Liaison Committee Recommendations

Michael Townsend, Budget Director, stated that the Standing Committees had met and the total budget was \$239,649,352 with the General Fund amounting to \$85,900,793 had been approved by all three of the committees. He further stated that the committees had established a Z-List in the amount of \$562,326 of which there was \$300,000 in the budget.

Mr. Townsend stated that County Services Committee had chosen three items for the Z-List including the County Clerk's Office Deputy County Clerk positions and IT Programmer Analyst. He further stated that the Human Services Committee had approved the recommended budget without any additions.

Mr. Townsend stated that the Law & Courts Committee had recommended three items for the Z-List including the Prosecutor's Office Assistant Prosecuting Attorney (APA), the Circuit Court request for Security at Mason Historical Courthouse, and the Prosecutor's Office Audio Visual

(AV) position. He further stated that based on the Law & Courts Committee discussion about the security at the Mason Historical being divided between all of the departments that there was a memo from Controller's Office about the recommendations provided to the Committee.

Mr. Townsend stated that the IT position funding estimate had been reduced to a total cost of \$97,464 from the General Fund as some of that position would be funded through other mechanisms.

Commissioner Schafer stated that he would like to see a print out of what came from the various committees.

Terri Morton, Deputy Controller, stated that it was emailed out on Friday but she had copies that Committee members may have.

Discussion.

Commissioner Crenshaw asked about the process for approving the budget.

Chairperson Grebner stated that the Committee would talk about this, create a Z-List, and then move the Controller's approved budget and include the Z-List items as amendments to that motion.

Discussion.

MOVED BY COMM. TENNIS TO PUT ALL THE ITEMS RECOMMENDED FOR THE Z-LIST BY THE STANDING COMMITTEES ON THE Z-LIST.

Chairperson Grebner stated that he wanted the Committee to take up one item at a time for the Z-List after a general discussion.

COMMISSIONER TENNIS WITHDREW HIS MOTION.

Discussion.

Chairperson Grebner asked how the County was faring overall. He asked how much was drawn down from the reserves in the last five years.

Commissioner Schafer stated that six million dollars were drawn down since 2017.

Ms. Morton stated that in 2015 the County used \$1.8 million, and in 2016 the County used \$4.4 million, and in 2017 the County used \$315,000. She further stated that during the current 2018 budget year at the rate that the County was going, it was estimated for the fund balance to be \$6.4 million which was still above the minimum required.

Chairperson Grebner stated that it was the policy to budget more than was needed. He further stated that for various reasons this worked well.

Chairperson Grebner stated that over the last five years the reserve fund had been reduced by about six million dollars.

Ms. Morton stated that was correct.

Chairperson Grebner stated that this budget drew down on the reserves again and it was not sustainable to run the County like this.

Commissioner Koenig asked about the budgeted use of reserve funds for 2018.

Ms. Morton stated that she was not sure.

Mr. Townsend stated that it totaled \$1.4 million.

Chairperson Grebner stated that the reserves which had been built up in the 1990s had been drawn upon for some time. He further stated that the County was living on savings.

Commissioner Koenig stated that it was more like \$10 million if this year was included.

Chairperson Grebner stated that it might not be that bad by the end of the year. He further stated that there was not a great theory behind this budget process but they continued to do a bunch of things that kind of worked.

Chairperson Grebner stated that the strategic fund was there because without it, the Controller's recommended budget was law. He further stated that this gave the Board of Commissioners some work to do concerning the budget and they had about 1/3 of 1% of the budget to change unlike some other counties.

## 2. Review and Action on County Services Committee Recommendations

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CRENSHAW, TO ADD THE DEPUTY COUNTY CLERK POSITION IN THE AMOUNT OF \$75,513 TO THE Z-LIST.

Barb Byrum, Ingham County Clerk, stated that she would like to withdraw one of the two Deputy Clerk's positions requested. She further stated that in 2019 she would like to discuss a new position in her office using the Concealed Pistol License (CPL) restricted funds.

