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FINANCE COMMITTEE
MARK GREBNER, CHAIR
THOMAS MORGAN
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
RANDY SCHAFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 4, 2019 AT 6:00 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 20, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office

- a. Presentation – Update Regarding PA 123 of 1999 Lawsuits Against the County Treasurer and County
- b. Resolution Receiving Advice from the County Treasurer as to a [Surplus](#) which can be Transferred from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund
- c. Resolution to Transfer All Unsold [Tax Reverted Properties](#) Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

2. Circuit Court/Juvenile Division

- a. Resolution to Authorize Funds to Purchase a New [Transport Vehicle](#) for the Ingham County Family Center
- b. Resolution for Acceptance of the Michigan [Drug Court Grant](#) Program for the Ingham County Family Recovery Court (Formerly Family Dependency Treatment Court)
- c. Resolution Authorizing [Training-of-Trainers](#) for Effective Practices in Community Supervision

3. Animal Control

- a. Resolution to Adjust [Staffing](#) at Ingham County Animal Control and Shelter
- b. Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to [Cruelty Investigations](#)

4. 9-1-1 Dispatch Center – Resolution to Authorize Purchase Orders for Necessary Modifications to [Communication Towers](#) Owned by SBA II LLC (Leslie and Mason Towers) for the MPSCS/Ingham County Radio Communications System Project

5. Health Services Millage
 - a. Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)
 - b. Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Health Services Millage Eligible Services
6. Health Department
 - a. Resolution to Authorize the Acceptance of Grant Funds from Blue Cross Blue Shield of Michigan and Authorize an Agreement with Sparrow Hospital
 - b. Resolution to Authorize Month to Month Lease Extension for 306 W. Willow Street
 - c. Resolution to Increase Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE
 - d. Resolution to Authorize Agreements with Wayne Children's Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding
 - e. Resolution to Authorize an Agreement with CaptureRX
 - f. Resolution Amending Resolution #16-309 with NEC Networks, LLC DBA CaptureRX, for 340B Prescription Third Party Administrator and Resolution #19-247 to Rite Aid Corporation for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler
7. Potter Park Zoo – Resolution to Submit to the Electorate a Special Millage Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements
8. Equalization Department – Resolution to Authorize Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement
9. Innovation and Technology Department – Resolution to Approve the Lease of SAN and Compute Hardware from Avalon Technologies, Inc.
10. Road Department
 - a. Resolution for HVAC Controller System Replacement at the Road Department Administration Building
 - b. Resolution to Approve a Contract with Severance Electric Co., Inc. for Bid Packet #212-19, Traffic Signal Construction Services
11. Human Resources
 - a. Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020
 - b. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
 - c. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit
 - d. Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration
 - e. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisory Unit
 - f. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the ICEA Professional Court Employees Unit

12. Controller/Administrator's Office
 - a. Resolution Approving Various [Contracts](#) for the 2020 Budget Year
 - b. Resolution Authorizing [Adjustments](#) to the 2019 Ingham County Budget
 - c. Resolution Authorizing an Agreement with the Ingham County [Conservation District](#)
 - d. Resolution to Amend the Business [Travel and Reimbursement](#) Policy
13. Board Referrals
 - a. Notice of Public Hearing from the City of Lansing Regarding the Approval of [Brownfield Plan #75](#) - Capital City Market Brownfield Redevelopment Project for the Property Commonly Referred to as 636 E. Michigan Avenue in Lansing
 - b. Notice of Public Hearing from the City of Lansing Regarding the Approval of [Brownfield Plan #78](#) - Temple Redevelopment Project for the Property Commonly Referred to as 502 E. Cesar E. Chavez Avenue in Lansing

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

FINANCE COMMITTEE
November 20, 2019
Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Morgan, and Polsdofer.

Members Absent: Tennis and Schafer.

Others Present: Bill Fowler, Matt Nordfjord, Tim Dolehanty, Becky Bennett, Deb Fett, Michael Townsend, Liz Noel, Scott Hendrickson, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of November 6, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THAT THE MINUTES OF THE NOVEMBER 6, 2019 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Absent: Commissioners Tennis and Schafer

Additions to the Agenda

Substitutes–

5. Law & Courts Committee – Resolution Authorizing 2020 Agreements for Juvenile Justice Community Agencies
8. Community Agencies – Resolution Authorizing 2020 Agreements for Community Agencies
15. Controller/Administrator's Office
 - b. Resolution to Authorize an Amendment to the Contract for Legal Services

Attachments–

7. Equalization/Tax Mapping – Resolution to Approve the Revision of the 2019 Apportionment Report
15. Controller/Administrator's Office
 - a. Resolution to Authorize an Agreement with Gabriel Roeder Smith and Company to Conduct a Bi-Annual Retiree Health Care Valuation

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE
A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Sheriff's Office
 - a. Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2019 Homeland Security Grant Program Funds
 - b. Resolution to Authorize the Ingham County Sheriff's Office to Donate Equipment from the Heavy Rescue Unit
 - c. Resolution to Purchase Stand-Alone Evidence Software from Porter Lee Corporation
2. Drain Commissioner – Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds
3. Community Corrections
 - a. Resolution to Authorize Amending FY 2018-2019 Community Corrections Program Subcontracts to Increase Funding Awards Based on State Approved Line Item Transfers
 - b. Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and JSG Monitoring for Community Based Programming as Authorized by the Justice Millage
 - c. Resolution to Authorize a Subcontract for State FY 2019-2020 Community Corrections Pretrial Program Electronic Monitoring Services with Sentinel, Inc. and JSG Monitoring
4. Animal Control – Resolution to Accept Two Seven Oh! Grant for Reimbursement of Medical Costs on an Ongoing Basis
5. Law & Courts Committee – Resolution Authorizing 2020 Agreements for Juvenile Justice Community Agencies
6. Board of Commissioners
 - a. Resolution Continuing a Contract with WebQA for a FOIA Management Program
 - b. Resolution Increasing the Budget for the Ingham County Cultural Diversity Committee
8. Community Agencies – Resolution Authorizing 2020 Agreements for Community Agencies
9. Facilities Department – Resolution to Authorize a Contract Renewal with Safety Systems, Inc. for Alarm Monitoring Services at Forest Community Health Center
10. Parks Department
 - a. Resolution to Authorize an Amendment to the Contract with Spicer Group, Inc.
 - b. Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreements

