MINUTES APPROVED JULY 18, 2023

DATE/TIME: Tuesday, June 6, 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: Don Brown, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner
   Absent: Phil Kraft
   Excused: None
2. Pledge of Allegiance

3. Adoption of Agenda
   Motion to adopt the agenda dated Tuesday, June 6, 2023. THE MOTION PASSED.

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

   Vote Summary: (11 - 0 - 0)
   Aye - Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner
   Nay - None
   Abstain - None
4. Approval of Minutes

   a) dated May 2, 2023
      Motion to approve the minutes dated May 2, 2023. THE MOTION PASSED.

      Motioned by: Sylvia Grot
      Seconded by: Harold L. Haugh

      Vote Summary: (12 - 0 - 0)
      Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph

V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Mai Xiong, 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: Facilities & Operations - COMTEC\Roads Building Improvements Project ($1,617,780) / Ben Treppa, Director
approve a FY2023 budget amendment for Facilities and Operations in the total amount of $1,617,780 by decreasing non-departmental capital outlay in the amount of $731,872 with a corresponding increase to Operating Transfers Out, and decrease the Dispatch/E911 Fund Balance in the amount of $140,006 with a corresponding increase to the Dispatch Fund operating transfers out in order to fund the COMTEC/Roads Renovation Project. The remaining balance of $745,902 for this project will be invoiced to the Department of Roads for their share of the contract costs.
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.

b) Contract: PARTNERS in Architecture, PLC - Construction Administration Phase - COMTEC/Roads Building Improvements Project ($38,000) / Ben Treppa, Director
approve the contract with Partners in Architecture to provide Construction Administration for the COMTEC/Roads Building Renovation from June 19, 2023 to February 16, 2024 in the amount of $38,000 for Facilities & Operations. Funding is available through a concurrent agenda item budget amendment into 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.

c) Agreement: D & S Contractors, Inc. - Construction Services, COMTEC/Roads Building Improvements Project ($1,579,780) / Ben Treppa, Director
approve the contract with D & S Contractors, Inc. to provide construction services for the COMTEC/Roads Building Improvements Project from June 19, 2023 to February 16, 2024 in the amount of $1,579,780 for Facilities & Operations. Funding is available through a concurrent budget amendment into 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 6a - 6c to the Full Board. THE MOTION PASSED.

Motioned by: Antoinette Wallace
Seconded by: Sarah Lucido

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

Abstain - None

Speakers
Mai Xiong
Don VanSyckel
Joe Sabatini

d) Budget Amendment: Information Technology, Capital Improvement Fund - AT&T Modem and Antenna Replacements Project ($201,552) / Jako van Blerk, CIO

approve a FY2023 budget amendment for Information Technology in the amount of $201,552.00 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 AT&T Modem Replacement 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.

e) Purchase: AT&T - Modem and Antenna Replacements Project ($201,552) / Jako van Blerk, CIO

approve the purchase with AT&T to provide 68 Modems and 136 antenna replacements in the amount of $201,552 for Information Technology. Funding is available through a concurrent agenda item budget amendment into 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 6d and 6e to the Full Board. THE MOTION PASSED.

Motioned by: Antoinette Wallace
Seconded by: Harold L. Haugh

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

Speakers
Joe Sabatini

f) Contract: AT&T - AT&T Switched Ethernet (ASE) Services ($652,086 over 3 years) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve the contract with AT&T to provide ASE Fiber Circuit services from July 1, 2023 to July 31, 2026 in the total (3-year) amount of $652,086 for Information Technology. Funding is available in the Telecommunications budget.

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: Joseph V. Romano
Seconded by: Antoinette Wallace

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

Speakers
Don VanSyckel

After discussion, it was decided that the motion language will be reviewed prior to Full Board to make the timeframe of the contract more clear.

g) Budget Amendment: Information Technology, Capital Improvement Plan - Ten7 Interactive, LLC Website Redesign Project ($199,735) / Jako van Blerk, CIO

approve a FY2023 budget amendment for Information Technology in the amount of $199,735 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 Ten7 LLC Website Redesign 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.

h) Agreements: Ten7 Interactive, LLC (Total Cost: $246,440)
Pantheon Migration Project Agreement (NTE $30,800)
Technical Audit & Discovery Project Agreement (NTE $16,000)
Website Development Project Agreement (NTE $199,640) / Jako van Blerk, CIO

approve the contracts with Ten7 Interactive LLC to provide Pantheon Migration (not to exceed $30,800) from February 23, 2023, Technical Audit & Discovery (not to exceed $16,000) from April 1, 2023, and Website Development services (not to exceed $199,640) from May 16, 2023, in the total amount of $246,440 for Information Technology. Funding is available through a concurrent agenda item budget amendment into the 2023 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 6g and 6h to the Full Board. THE MOTION PASSED.

Motioned by: Michelle Nard
Seconded by: Antoinette Wallace

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

Speakers
Mai Xiong
Joe Sabatini
Don Brown

i) Agreements: Information Technology - Maintenance Agreements for 2nd Quarter 2023 (Total Cost: $815,314)
Workday, Inc. - Workday Enterprise Cloud Application Subscription Fee ($789,164)
Workday, Inc. - Learn On-Demand Subscription and Adoption Kit ($26,150) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve the contract with Workday, Inc. to provide the Workday Enterprise Subscription Fee ($789,164) and Learn On - Demand Subscription and Adoption Kit ($26,150) from March 31, 2023 to March 30, 2024 in the total amount of $815,314 for Information Technology. Funding is available in the FY2023 IT Equipment Maintenance Agreement 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 MOTION PASSED.

Motion by: Harold L. Haugh
Seconded by: Joseph V. Romano

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

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

8. Commissioner's Comments
Speakers
Barbara Zinner

9. Closed Session

a) Closed Session to Discuss Confidential Memo from Corporation Counsel dated May 25, 2023 / John Schapka, Coporation Counsel
Motion to enter into Closed Session. THE MOTION PASSED.

Motioned by: Joe Sabatini
Seconded by: Michelle Nard

Vote Summary: (10 - 0 - 0)
Aye - Don Brown, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None
Abstain - None

In accordance with the motion, committee entered Closed Session at 3:39 p.m., with it concluding at 4:44 p.m.

10. Adjournment

Motion to adjourn the June 6, 2023 meeting at 04:45 PM. THE MOTION PASSED.

Motioned by: Michelle Nard
Seconded by: Barbara Zinner

Vote Summary: (8 - 0 - 0)
Aye - Don Brown, Sylvia Grot, Sarah Lucido, Michelle Nard, James M. Perna, Don VanSyckel, Mai Xiong, Barbara Zinner
Nay - None
Abstain - None