Clerk Byrum stated that it was also important to her that the Information and Technology (IT) Department's position was funded. She further stated that she was happy to discuss any of this further.

Commissioner Koenig stated that she would like to hear more about the CPL restricted funds.

Clerk Byrum stated that there were CPL restricted funds based on CPL applications, but she had always been leery about dedicating these funds because they may be removed by the State

Legislature at any time if they stopped allowing CPLs. She further stated that after the State Legislature's lame duck session, if they did not remove the CPL restricted funding, she would be interested in discussing adding another position to her Office.

Clerk Byrum stated that perhaps this new position could be an assistant position, which could help with things such as paying bills, and back up UAW employees without causing the conflicting with the contract. She further stated that her Office had been doing things to save the County money such as taking on all of the election programming.

Clerk Byrum stated that it took one staff person over 40 hours to program for the election and she also had a person trained to back up the Election Clerk/Coordinator.

Chairperson Grebner asked about the CPL Fund Balance.

Clerk Byrum stated that the CPL Fund balance was \$172,415.

Ryan Buck, Deputy County Clerk, stated that annually there was about \$82,000 in revenue from CPLs.

Ms. Morton stated that annually there was about \$69,000 revenue over expenses when it came to CPLs.

Clerk Byrum stated that she used that fund to pay for a portion of the Recording Secretary salary costs and also to purchase supplies to provide the CPLs. She further stated that for example, the State had one approved vendor for special license cards and she had to purchase from that vendor, rather than the least expensive vendor.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO ADD THE IT PROGRAM ANALYST POSITION IN THE AMOUNT OF \$97,464 TO THE Z-LIST.

Commissioner Koenig stated that she needed more clarification about this position as this was not security-related because that position was already added to the budget.

Deb Fett, IT Director, stated that this position would support all of the positions in IT. She further stated that right now, the Circuit Court was moving to having e-records on a program called On Base which required extra attention.

Ms. Fett stated that there was one programmer and someone to back that person up for On Base, and one programmer for the website, and so on who could all use someone to support them. She further stated that they did not have the depth to support the County effectively and with this position they could increase efficiencies of the Departments.

Ms. Fett stated that this was a move in the right direction and would help to serve the constituents better.

Chairperson Grebner asked how many employees IT had.

Ms. Fett stated that IT had 21 employees.

Clerk Byrum stated that it was not anywhere near a sufficient number.

Commissioner Morgan asked about the type of support this person would provide.

Ms. Fett stated that for example, the Clerk's Office had a request in for years to streamline their Tyler software and email orders and IT had not had time to do this. She also stated that Ingham County Animal Control needed a way to track medication, feeding, and track animal care which could be done with technology but needed someone to program it

Ms. Fett stated that some of this work could be done by hiring consultants but that cost more than adding this position.

Chairperson Grebner stated that a lot of these software packages needed to be customized to the Department and then integrated into the current County systems.

Discussion.

Commissioner Crenshaw asked if there were any other ways to reduce the cost of this position from the General Fund.

Tim Dolehanty, Controller, stated that it could not be done as it had been reduced as much as possible.

Chairperson Grebner stated that they could direct the person to work at the Road Department more. He further stated that the more work done at departments not funded with General Fund dollars, the less it would cost the General Fund.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Grebner asked Clerk Byrum if she would like to discuss her vision for the future.

Clerk Byrum stated that she looked forward to discussing this more before the entire Board of the Commissioners meeting later.

Commissioner Schafer asked Clerk Byrum about security at the Mason Historical Courthouse.

Clerk Byrum stated that as Clerk of the Court, security was a great concern and she asked Shauna Dunnings, 30<sup>th</sup> Circuit Court Administrator, to join her for this conversation.

Ms. Dunnings stated that this was a recommendation based on a State Court Administrative Office (SCAO) assessment. She further stated that the Court had asked for Sheriff Deputies and security screeners at the Mason Historical Courthouse.

