



Macomb County Board of Commissioners

Don Brown, Board Chair
District 01

Harold L. Haugh, Vice Chair
District 10

Sylvia Grot, Sergeant-At-Arms
District 03

District 02 – Phil Kraft
District 08 – Antoinette Wallace

District 04 – Joe Sabatini
District 09 – Barbara Zinner

District 05 – Don VanSyckel
District 11 – Gus Ghanam

District 06 – Joseph V. Romano
District 12 – Michelle Nard

District 07 – James M. Perna
District 13 – Sarah Lucido

MINUTES APPROVED NOVEMBER 20, 2024

DATE/TIME: Wednesday, October 2, 2024, 3:00 PM

COMMITTEE: Joint Internal Services and Government Oversight Committees

CHAIR: Internal Services Chair Don VanSyckel; Government Oversight Chair Harold L. Haugh

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

2. Pledge of Allegiance

3. Adoption of Agenda

Motion to adopt the agenda dated Wednesday, October 2, 2024. THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Michelle Nard

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, 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 Health and Human Services Committees Minutes dated September 10, 2024

b) Joint Finance/Audit/Budget and Government Oversight Committees Minutes dated September 11, 2024

Motion to approve the Joint Internal Services and Health and Human Services Committees Minutes dated September 10, 2024 and the Joint Finance/Audit/Budget and Government Oversight Committees Minutes dated September 11, 2024. THE MOTION PASSED.

Motioned by: Michelle Nard

Seconded by: Sylvia Grot

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, 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. Internal Services Committee Department Recommendations

a) BOC Requesting Full Board Approval at Committee

Budget Amendment: Capital Improvement Fund - Board of Commissioners Agenda Management System (\$242,674) / Sandy Wilson, Deputy Director of IT

approve a FY2024 budget amendment for Information Technology in the amount of \$242,674 by decreasing General Fund fund balance with a corresponding increase to Transfers Out in order to transfer funds to the Capital Improvement Fund to provide funding for the Board of Commissioners Agenda Management System.

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 2023-04. 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) BOC Requesting Full Board Approval at Committee

Contract: i3-ImageSoft - Board of Commissioners Agenda Management System (\$242,674) / Sandy Wilson, Deputy Director of IT

approve the contract with i3-ImageSoft to provide Agenda Management System services to the Board of Commissioners from November 1, 2024 to June 30, 2025 in the amount of \$242,674 for Information Technology. 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 2023-04. 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 to approve Internal Services Committee Department Recommendations 6a and 6b. THE MOTION PASSED.

Motioned by: Harold L. Haugh

Seconded by: Michelle Nard

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner

Nay - None

Abstain - None

- c) Budget Amendment: Information Technology Capital Improvement Plan - Accela Environmental Health Phase III (\$45,659.47)

i3-Imagesoft OnBase licenses - \$1,086.42

MNJ iPads - \$44,341.05

MNJ Adobe Acrobat pro license - \$232

approve a FY2024 budget amendment for Information Technology in the amount of \$45,659.47 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 i3-Imagesoft OnBase licenses, MNJ iPads, and MNJ Adobe Acrobat pro licenses.

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 2023-04. 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.

- d) Purchase: Accela Environmental Health Phase III (\$45,659.47)

i3-Imagesoft OnBase licenses - \$1,086.42

MNJ iPads - \$44,341.05

MNJ Adobe Acrobat pro license - \$232 / Sandy Wilson, Deputy Director of IT

approve the purchases as follows;

1) i3-Imagesoft OnBase licenses - \$1,086.42

2) MNJ iPads - \$44,341.05

3) MNJ Adobe Acrobat pro license - \$232

for the Accela Environmental Health Phase III project in the total amount of \$45,659.47 for the Information Technology department. Funding is available through a concurrent budget amendment in the Capital Improvement fund.

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 2023-04. 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.

Motion to recommend that the Board of Commissioners approve Internal Services Committee Department Recommendations 6c and 6d. THE MOTION PASSED.