11. Health Department
 - a. Resolution to Authorize a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
 - b. Resolution to Authorize an Agreement with Redhead Design Studio for Dissemination of Mass Media Campaign to Reduce HIV Stigma
 - c. Resolution to Authorize Agreements for the Region 7 Perinatal Collaborative
12. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
 - b. Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG
13. Road Department – Resolution to Authorize an Extension of RFP #49-19 with Yellow Rose Transport for the 2020 Seasonal Requirement of 29A Blast Furnace Slag
14. Human Resources – Resolution Approving the Collective Bargaining Agreement Wage Reopener for 2020 with the Ingham County Employees Association Assistant Prosecuting Attorneys Division
15. Controller/Administrator's Office
 - a. Resolution to Authorize an Agreement with Gabriel Roeder Smith and Company to Conduct a Bi-Annual Retiree Health Care Valuation

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer

7. Equalization/Tax Mapping – Resolution to Approve the Revision of the 2019 Apportionment Report

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

Chairperson Grebner asked what had changed in the Apportionment Report from the original report that had been submitted to the Board of Commissioners.

Bill Fowler, Equalization Director, stated that Meridian Township had a bonded debt for streets pass in August, and the township was levying the new road millage on the winter tax bill. He further stated Meridian Township would levy 1.9429 mills for streets instead of levying the traditional 0.25 mill millage.

Mr. Fowler stated that since there was a levy of a millage involved, it required the Apportionment Report to be amended.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer

15. Controller/Administrator's Office

b. Resolution to Authorize an Amendment to the Contract for Legal Services

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Crenshaw stated he had spoken with Matt Nordfjord, County Attorney, before the Committee meeting. He further stated he wanted more information about the fixed fee and effective hourly rate.

Mr. Nordfjord provided information to the Committee and explained the effective hourly rate.

Commissioner Crenshaw asked how many hours the County Attorneys worked for Ingham County in 2018.

Mr. Nordfjord stated that there were about 4,000 hours worked for Ingham County in 2018. He further stated that there had been an increase in hours worked for the County last year.

Commissioner Crenshaw asked if Mr. Nordfjord thought the number of hours worked in 2018 was related to the issues with Animal Control.

Mr. Nordfjord stated that he thought it was the new normal, as there were about the same amount of hours already worked for Ingham County in 2019. He further stated that he predicted that the effective hourly rate would be lower in 2019 than it had been in 2018.

Commissioner Crenshaw asked if the other counties Cohl, Stoker and Toskey worked with put out Requests for Proposals for legal services.

Mr. Nordfjord stated that some counties did put out Requests for Proposals. He further stated that Kalamazoo County did bid out their legal services on a three-year cycle, but had waived it in the past to continue with their services.

Chairperson Grebner asked if Kalamazoo County was billed an hourly rate or an effective hourly rate.

Mr. Nordfjord stated Kalamazoo County was charged about \$225 per hour for legal services.

Chairperson Grebner explained the County's history with Cohl, Stoker and Toskey.

Discussion.

Commissioner Maiville stated that despite his short tenure on the Board of Commissioners, he thought the County had good success with Cohl, Stoker and Toskey in labor and litigation.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Schafer

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:11 p.m.

DECEMBER 4, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

- 1b. Treasurer's Office** – Resolution Receiving Advice from the County Treasurer as to a Surplus which can be Transferred from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund

This resolution from the Ingham County Treasurer is authorized to transfer \$2,500,000 from the DTRF to the General Fund as of December 11, 2019.

- 1c. Treasurer's Office** – *Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority*

The County Treasurer asks for approval of a resolution to transfer all unsold tax reverted properties to the Ingham County Land Bank Fast Track Authority. State and local units of government were offered an opportunity to purchase these properties and subsequently declined to exercise that right. The General Property Tax Act requires that a foreclosing governmental unit retain possession of such unsold properties (MCL 211.78m (7)). The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax-reverted property.

- 2a. Circuit Court/Juvenile Division** – *Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center*

This resolution will authorize the purchase of a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed \$35,000. This will replace a vehicle that was involved in an automobile accident in October. The van is being totaled by the insurance company, which will compensate \$17,650.80 toward the replacement cost. The Juvenile Division's budget includes a line item for van replacement, which will cover the remainder of the cost. The funds reserved for van replacement come from the Child Care Fund's reimbursement for usage of each van to transport youth to and from community programs.

See memo for details.

- 2b. Circuit Court/Juvenile Division** – *Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court (Formerly Family Dependency Treatment Court)*

This resolution will authorize the acceptance of a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Recovery Court (FRC) for \$134,000.00 for the period of October 1, 2019 through September 30, 2020. This includes continued funding of a three-quarter time FRC Coordinator and two Special Part-Time FRC Program Assistant positions.

The following subcontracts are also funded by the grant:

- Mid-Michigan Recovery Services (MMRS) for up to \$15,000.00
- House Arrest Services (HAS) for up to \$5,000.00
- Michigan State University Psychology Clinic for up to \$4,200.00

See memo for details.