Ms. Dunnings stated that they had looked for a way to reduce the cost which was how the recommendation was reduced to asking for just the security screeners. She further stated that she had spoken with the other departments and offices in the Mason Historical Courthouse and there was a consensus that security was needed.

Ms. Dunnings stated that even though additional security was needed they had conceded to asking the Board of Commissioners to fund only the screener positions.

Clerk Byrum stated that she would like to describe what happened when a screener came into contact with a person with a knife or a gun. She further stated that if the screeners discovered someone had a weapon, they did not confiscate it, but they did ask the person to put it back in their car.

Clerk Byrum stated that often people just walked out of the Courthouse and deposited the weapon into the bushes where any child may find it. She further stated that the screeners could not touch the individuals in order to confiscate their weapon or stop someone who was determined to enter.

Clerk Byrum stated that someone with a gun could still enter her office, and as someone who has had threats of violence against her, that was a valid concern. She further stated that it was a concern for other offices such as the Treasurer's Office which held a large amount of cash.

Clerk Byrum stated that there had been a security risk recently, of which she can only give vague details in an open meeting, where the whole building went on lockdown until law enforcement could respond. She further stated that this was a large county and it was ludicrous that the Mason Historical Courthouse did not have security.

Clerk Byrum stated that she felt that Judges did not want to serve in Mason because of security concerns. She further stated that the County was one horrible incident away from not having a choice about providing security.

Ms. Dunnings stated that she would agree with that. She further stated that the amount of funding needed for the screeners who provided the minimum amount of security was way less than the cost of a serious security incident.

Clerk Byrum stated that an actual Sheriff Deputy would be even better since they could make contact with a person who was a threat.

Commissioner Crenshaw asked about exploring the option for retired Sheriff Deputy to do this work. He further stated that he remembered a discussion about this a while ago.

Mr. Dolehanty stated that the cost was not the issue with hiring retired law enforcement offices, but it was the personnel was not available.

Andy Bouck, Ingham County Sheriff Office Undersheriff, stated that it was discussed under the previous Sheriff. He further stated that it was not an ideal way to provide security.

Undersheriff Bouck stated that Sheriff Scott Wriggelsworth supported having additional security at the Mason Historical Courthouse and the more security there was, the better off it would be. He further stated that without a sense of security, there was no security at all.

Undersheriff Bouck stated that uniformed, sworn Sheriff Deputies would be ideal.

Commissioner Anthony stated that it might be worth exploring this issue again. She further stated that the Michigan Legislature hired retired law enforcement offices for security all the time.

Commissioner Anthony stated that there had been a discussion at the Law & Courts Committee about those in the Mason Historical Courthouse sharing the cost for the security.

Commissioner Crenshaw asked Clerk Byrum if it would be possible to share the cost.

Clerk Byrum stated that she would be willing to share the cost for a sworn Sheriff Deputy. She further stated that she would like that to be shared proportionally as she had a small office on the first floor and others took up more of the building.

Chairperson Grebner stated that no matter which department it came from the \$100,000 to fund a Sheriff Deputy would be General Fund money. He further stated that the Mason Historical Courthouse was less active than the Veterans Memorial Courthouse (VMC).

Chairperson Grebner stated that the Mason Historical Courthouse was mostly a very sleepy place and there was a lot less likely hood of security issues especially since there was not a Friend of the Court office and less court hearings.

Clerk Byrum stated that a lot of people who had their gun rights revoked were in her Office every day. She further stated that her office also dealt with people who were upset or had issues with Child Protective Services.

Chairperson Grebner stated that more people went in and out of the VMC each day.

Clerk Byrum stated that VMC was located where the County's population was concentrated.

Commissioner Crenshaw asked if there were any grants from SCAO or any other organization that would help with this.

Ms. Dunnings stated that she was not aware of any. She further stated that after the courtroom incident in Berrien County, there had been a lot of discussion about courtroom security but that it never included ways to fund the increased security.

