DRAFT MINUTES

DATE/TIME: Tuesday, March 7, 2023, 3:00 PM
COMMITTEE: Internal Services Committee
CHAIR: Chair Don VanSyckel, Vice Chair Sylvia Grot
LOCATION: Administration Building, One South Main Street, 9th Floor, Mount Clemens, MI 48043

1. Call to Order

   The meeting was called to order by the Chairperson at 03:00 PM in the Administration Building, 1 South Main Street, 9th Floor, Mount Clemens, Michigan 48043.

   Present: Sylvia Grot, Barbara Zinner, Joseph V. Romano, Don Brown, Harold L. Haugh, Antoinette Wallace, Phil Kraft, Joe Sabatini, Sarah Lucido, James M. Perna, Don VanSyckel, Michelle Nard
   Absent: Mai Xiong

2. Pledge of Allegiance

3. Adoption of Agenda

   Motion to adopt the agenda dated Tuesday, March 7, 2023. THE MOTION PASSED.

   Motioned by: Joseph V. Romano
   Seconded by: Barbara Zinner

   Vote Summary: (11 - 0 - 0)
   Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
   Nay - None
   Abstain - None

4. Approval of Minutes

   a) Joint Internal Services and Finance, Audit, and Budget Committee Minutes dated February 7, 2023

      Motion to approve the minutes of the Joint Internal Services and Finance, Audit, and Budget Committee dated February 7, 2023. THE MOTION PASSED.

      Motioned by: Sarah Lucido
      Seconded by: James M. Perna

      Vote Summary: (11 - 0 - 0)
      Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, James M. Perna, Joseph V.

Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

5. Public Participation (three minutes max per speaker, related only to issues on the agenda)
   None

6. Department Recommendations

   a) Budget Amendment: Capital Improvement Plan - Isilon and Power Protect Cloud, Dell Financing Payment 3 of 5 ($258,748.69) / Jako van Blerk, CIO

   Motion to recommend that the Board of Commissioners approve a FY2023 budget amendment for Information Technology in the amount of $258,748.69 by decreasing Non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund to provide funding for the Isilon, Data Protect & Cloud Project payment 3 of 5.

   This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

   THE MOTION PASSED.

   Motion by: Harold L. Haugh
   Seconded by: Michelle Nard

   Vote Summary: (12 - 0 - 0)
   Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
   Nay - None
   Abstain - None

   b) Budget Amendment: Information Technology - Surveillance Storage Upgrade at COMTEC ($421,290) and 2 Cameras for Administration Building Garage ($13,405) (Total Cost: $434,695) / Jako van Blerk, CIO

   recommend that the Board of Commissioners approve a FY2023 budget amendment for Information Technology in the amount of $421,290.00 by decreasing Non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund to provide funding for the Surveillance Storage Upgrade & Cameras for Administration Building Garage Project.

   This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

   c) Purchase: Motor City Electric Technologies Inc. - Surveillance Storage Upgrade at COMTEC ($421,290) and 2 Cameras for Administration Building Garage ($13,405) (Total Cost: $434,695) / Jako van Blerk, CIO

   approve the purchase with Motor City Electric Technologies to provide an upgrade to the central campus surveillance Network Video Recorder($421,290) and add two cameras in the Administration Building garage($13,405) in the total amount of $434,695. Funding is available through a concurrent budget amendment to the Capital Improvement Fund.

   This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to

the provisions and requirements of Ordinance 2022-08. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6b and 6c to the Full Board.

THE MOTION PASSED.

Motion by: Michelle Nard
Seconded by: Joseph V. Romano
Vote Summary: (12 - 0 - 0)
Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - Nonebstain - None

Speakers
Joe Sabatini
James M. Perna

d) Purchase: Equivant - Michigan Clean-Slate Enhancements to Courtview 2 Case Management System and Michigan Judicial Data Warehouse (MIJDW) Integration - ($81,705) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve the purchase from Equivant to provide enhancements to the Macomb County Circuit Court, CourtView 2 Case Management System and the Michigan Judicial Data Warehouse (MIJDW) integrations from March 16, 2023 to December 31, 2023 in the amount of $81,705.00 for Information Technology. Funding is available in the FY2023 IT Capital Plan.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Sylvia Grot
Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)
Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

Speakers
Don Brown

e) Budget Amendment: Facilities & Operations - 42 District Court - Division I - Municipal Sanitary & Water System Project ($129,500) / Lynn M. Arnott-Bryks, Director

approve a FY2023 budget amendment for Facilities and Operations in the amount of $129,500 by decreasing Non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund to provide funding for the 42 District Court - Division I - Municipal Santary & Water System Project.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the

provisions and requirements of Ordinance 2022-08. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

f) Contract: Shelby Underground, Inc. - 42nd District Court - Division I - Municipal Sanitary & Water System Project ($129,500) / Lynn Arnott-Bryks, Director

approve the contract with Shelby Underground, Inc., for the 42nd District Court - Division I - Municipal Sanitary & Water System Project from March 17, 2023 to June 1, 2023 (Dates may vary due to weather or supply chain issues) in the amount of $129,500 for Facilities & Operations. Funding is available through a concurrent budget amendment to the Capital Improvement Plan.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6e and 6f to the Full Board.