2c. Circuit Court/Juvenile Division – Resolution Authorizing Training-of-Trainers for Effective Practices in Community Supervision

This resolution will authorized the 30th Judicial Circuit Court Juvenile Division to act as a host organization with the University of Cincinnati to conduct a Training-of-Trainers for the Effective Practices in Community Supervision (EPICS) model. It will also authorize entering into a contract with the University of Cincinnati for an EPICS Training-of-Trainers in an amount not to exceed \$17,750 of which \$3,550 will be for one 30th Judicial Circuit Court Juvenile Division employee to receive said training. The Juvenile Division will be authorized to enter into Memorandums of Understanding with participating courts to cover the remaining training costs.

The participating courts will reimburse the 30th Judicial Circuit Court Juvenile Division as follows:

- The 5th Judicial Circuit Court Family Division: \$7,100
- The 7th Judicial Circuit Court Family Division: \$3,550
- The 20th Judicial Circuit Court Juvenile Division: \$3,550

See memo for details.

3a. Animal Control – Resolution to Adjust Staffing at Ingham County Animal Control and Shelter

This resolution would authorize the conversion of the Lead Animal Control Officer (CCLP Animal Control AC-02, plus stipend) to an Animal Control – Field Supervisor position (CCLP Animal Control AC-03). The Animal Control – Field Supervisor position will be filled internally from the existing Animal Control Officers, and upon selection of the Animal Control – Field Supervisor, the vacated Animal Control Officer position and the Lead Worker Stipend will be eliminated. The long term cost of this change is \$8,696.

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

This resolution will also increase the Animal Control temporary salaries line item by \$20,000 for seasonal Animal Care staffing and \$6,000 for temporary janitorial staffing.

Additional costs for these changes will be funded from the Animal Shelter Millage fund.

This reorganization was a discussion item at the November 14 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

See memo for details.

3b. Animal Control – Resolution to Authorize an Additional Animal Control Officer Position to be assigned to Cruelty Investigations

The current Animal Control Director wishes to transfer to an Animal Control Officer position specializing in cruelty investigations. This resolution would authorize the creation of an Animal Control Officer who will be assigned to animal cruelty investigations. Jodi Lebombard would be transferred to the position effective January 18, 2020 and placed at the top step of the salary schedule through a Letter of Understanding with the CCLP.

The long term annual cost for this position would be \$90,875, to be funded from the Animal Shelter Millage. Upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

See memo for details.

4. 9-1-1 Dispatch Center – Resolution to Authorize Purchase Orders for Necessary Modifications to Communication Towers Owned By SBA II LLC (Leslie and Mason Towers) for the MPSCS/Ingham County Radio Communications System Project

As part of the Public Safety System Replacement project, nine tower locations were identified as necessary in the radio system design. Two towers have been identified as being in need of modification in order to provide structural stability.

This resolution will authorize the expenditure of funds encumbered from the Motorola Lease Contract (approved in Resolution #18-550), for the quoted costs for structural modifications to the following towers:

Leslie Tower \$95,284.16

Mason Tower \$75,672.55

The resolution will also authorize the 9-1-1 Director to sign change orders with Motorola, provided that the change orders do not increase the total cost of the project as previously approved by Resolution #18-550.

See memo for details.

5a. Health Services Millage - Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

This resolution authorizes a 2020 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services. The contract will not exceed \$1,958,634 from the Health Services Millage, and funds are included in the 2020 budget. The administrative rate remains 15% in 2020. The funding should be sufficient to cover all of IHPC's projected 1,800 members in 2020.

5b. Health Services Millage - Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Health Services Millage Eligible Services

This resolution authorizes a FY 2020 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document. The contract is not to exceed \$1,371,722 with CMH for services provided to Ingham County residents for the period of October 1, 2019 through September 30, 2020. Funds are included in the 2020 budget for this contract.

6a. Health Department - Resolution to Authorize the Acceptance of Grant Funds from Blue Cross Blue Shield of Michigan and Authorize an Agreement with Sparrow Hospital

This resolution accepts \$74,695 in grant funds from BCBSM which will allow ICHD to serve as fiduciary to support funding of a mobile health unit designed to provide P-MAT care, effective January 1, 2020 through June 30, 2021.

6b. Health Department - Resolution to Authorize Month to Month Lease Extension for 306 W. Willow Street

This resolution authorizes an extension of the terms of the lease agreement with Nick Yono for the 306 W. Willow, Lansing location on a month-to-month basis for the months of January 1 through April 30, 2019 for an amount not to exceed \$5843.75/month for the 7500 square feet of clinic space and \$106.33/month for the 400 square feet of storage space.

6c. Health Department – Resolution to Increase Position #601053 Community Health Rep II from 0.75 FTE to 1.0 FTE

The Health Department requests approval of a resolution to authorize an increase to Community Health Rep II from 0.75 FTE (salary ranging from \$24,786.72 – 29,508.00) to 1.0 FTE (salary ranging from 1.0 \$33,048.96 - \$39,344.00) effective January 1, 2020. By adding 0.25 FTE, the position will provide added support to the Ingham Community Health Centers administration. Funding for additional hours will be appropriated from the Community Health Center operating fund.

6d. Health Department - Resolution to Authorize Agreements with Wayne Children's Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding

This resolution authorize acceptance of funds from WCHAP in the amount of \$658,749 where ICHD will act as their fiduciary/payee. This agreement will be effective October 1, 2019 through September 30, 2020.

6e. Health Department - Resolution to Authorize an Agreement with CaptureRX

This resolution is an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an automatic annual renewal. CaptureRX provides third party administrative services under the 340B drug program.