Commissioner Koenig stated that 54A District Court had retired law enforcement as security. She further stated that this needed to be discussed.

Commissioner Koenig stated that the question was what was the best security that the County could currently afford. She further stated that this issue had not received the focus that it required.

Commissioner Koenig stated that the County needed to look at all the options for security. She asked who had done the assessment for the Court.

Ms. Dunnings stated that SCAO had done the assessment in 2016.

Commissioner Koenig asked if they looked at the District Courts also.

Ms. Dunnings stated that it was only for the Circuit Court.

Commissioner Koenig stated that the 55<sup>th</sup> District Court had a SCAO assessment separately.

Ms. Dunnings stated that the Chief Judge had responded to the assessment by reducing the risk a bit by not having people in custody routinely at court proceedings, as there may be some civil court matters in which they would need to appear. She further stated that the docket change helped to reduce risks but did not eliminate them.

Commissioner Morgan left the room at 6:50 p.m.

Chairperson Grebner asked if Judge Garcia was now only handling civil cases.

Ms. Dunnings stated that he was still handling criminal cases, but the only cases heard at the Mason Courthouse were civil cases.

Discussion.

Commissioner Schafer stated that he supported security at the Mason Historical Courthouse. He further stated that retired law enforcement officers were used at the high school for security.

3. Review and Action on Human Services Committee Recommendations

None.

4. Review and Action on Law & Courts Committee Recommendations



MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO ADD THE ASSISTANT PROSECUTING ATTORNEY POSITION IN THE AMOUNT OF \$149,841 TO THE Z-LIST.

Commissioner Morgan returned to the room at 6:53 p.m.

Chairperson Grebner stated that he would like to articulate something about the Ingham County Prosecutor's Office (ICPO). He further stated that the Committee had previously heard from Assistant Prosecuting Attorneys (APAs) that they received less pay less than APAs in other counties.

Chairperson Grebner stated that the ICPO had a larger budget than counties of comparable size because they had more APAs for hard events like homicide than Wayne, Oakland, Macomb, and Washtenaw. He further stated that he used homicide as the bar to measure because it was not charged differently between counties.

Chairperson Grebner stated that the County had been underpaying APAs and they now have more of them by adding this position. He further stated that if the County ever increased APA salaries, it would be an even larger amount of funding needed.

Commissioner Crenshaw stated that this APA position was added last year.

Chairperson Grebner stated that it was true that this was not a new position.

Commissioner Koenig stated that the position was only 4 months old.

Chairperson Grebner stated that it was important to articulate these things when spending a quarter million dollars. He further stated that the County had more Circuit Court Judges than anyone else because of the past agreement to take State cases.

Chairperson Grebner stated that the County had seven Circuit Court judges, 10 District Court Judges and 2 Probate Court Judges and they all needed to be staffed. He further stated that the County system ran at a higher caseload than other counties of a similar size.

Chairperson Grebner stated that there was a valid argument about underpay or critical need, but other counties did not prosecute as many cases.

Commissioner Morgan stated that they needed more APAs as women were becoming more empowered to speak up about assaults. He further stated that with a Big Ten university in the County, there were an increased amount of rapists and sexual assaults.

Commissioner Morgan stated that he was not sure that murders was the best bellwether because there were other types of crimes that exist.

Chairperson Grebner stated that he did not refer to murder because it was best bellwether, but because it could not be charged in several different ways. He further stated that Detroit had very few crimes for a time because they just did not report or prosecute crimes.

Chairperson Grebner stated that they could not look at sexual assaults because other counties did not prosecute at the same rate as Ingham.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MORGAN, TO ADD THE OFFICE ADMINISTRATOR POSITION IN THE AMOUNT OF \$128,876 TO THE Z-LIST.

Lisa McCormick, Chief Assistant Prosecuting Attorney, stated that she wanted to speak to the APA position first. She further stated that the ICPO did not fill that position until August because it was difficult to find someone with the experience.