Motion by: Joseph V. Romano

Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner

Nay - None

Abstain - None

- e) Contract: AT&T - CompleteLink ILEC Centrex Service (\$2,640/month; \$31,680/year) / Sandy Wilson, Deputy Director of IT

Motion to recommend that the Board of Commissioners approve the contract with AT&T to provide ILEC CompleteLink Service from December 1, 2024 to December 1, 2026 in the amount of \$2,640 per month/\$31,680 per year for Information Technology. Funding is available in the FY2024 in the Telecommunications Revolving – Internal Services – Information Technology 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 2023-04. 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: James M. Perna

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner

Nay - None

Abstain - None

- f) Agreements: Information Technology - Maintenance Agreements for 1st Quarter 2025 (Total Cost: \$58,769)

IANIS - Security (\$43,000)

PACC-PAAM - License & Support fees for SOM Membership (\$15,769) / Sandy Wilson, Deputy Director of IT

Motion to recommend that the Board of Commissioners approve the maintenance agreements as follows:

1) IANIS - Security (\$43,000)

2) PACC-PAAM - License & Support fees for SOM Membership (\$15,769)

in the total amount of \$58,769 for Information Technology. Funding is available in the FY2025 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 2023-04. 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: Gus Ghanam

Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner

Nay - None

Abstain - None

- g) Waived by Health and Human Services Committee Chair - Full Board Approval Requested at Internal Services Committee

Budget Amendment: Health - FY24 MDHHS Comprehensive Planning, Budgeting and Contracting (CPBC) LHD Emerging Threats Grant Amendment #3 (\$2,838,658) / Andrew Cox, Director/Health Officer, Health and Community Services

Motion to grant Full Board approval at this Committee to approve a FY24 budget amendment to decrease the Health Department grant fund (F221) Health MDHHS Comprehensive Planning, Budgeting and Contracting (CPBC) Emerging Threats Grant Agreement in the amount of \$2,838,658 due to a decrease from the Michigan Department of Health & Human Services to be used for F221 ELC (Epi Lab Capacity) Contact Tracing, Case Investigation, Testing Coordination,

and Infection Prevention.

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 2023-04. 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.

Motioned by: Sylvia Grot

Seconded by: Antoinette Wallace

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner

Nay - None

Abstain - None

7. Government Oversight Committee

8. Ordinances

- a) Ordinance 2024-XX: An Ordinance to Establish the Freedom of Information Act Procedures and Guidelines for Macomb County Pursuant to the Freedom of Information Act, MCL 15.231 et seq. (amending previously adopted Ordinance 2020-01) /

Motion to adopt Ordinance 2024-XX: An Ordinance to Establish the Freedom of Information Act Procedures and Guidelines for Macomb County Pursuant to the Freedom of Information Act, MCL 15.231 et seq. (amending previously adopted Ordinance 2020-01). THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Don VanSyckel

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner

Nay - None

Abstain - None

9. Government Oversight Committee Correspondence

- a) Older Adult Advisory Committee (OAAC): 2024 Second Quarter Report /

Motion to receive and file the Older Adult Advisory Committee (OAAC) 2024 Second Quarter Report. THE MOTION PASSED.

Motioned by: Antoinette Wallace

Seconded by: Michelle Nard

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
 Nay - None
 Abstain - None

10. Public Participation (three minutes max per speaker)

None

11. Commissioners' Comments

None

12. Closed Session

a) Closed Session to Discuss Macomb County Circuit Court Case No. 21-2381-CZ /

Motion to enter into Closed Session to Discuss Macomb County Circuit Court Case No. 21-2381-CZ. THE MOTION PASSED.

Motioned by: Sylvia Grot
 Seconded by: Gus Ghanam

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
 Nay - None
 Abstain - None

In accordance with the motion, committee entered Closed Session at 03:22 PM, with it concluding at 03:43 PM.

13. Government Oversight Committee Department Recommendations

a) Settlement Agreement: Macomb County Circuit Court Case No. 21-2381-CZ / John Schapka, Corporation Counsel

Motion to recommend that the Board of Commissioners concur with the recommendation of Corporation Counsel in the settlement of Macomb County Circuit Court Case No. 21-2381-CZ. THE MOTION PASSED.

Motion by: Sarah Lucido
 Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
 Nay - None
 Abstain - None

14. Adjournment

Motion to adjourn the October 2, 2024 meeting at 03:45 PM. THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Michelle Nard

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Gus Ghanam, Sylvia Grot, Harold L. Haugh, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner

Nay - None

Abstain - None