6f. Health Department - Resolution Amending Resolution #16-309 with NEC Networks, LLC DBA CaptureRX, for 340B Prescription Third Party Administrator and Resolution #19-247 to Rite Aid Corporation for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler

This resolution authorizes amending resolutions #16-039 and #19-247 with Rite Aid Corporation (RAC), to enter into an agreement which will allow McKesson Corporation to become a 340b drug wholesaler for CaptureRX and Rite Aid Corporation (RAC).

7. Potter Park Zoo – Draft Resoution to Submit to the Electorate a Speacial Millage Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements

Representatives of Potter Park Zoo will be present to continue discussion about placement of a millage renewal question before voters in 2020.

8. Equalization Department – Resolution to Authorize Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement

The Tri-County Regional Planning Commission (TCRPC) has historically facilitated aerial photography flyovers for our region every five years. The region is scheduled to be flown in the spring of 2020. Ingham County's cost to participate in the 2020 flight is \$27,500. This lower cost is due in part to the State's participation along with coordination between Ingham, Eaton, and Clinton counties. In addition, advancements in digital aerial photography have helped drive costs downward. Users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 9-1-1 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner. The Equalization Director recommends approval of a resolution to participate in the 2020 Tri-County Region Aerial Imagery Partner Agreement.

9. Innovation and Technology Department – Resolution to Approve the Lease of SAN and Compute Hardware from Avalon Technologies, Inc.

The Innovation and Technology Department planned to include a new Storage Area Network (SAN) server in the 2021 CIP budget. However, Dell Computer has offered a SAN at a reduced rate for lease over 5-years at 0% interest. The County could then purchase the SAN for \$1.00 after the 5-year period. Funding for the first year (\$200,000 in 2020) would be taken from the IT equipment fund balance. The Chief Information Officer recommends approval of a resolution to authorize the SAN lease.

10a. Road Department – Resolution for HVAC Controller System Replacement at the Road Department Administration Building

The heating, ventilation and air conditioning (HVAC) control system at the Road Department Administration Building has exceeded its life expectancy. A replacement control system is budgeted for 2020. The Road Department recommends approval of a resolution to replace the HVAC controller system at a cost not to exceed \$24,000.

10b. Road Department – Resolution to Approve a Contract with Severance Electric Co., Inc. for Bid Packet #212-19, Traffic Signal Construction Services

The Road Department solicited proposals to replace traffic signals that are at the end of their service life, located at the following intersections:

- Jolly Road at College Road
- Holt Road at Waverly Road
- Hagadorn Road at Bennett Road

Contractor work includes the installation of foundations and erecting strain poles at all three locations. The Road Department recommends approval of a contract with Severance Electric Company to replace the traffic signals at a cost not to exceed \$167,418.

11a. Human Resources Department – Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2020 through December 31, 2020. Changes include recognition of a 2% increase in wages adjustments in the compensation level of four positions as a result of reclassification.

11b. Human Resources Department – Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2020 through December 31, 2020.

11c. Human Resources Department – Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit for the period January 1, 2020 through December 31, 2020.

11d. Human Resources Department – Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration

Eagle Claims Management is the third-party administrator for the County's self-insured workers' compensation program. The current contract with Eagle Claims Management is due to expire on December 31, 2019. The Human Resources Director recommends approval of a resolution to authorize a new contract with Eagle Claims Management for the period January 1, 2020 to December 31, 2024 at an annual cost of \$33,500, with an option to extend the agreement for an additional three years upon expiration.

11e. Human Resources Department – Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisors Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Command Officers Association of Michigan 9-1-1 Supervisors Unit for the period January 1, 2020 through December 31, 2020.

11f. Human Resources Department – Resolution Approving the Collective Bargaining Agreement Wage Reopener with the ICEA Professional Court Employees Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and the ICEA Professional Court Employees Unit for the period January 1, 2020 through December 31, 2020.

12a. Controller's Office – Resolution Approving Various Contracts for the 2020 Budget Year

Consistent with the contract approval policy, this proposed resolution offers blanket approval of various routine contract renewals exceeding \$5,000 for the 2020 fiscal year. Approval of this proposal will reduce the number of separate contract approval resolutions. Liaison committees may decide to remove some contracts from this list for individual consideration. Funding for contracts included in this resolution are included in the 2020 Adopted Budget.

12b. Controller's Office – Resolution Authorizing Adjustments to the 2019 Ingham County Budget

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 *et seq.*), and to balance the 2019 Budget. Proposed budget adjustments are presented in the table below:

<u>Fund</u>	<u>Description</u>	2019 Budget <u>11/19/19</u>	Proposed <u>Change</u>	Proposed <u>Budget</u>
201	Road Fund	\$ 26,779,654	\$ 4,505,000	\$ 31,284,654
561	Fair Fund	1,349,099	40,000	1,389,099

Adjustments to the Road Fund are necessary to account for various non-federal aid primary road improvement projects and replacement of the Road Department's Eastern District garage roof through previously-approved contracts. An adjustment to the Fair Fund is necessary in order to cover non-operational expenses.

12c. Controller's Office – Resolution Authorizing an Agreement with the Ingham County Conservation District

Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support. An allocation of \$13,100 is included in the approved 2020 budget for the Conservation District, which seeks approval of a resolution to affirm a contract to allow for fund disbursement.