Ms. McCormick stated that they had moved someone internally to fill the vacancy and then hired a general APA. She further stated that with the sexual assault APA, it allowed a victim to have attention from one APA from the start of a case to the finish.

Ms. McCormick stated that the need for an Audio Visual Specialist was real also, as she had talked about at a previous budget hearing. She further stated that they had a recent case when a victim of a sexual assault was filmed by a body camera and was naked, bleeding from her eyes, and exposed.

Ms. McCormick stated that because of a Detroit News FIOA, a local law enforcement agency examined how many sexual assault cases they had investigated and how many were referred to the ICPO. She further stated that the agency found that there had been 69 sexual assault cases and only three had been forwarded to the ICPO.

Ms. McCormick stated that they had inquired about why so many cases were never forwarded, and the agency stated that for a number of the cases they did not have suspects so maybe half could be reduced that way. She further stated that they had a need for a dedicated person to receive and review all of the cases and give a quick response.

Ms. McCormick stated that the ICPO needed to improve the response for sexual assault cases and that was at the top of Z-List needs.

Commissioner Morgan asked how there was not a suspect for so many of these cases when many people knew their assailant.

Ms. McCormick stated that the numbers were staggering and a concern but she was hoping for the report next week to show more information about why more cases were not given to the ICPO. She further stated that this was just one agency out of all in Ingham County.

Ms. McCormick stated that the agencies had changed their polices and sent more information for the ICPO to review because of the Larry Nassar case. She further stated that in that case, there had been one agency that forwarded a case and another that had not, but if both had, there may have been a different outcome and a pattern would have been more evident.

Ms. McCormick stated that at the least, the ICPO needed to review those cases.

Commissioner Koenig asked about changing the request from the AV Specialist to the Office Manager.

Ms. McCormick stated that the APA was the top priority. She further stated that the Law & Courts Committee had placed the AV specialist on the Z-List per the ICPO request.

Ms. McCormick stated that these body camera videos needed to be protected from discovery in order to protect victims. She further stated that since the last meeting, she had resigned from the Prosecutor's Office.

Ms. McCormick stated that with her resignation there was now the concern that an office administrator would be needed. She further stated that she had been doing the job of the office administrator.

Commissioner Koenig asked Ms. McCormick to clarify what she was asking for.

Ms. McCormick stated that the ICPO would like the APA and office manager if they could only have two of the positions funded.

Commissioner Tennis asked what amount of funding was needed for the office manager position.

Ms. McCormick stated that it topped out at \$128,876.

Ms. Morton stated that this was technically an Office Administrator position.

Chairperson Grebner stated that the APA positions would provide a bit of relief to the other APAs.

Ms. McCormick stated that there were 5 APAs with one per Circuit Court Judge and 2 for Judge Aquilina since she had a full time criminal docket and no civil cases. She further stated that there had been a change made in the dockets because the Mason Courthouse was no longer having criminal cases.

Discussion.

Commissioner Schafer stated that he was confused because they had heard previously about APA salary amounts being very low. He asked if they had not included benefits in those figures.

Ms. McCormick stated that included benefits in the amount.

Commissioner Schafer stated that he remembered being told that the salary was about \$70,000.

Ms. McCormick stated that APAs started at about \$40,000 but with benefits, that was worth about \$70,000 as the topped out salary. She further stated that the whole County had no increases in wages for some time.

Ms. McCormick stated that salaries had stayed stagnant across the board. She further stated that it was difficult to find good people who had the same level of experience when there not good benefits and less salary.

Ms. McCormick stated that the ICPO had difficulty recruiting people.

Commissioner Schafer thanked Ms. McCormick for her work in the ICPO.

Commissioner Koenig asked what Prosecutor Siemon wanted funded.

Ms. McCormick stated that the APA was the position that was filled already and that the office administrator position was also important.