<u>THE MOTION PASSED</u>.

Motion by: Joseph V. Romano
Seconded by: Sylvia Grot

Vote Summary: (12 - 0 - 0)
Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

<u>Speakers</u>
Harold L. Haugh
Joseph V. Romano
Barbara Zinner

g) <u>Full Board Approval Requested at Internal Services Committee</u>
Budget Amendment: Facilities & Operations - Professional Design Services for the Sheriff Marine Division Boathouse Project - Alternative Fire Suppression System ($35,600) / Lynn Arnott-Bryks, Director

approve a FY2023 budget amendment for Facilities & Operations in the amount of $35,600 by increasing the use of Fund Balance with a corresponding increase to Non-departmental Capital Outlay, with a simultaneous decrease to Non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to provide funding for the Professional Design Services for a fire suppression system for the Marine Patrol Boathouse. The offsetting entries in the non-departmental Capital Outlay account are made for the purpose of providing an audit trail consistent with procedures currently in place to provide General Fund dollars for projects that appear on the Capital Improvement Plan.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

h) <u>Full Board Approval Requested at Internal Services Committee</u>
Proposal: Anderson, Eckstein & Westrick, Inc. - Professional Design Services for the Sheriff Marine Division Boathouse Project - Alternative Fire Suppression System ($35,600) / Lynn Arnott-Bryks, Director

approve the contract with Anderson, Eckstein & Westrick, Inc. to provide design services for the fire suppression system for the Sheriff Marine Division Boathouse in the amount of $35,600 for Facilities and Operations. Funding is available through a concurrent budget amendment to the Capital Improvement Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to grant Full Board approval at this Committee, approving items 6g and 6h.

THE MOTION PASSED.

Motioned by: Harold L. Haugh
Seconded by: Barbara Zinner

Vote Summary: (11 - 0 - 1)
Aye - Don Brown, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - Sylvia Grot

i) Full Board Approval Requested at Internal Services Committee
Budget Amendment: Sheriff Marine Division Boathouse Project - Fire Suppression System (Not to exceed $731,000) / Lynn Arnott-Bryks, Director

approve a FY2023 budget amendment for Facilities & Operations in an amount not to exceed $731,000 by increasing the use of Fund Balance with a corresponding increase to Non-departmental Capital Outlay, with a simultaneous decrease to Non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund to provide funding for the procurement, and construction/installation of the fire suppression system for the Marine Patrol Boathouse. The offsetting entries in the non-departmental Capital Outlay account are made for the purpose of providing an audit trail consistent with procedures currently in place to provide General Fund dollars for projects that appear on the Capital Improvement Plan.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

j) Full Board Approval Requested at Internal Services Committee
Proposal: Sheriff Marine Division Boathouse Project Fire Suppression System (Not to Exceed $731,000) / Lynn Arnott-Bryks, Director

approve authorization to expend funds for the purpose of procurement, and construction/installation of the fire suppression system for the Marine Patrol Boathouse in an amount not to exceed $731,000 for Facilities & Operations. Funding is available from a concurrent budget amendment to the Capital Improvement Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to grant Full Board approval at this committee, approving Department Recommendations 6i and 6j.

Motioned by: Harold L. Haugh

Seconded by: Barbara Zinner

MOTION TO AMEND
Motion to amend the motion to change the $731,000 to $95.065.

THE MOTION TO AMEND PASSED.

Motioned by: Don VanSyckel
Seconded by: Harold L. Haugh

Vote Summary: (11 - 0 - 1)
Aye - Don Brown, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - Sylvia Grot

Speakers
Joe Sabatini

AMENDED MOTION:

Motion to grant Full Board approval at this committee, approving Department Recommendations 6i and 6j.

approve a FY2023 budget amendment for Facilities & Operations in an amount not to exceed $95,065 by increasing the use of Fund Balance with a corresponding increase to Non-departmental Capital Outlay, with a simultaneous decrease to Non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund to provide funding for the procurement, and construction/installation of the fire suppression system for the Marine Patrol Boathouse. The offsetting entries in the non-departmental Capital Outlay account are made for the purpose of providing an audit trail consistent with procedures currently in place to provide General Fund dollars for projects that appear on the Capital Improvement Plan.
This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.
approve authorization to expend funds for the purpose of procurement, and construction/installation of the fire suppression system for the Marine Patrol Boathouse in an amount not to exceed $95,065 for Facilities & Operations. Funding is available from a concurrent budget amendment to the Capital Improvement Fund.
This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2022-08. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE AMENDED MOTION PASSED.

Motioned by: Harold L. Haugh
Seconded by: Barbara Zinner

Vote Summary: (11 - 0 - 1)
Aye - Don Brown, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - Sylvia Grot

Speakers
Barbara Zinner
Sarah Lucido
Phil Kraft

7. Public Participation (three minutes max per speaker)
None

8. Commissioner's Comments
Speakers
Barbara Zinner
Antoinette Wallace

9. Adjournment
Motion to adjourn the March 7, 2023 meeting at 3:42 PM. THE MOTION PASSED.

Motioned by: Joseph V. Romano
Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)
Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None