12d. Controller's Office – Resolution to Amend the Business Travel and Reimbursement Policy

A series of changes to the Business Travel and Reimbursement Policy are proposed that would allow departments to directly book conference travel rather than have a dedicated Financial Services Department employee make reservations on their behalf, and to use the US General Services Administration M&IE rate schedule for travel expense reimbursement. The process for approval of out-of-state travel requests will remain the same. A change to the M&IE schedule will eliminate the need for employees to collect receipts for expense reimbursement while traveling on County business. These changes have been vetted by our auditors and legal counsel. Changes were distributed to departments for their review and comment (feedback was 100% favorable) and were presented at a recent department head meeting.

PRESENTATION/DISCUSSION/OTHER ITEM:

1a. Treasurer's Office – Presentation – Update Regarding PA 123 of 1999 Lawsuits Against the County Treasurer and County

13a. Board of Commissioners' Office – Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #75 - Capital City Market Brownfield Redevelopment Project for the Property Commonly Referred to as 636 E. Michigan Avenue in Lansing *Resolution Recognizing the 37th Annual Hispanic Christmas Symposium*

13b. Board of Commissioners' Office – Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #78 - Temple Redevelopment Project for the Property Commonly Referred to as 502 E. Cesar E. Chavez Avenue in Lansing

Introduced by the Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECEIVING ADVICE FROM THE COUNTY TREASURER AS TO A SURPLUS
WHICH CAN BE TRANSFERRED FROM THE INGHAM COUNTY DELINQUENT TAX
REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND**

WHEREAS, Section 87b(7) of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”) authorizes the Board of Commissioners to transfer to the Ingham County General Fund any surplus in the Ingham County Delinquent Tax Revolving Fund (the “DTRF”) by appropriate action of the Board of Commissioners; and

WHEREAS, the Ingham County Controller, has recommended that \$2,500,000 be transferred from the DTRF to the General Fund in the current fiscal year; and

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and with the amounts which are provided from the issuance of General Obligation Limited Tax Notes, Series 2019 “the 2019 Borrowing” has determined that \$2,500,000 may be transferred to the General Fund as of December 15, 2019; and

WHEREAS, Ingham County Treasurer hereby declares that a surplus of at least \$2,500,000 exist in the DTRF.

THEREFORE BE IT RESOLVED, by the Board as follows:

1. The Ingham County Treasurer is authorized to transfer \$2,500,000 from the DTRF to the General Fund as of December 11, 2019.
2. Any further transfers of surplus amounts will be specifically approved after recommendation by the Ingham County Treasurer by resolution of the Board of Commissioners.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY
LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (the Act) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller to take appropriate action to transfer rejected property to the Land Bank.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: 11/14/2019
SUBJECT: Resolution Authorizing the Purchase of a New Vehicle for use at the Ingham County Family Center
For the meeting agendas of December 4 and December 5, 2019

BACKGROUND

The Ingham County Family Center has nine vans used to transport students to and from the Ingham Academy and Pride evening reporting program. All nine vehicles are in a lease agreement with Highfields, Inc. One of these vehicles was involved in an automobile accident on October 30, 2019. Luckily no students were in the vehicle and the driver was not injured. The van is being totaled by the insurance company. Highfields is receiving \$17,650.80 in compensation which they will sign over to the County per the lease agreement. The attached resolution requests authorization to purchase a new vehicle to replace the vehicle that was totaled.

ALTERNATIVES

If the resolution is not approved, the Juvenile Division would not be able to transport all students to and from programming.

FINANCIAL IMPACT

The Juvenile Division's budget includes a line item for van replacement. The funds deposited in this reserve come from the Child Care Fund's reimbursement for usage of each van, transporting youth to and from community programs. The year end fund balance for this account in 2018 was roughly \$119,939.12. Additionally, the \$17,650.80 received from Highfield's insurance will be deposited into this fund as well.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles. The Ingham Academy and Pride evening reporting program utilized evidence based treatment.

OTHER CONSIDERATIONS

None

RECOMMENDATION

That the resolution be authorized and the new van be purchased

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE FUNDS TO PURCHASE A NEW TRANSPORT VEHICLE
FOR THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Juvenile Division has a fleet of nine vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride evening reporting program; and

WHEREAS, all vans are in a lease agreement with Highfields Inc; and

WHEREAS, one of the nine vehicles was involved in an accident on October 30, 2019 and was totaled by the insurance company; and

WHEREAS, Highfields will be receiving \$17,650.80 from their insurance company for the totaled vehicle and per the lease agreement, will be turning this money over to the County; and

WHEREAS, the Juvenile Division's budget includes a line item for van replacement; and

WHEREAS, the funds deposited in this reserve come from the Child Care Fund's reimbursement for usage of each van, transporting youth to and from community programs; and

WHEREAS, the year end fund balance for this account in 2018 was roughly \$119,939.12; and

WHEREAS, a request is made to purchase a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new 2020 Ford Transit XLT Passenger Wagon at a cost not to exceed \$35,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2019 Juvenile Division budget.

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: November 18, 2019
SUBJECT: Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court (Formerly Family Dependency Treatment Court)
For the meeting agendas of December 4 and December 5, 2019

BACKGROUND

The 30th Judicial Circuit Court-Juvenile division was awarded a grant from the Michigan Drug Court Grant Program in the amount of \$134,000.00.

Family Recovery Court cases involve parents of children petitioned to the Court for abuse and/or neglect and the parent's primary issue is substance abuse. The grant helps provide services to remove many barriers.

The grant provides supervision, transportation, rewards and incentives, trauma assessments and treatment, emotional regulation, substance use testing, cognitive behavioral therapy, relapse prevention intervention, substance abuse services, peer recovery coaches, and education and employment assistance.

Through the enclosed Resolution we are requesting that the Board of Commissioners continue the ¾ time FDTC Program Coordinator position and the 2 Special Part-time Program Assistant positions beginning October 1, 2019, and authorize entering into subcontracts with program vendors.