Commissioner Koenig stated that Ms. McCormick was leaving the ICPO and that she had done that job.

Ms. McCormick stated that it would be difficult to fill her position because they may not find someone qualified to do the job that she was currently doing. She further stated that she did many jobs because she had taken a lot on because during the budget problems when the County could not afford an office administrator.

Ms. McCormick stated that now it was different and office administrator was needed for an office the size of the ICPO. She further stated that with her departure it needed to be addressed as no one could pick that up easily.

Commissioner Koenig asked if there was anyone who could take this position.

Ms. McCormick stated that it was posted for the public and someone could be in a smaller county and looking to move up. She further stated that her job had been reclassified to include compensation for the extra work that she had been doing.

Ms. McCormick stated that it would have to be looked at and perhaps a lot of duties in the Chief Deputy job description that would not apply anymore. She further stated that the main funding needed was for the APA position because cases needed to be prosecuted and victims deserved to have someone to help them.

Ms. McCormick stated that the office administrator was needed and so was the AV Specialist. She further stated that maybe there would be a way to work around the AV Specialist involving IT.

Ms. McCormick stated that the Sheriff also needed AV help because they used many cameras, although they did not have body cameras. She further stated that there was only so much money, but Prosecutor Siemon had stated that the APA was the highest priority.

Commissioner Koenig stated that she would like to thank Ms. McCormick for her work for the ICPO and presenting this information.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Tennis asked if he should make a motion about security at the Mason Historical Courthouse.

Commissioner Grebner stated that the Committee would address that later.

Commissioner Tennis asked how much the current Z-List totaled.

Ms. Morton stated that the Z-List total came to \$451,604.

Commissioner Tennis stated that with adding the Deputy Clerk, IT Analyst, and APA still about \$22,000 over the budget for the Z-List. He further stated that he wanted to be in the position to fund the extra cost beyond the \$300,000 marked for the Z-List.

Commissioner Tennis stated that he would rather fund three out of the four positions than not fund them all.

Chairperson Grebner stated that it was unimaginable to him that they would not fund at least three of the positions. He further stated that the Z-List ranking was not the end.

5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget

Committee members ranked the Z-List items.

The meeting was at ease at 7:22 p.m.

The meeting was called back to order at 7:33 p.m.

6. Adoption of Finance Recommended Budget

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MORGAN, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFFER, TO AMEND BY ADDING THE TOP 3 Z-LIST POSITIONS, ASSISTANT PROSECUTING ATTORNEY, DEPUTY COUNTY CLERK, AND IT PROGRAM ANALYST, IN THE AMOUNT OF \$322,818 TO THE CONTROLLER'S RECOMMENDED BUDGET AND TAKE THE EXTRA FUNDING NEEDED FROM THE FUND BALANCE.

THE AMENDMENT CARRIED UNANIMOUSLY.

MOVED BY TENNIS, SUPPORTED BY COMM. ANTHONY, AMEND THE CONTROLLER'S RECOMMENDED BUDGET TO USE FUND BALANCE FOR SECURITY AT THE MASON HISTORICAL COURTHOUSE.

THE AMENDMENT CARRIED UNANIMOUSLY.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Discussion.

Announcements

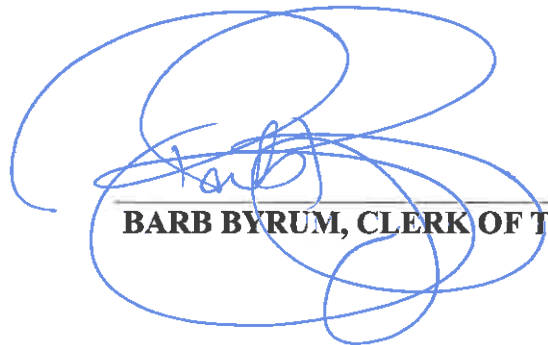
None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:36 p.m.



**BARB BYRUM, CLERK OF THE BOARD**