ALTERNATIVES

The Family Recovery Court service contracts and positions are funded by the County.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant will generate \$134,000.00 in revenue to fund additional positions and service contracts.

STRATEGIC PLANNING IMPACT

Continued and consider expansion of the network of various Ingham County Specialty Courts.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Accept the Michigan Drug Courts Grant.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR ACCEPTANCE OF THE MICHIGAN DRUG COURT GRANT
PROGRAM FOR THE INGHAM COUNTY FAMILY RECOVERY COURT
(FORMERLY FAMILY DEPENDENCY TREATMENT COURT)**

WHEREAS, on October 7, 2019, the Michigan Supreme Court, State Court Administrator's Office awarded the 30th Judicial Circuit Court-Family Recovery Court \$134,000 through the Michigan Drug Court Grant Program (MDCGP) for Fiscal Year 2020 (October 2019 through September 2020); and

WHEREAS, the Family Recovery Court handles cases involving parents of children petitioned to the Court for abuse and neglect and the parent's primary barrier is substance use; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessments and treatment, emotional regulation, substance use testing, cognitive behavioral therapy, relapse prevention intervention, substance abuse services, peer recovery coaches, and education and employment assistance; and

WHEREAS, the grant award includes maintaining funding of a ¾ time Family Recovery Court Program Coordinator to complete screenings and intakes of new participants, implement program processes, and coordinate services; and

WHEREAS, the Family Recovery Court Coordinator position has been determined by the Ingham County Human Resources Department to be a ¾ time position with benefits and is a member of the OPEIU and funded for the duration of the grant ending September 30, 2020; and

WHEREAS, the grant award includes maintaining funding for two Special Part-Time Program Assistants to provide supervision, random substance use testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the Family Recovery Court Program Assistant position has been determined by the Ingham County Human Resources Department to be a Special Part-Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant ending September 30, 2020; and

WHEREAS, the Circuit Court Juvenile Division enters into several contracts for treatment, testing and assessments as part of funds received from the Michigan Drug Court Grant Program; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Recovery Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Recovery Court for the sum of \$134,000.00 which includes continued employment of a ¾ FRC Coordinator that would be part of the OPEIU, with benefits, and continued employment of two grant funded

Special Part-Time FRC Program Assistant positions, at a UAW B pay grade, without benefits, for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that a grant subcontract with Mid-Michigan Recovery Services (MMRS) is authorized to provide substance abuse assessments, cognitive behavioral therapy and groups, Trauma Recovery groups, individual sessions, peer recovery coach encounters, and clinical staff at team meetings; total costs are not to exceed \$15,000.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services (HAS), is authorized to provide substance use monitoring; total costs are not to exceed \$5,000.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments; total costs are not to exceed \$4,200.00 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 and 2020 Circuit Court Juvenile Division budget and Position Allocation List.

BE IT FRUTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Law and Court and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: 11/01/2019
SUBJECT: **Resolution Authorizing Training-of-Trainers for Effective Practices in Community Supervision**

BACKGROUND

All Juvenile Court Officers have been trained by the University of Cincinnati in the Effective Practices in Community Supervision model (EPICS). EPICS is an evidence based model to ensure juveniles and families are receiving a consistent message utilizing principals of effective intervention. The model is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide juveniles and families with a sufficient “dosage” of treatment interventions, and make the best possible use of time to develop a collaborative working relationship.

After the initial training where all Juvenile Court Officers were trained in the EPICS model, the Juvenile Division had a certified trainer who was able to provide end user training to new staff. That individual has since left the court. It is the Juvenile Division’s intent to have the Clinical Mental Health Professional position become a Certified Trainer in the EPICS model and conduct end user trainings for new staff. It is much more cost efficient to have one person as a Certified Trainer rather than sending new staff to the University of Cincinnati Corrections Institute. It costs \$1,033.00 to have an individual locally trained and \$2,000.00 to send a new employee to a University of Cincinnati’s Correction Institute end user EPICS training and \$3,550.00 to have one person certified as a Trainer in EPICS. Once certified as a trainer, the Clinical Mental Health Professional will be able to train all new staff in the EPICS model. The Training-of-Trainers pays for itself within the first two new employees.

However, the University of Cincinnati will only provide a training for a minimum of five individuals at a time. Given the Juvenile Division currently only has the need for one individual to be trained, there was a collaboration established with the 5th Circuit Court, 7th Circuit Court and 20th Circuit Court. Collectively, these four Juvenile Divisions have the required five people to be trained. Further, the University of Cincinnati requires one court to become the host to enter into a contract with the University. It is proposed that 30th Judicial Circuit Court Juvenile Division become this host court. Essentially, the 30th Judicial Circuit Court would enter into a contract with the University of Cincinnati and Memorandum of Understandings with the other participating courts. The 30th Judicial Circuit Court Juvenile Division would pay for the training and be reimbursed by the other participating courts.

ALTERNATIVES

The Juvenile Division would continue to send individuals to EPICS end user training at the University of Cincinnati Corrections Institute. This would be both more expensive and less efficient.

FINANCIAL IMPACT

The Juvenile Division’s respective share of the EPICS Training-of-Trainers is built into the existing 2020 budget.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

It is recommended that the resolution be authorized

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

TRAINING-OF-TRAINERS FOR EFFECTIVE PRACTICES IN COMMUNITY SUPERVISION

WHEREAS, the 30th Judicial Circuit Court Juvenile Division is committed to utilizing best practices in addressing juvenile delinquency and child abuse and neglect; and

WHEREAS, in pursuit of utilizing best practices all Juvenile Court Officers have been trained by the University of Cincinnati in the Effective Practices in Community Supervision model (EPICS); and

WHEREAS, the EPICS model strives to ensure juveniles and families are receiving a consistent message utilizing principles of effective intervention to community supervision practices; and

WHEREAS, the EPICS model is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide juveniles and families with a sufficient “dosage” of treatment interventions, and make the best possible use of time to develop a collaborative working relationship; and

WHEREAS, the cost to have an individual locally trained in the EPICS model by the University of Cincinnati is \$1,033.00; and

WHEREAS, the average cost to have an individual trained at the University of Cincinnati Corrections Institute is around \$2,000.00; and

WHEREAS, the University of Cincinnati offers a Training-of-Trainers in the EPICS model; and

WHEREAS, the total price for a five person Training-of-Trainers for EPICS is \$17,750.00, making the cost \$3,550.00 per individual; and

WHEREAS, several new staff will need to be trained in the EPICS model; and

WHEREAS, it has been determined that having a Certified Trainer in EPICS is cost effective and efficient; and

WHEREAS, the University of Cincinnati will only train a minimum of five individuals per training; and

WHEREAS, the 30th Judicial Circuit Court Juvenile Division has partnered with the Juvenile Division from the 5th Judicial Circuit Court, 7th Judicial Circuit Court and 20th Judicial Circuit Court to have a minimum of five individuals for a training; and

WHEREAS, the University of Cincinnati requires one Court become the host for the training; and

WHEREAS, the 30th Judicial Circuit Court Juvenile Division has agreed to be the “host” court and will be reimbursed from the other participating courts based on the number of participants attending the training.

THEREFORE BE IT RESOLVED, that as a measure of best practice, cost efficiency and program effectiveness, the 30th Judicial Circuit Court Juvenile Division is authorized to act as a host organization with the University of Cincinnati to conduct a Training-of-Trainers for the EPICS model.

BE IT FURTHER RESOLVED, that the 30th Judicial Circuit Court Juvenile Division is authorized to enter into a contract with the University of Cincinnati for an EPICS Training-of-Trainers in an amount not to exceed \$17,750.00 of which \$3,550.00 will be for one 30th Judicial Circuit Court Juvenile Division employee to receive said training.

BE IT FURTHER RESOLVED, that the 30th Judicial Circuit Court Juvenile Division is authorized to enter into Memorandum of Understandings with participating courts to cover the remaining training costs.

BE IT FURTHER RESOLVED, that the participating courts will reimburse the 30th Judicial Circuit Court Juvenile Division according to the number of participants as follows: the 5th Judicial Circuit Court Family Division \$7,100.00, 7th Judicial Circuit Court Family Division \$3,550.00, 20th Judicial Circuit Court Juvenile Division \$3,550.00.

BE IT FURTHER RESOLVED, that the Chairperson of Ingham County Board of Commissioners is authorized to sign Memorandums of Understanding with the 5th Judicial Circuit Court Juvenile Division, the 7th Judicial Circuit Court Juvenile Division, and the 20th Judicial Circuit Court Juvenile Division upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that after the Memorandums of Understanding for all participating Circuit Courts have been executed and returned to Ingham County, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents with the University of Cincinnati upon approval as to form by the County Attorney.

TO: Law & Courts, County Services and Finance Committees
FROM: Jodi LeBombard, Animal Control Director
DATE: November 18, 2019
SUBJECT: Resolution to Adjust Staffing at Ingham County Animal Control and Shelter
For the meeting agendas of December 3, 4 and 5

BACKGROUND

Since the conversion of the Deputy Director to the Animal Care Manager, it has been challenging to provide necessary oversight to the enforcement portion of the department. I am recommending the reinstatement of the Field Supervisory Officer eliminated as part of the 2010 budget. Upon approval of this reinstatement, an Animal Control Officer and the lead worker designation would be eliminated. The intent would be for a promotion to be made from the existing Animal Control Officers who would need to apply for the position, and then the position of the successful candidate would be eliminated.

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

Another long term change that is being recommended is to budget seasonal animal care help for six months of the year. This was accomplished in 2019 through the county's overtime and temporary policy, allowing for the transfer of funds available from vacancies within the department. It is recommended that the 2020 budget be adjusted and future budgets include funding for a seasonal Animal Care Specialist from the Shelter millage.

Finally, upon opening of the new shelter, it became apparent almost immediately that the additional square footage made relying on volunteers for janitorial services inadequate. Facilities has been providing eight hours per week of janitorial services through a temporary employee (again funded in 2019 through position vacancies), and this has been working very well. It is recommended that the 2020 budget be adjusted and future budgets include funding for temporary janitorial services from the Shelter millage.

ALTERNATIVES

Maintaining the status quo will not provide the optimal level of supervision for the Animal Control Enforcement division of the department, or adequate shelter staffing and janitorial services.

FINANCIAL IMPACT

The topped out cost of the conversion of the Lead Animal Control Officer to an Animal Control Officer - Field Supervisor would be around \$8,700 annually and could be absorbed by the Animal Shelter Millage.

The annual cost for a seasonal Animal Care Specialist is around \$20,000 and the annual cost for temporary janitorial services is around \$6,000, also to be absorbed by the Animal Shelter Millage.

OTHER CONSIDERATIONS

This reorganization was a discussion item at the November 14 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the proposed reorganization.

TO: Jodi Lebombard, Director Ingham County Animal Control
Teri Morton, Deputy Controller

FROM: Joan Clous, Human Resources Specialist

DATE: 11/29/2018

RE: Support for bringing backing the Field Supervisor position

Per your request, Human Resources has reviewed the job description of Field Supervisor and evaluated the position. By bringing back the Field Supervisor position the Lead classification of the Animal Control Officer will be eliminated. Based upon changes to the job description we recommend the following:

Field Supervisor CCLP Animal Control 03 (\$49,722.33 to \$56,826.74)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed change to this position. You are now ready to complete the next step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4374).

From: [Graham, Sue](#)
To: [Morton, Teri](#); [Clous, Joan](#); [Lebombar, Jodi](#); [Bliesener, Elisabeth](#)
Subject: FW: Animal control - CCLP Support Email
Date: Thursday, November 07, 2019 4:08:44 PM

From: Tom Krug <tkrug@cclp.us>
Sent: Thursday, November 7, 2019 4:06 PM
To: Graham, Sue <SGraham@ingham.org>
Subject: Animal control

CCLP is agreeable to the position of field supervisor as we discussed earlier

INGHAM COUNTY JOB DESCRIPTION

ANIMAL CONTROL OFFICER- FIELD SUPERVISOR

General Summary:

Works under the direction of the Animal Control Director traveling to various parts of the County in order to enforce State and County animal control laws or provide animal related assistance or education. Includes all duties of an animal control officer in addition acts as the field supervisor by providing direction, approval, advice, or assistance as needed. Is expected to be responsible to assure the animal control officers are proper and timely with performance of assigned duties.

Essential Functions:

1. Oversees the animal control officers by directing investigations or complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers and ensures adequate coverage for all shifts including unscheduled absences.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers while making necessary corrections as needed.
4. Reviews all warrant requests and search warrants for accuracy, completeness, and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Ensures all Animal Control Officer certifications and trainings are current.
7. Periodically monitors all subordinate officers under his/her work direction and works with director to make necessary corrections.
8. Routinely inspects animal control officer vehicles and equipment to ensure proper upkeep.
9. Briefs animal control officers on events of previous shifts or special assignments.
10. Hears complaints of citizens regarding allegations of officer misconduct and works with the animal control director to appropriately respond.
11. Ensures animal control officer workroom, interview room, and unloading garage remains neat, orderly, and respected.
12. Coordinates and oversees the animal control officer ride along program.
13. Coordinates and oversees animal control officer presence at appropriate community events or educational opportunities within the community.
14. Works with the prosecutor's office to pursue timely dispositions of animals being held at the shelter pending court case dispositions.
15. In response to complaints or calls of service from county residents, travels to various parts of the county in a county-owned vehicle.
16. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Documents information and decides on proper course of action.
17. Takes license enforcement action - including writing licenses on the road, issuing summons, or pursuing warrant requests.
18. Appears in court to provide testimony as requested.
19. Captures and impounds unlicensed, stray, or uncontrollable animals often using ropes, snares, traps, tranquilizer guns, or similar devices issues by the department
20. Picks up domestic deceased animals as requested or observed on county roads or elsewhere.
21. Takes reports and quarantines animals in instances when people have been bitten.
22. Issues summons for violation of county or state animal control laws.
23. Transports animals to and from the county shelter, removes them from the vehicle, cleans and disinfects vehicles.

24. May assist with census, data entry, or answering phones as assigned.
25. Monitors condition of vehicles including fluid levels, tire pressure, tire quality, oil change requirements, and reports any issues. Transports vehicle to appropriate repair facility.
26. Performs duties of animal care specialist as needed.

Other Functions:

- Performs other duties as assigned.
- Must adhere to department standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks in which the employee may be expected to perform.)

Employment Qualifications:

Education: Associates Degree preferred. High school diploma and a combination of animal control officer knowledge.

Experience: At least three years of experience as an Animal Control Officer.

Other Requirements:

- Must have a good driving record and be able to pass a security clearance.
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling, lifting, and carrying weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200lbs. (In controlling livestock that may weigh or exceed 200 lbs.)
- Sit for the majority of the day's duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles in all weather conditions.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books, and completing a general court summons.
- Must be able use the animal control department computer software to generate animal identification profiles, complaint notes, reports, or other functions.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an outdoor environment. Exposure to lights, noises, pungent odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, trailer hauling, etc.
3. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.

4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
5. This position works closely with domestic and sometimes wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.
- This position's physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

**INGHAM COUNTY
JOB DESCRIPTION
LEAD ANIMAL CONTROL OFFICER**

General Summary: Works under general direction of the Animal Control Director or Deputy Director traveling to various parts of the County in order to enforce State and County animal control laws; includes all of the duties of Animal Control Officer in addition acts as Lead worker. As Lead Animal Control Officer directs the activities of a shift of animal control officers providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties.

Essential Functions:

1. Serves as lead worker of a shift of animal control officers directing the investigation of complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers on a daily basis; ensures adequate coverage for all shifts including for unscheduled absences. Briefs other ACO's on events of previous shifts or special assignments.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers; makes necessary recommendations for corrections to supervisors.
4. Reviews all warrant requests for accuracy, completeness and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Documents internal disputes pertaining to workflow and quality assurance issues.
7. Provides documents and monitors mandated training and guidance of new road patrol personnel. Ensures that all certifications and training are current. Periodically evaluates all subordinate road patrol officers under his/her supervision; makes necessary recommendation for corrections to department managers.
8. License enforcement – includes writing licenses on the road, issuance of tickets and warrants, court appearances, preparation of monthly reports, notarizing of sterilization affidavits.
9. In response to complaints or requests for assistance from County residents, or as a part of a predetermined schedule or route, travels to various parts of the County by driving or riding as a passenger in a County-owned vehicle.
10. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Records information and decides on proper course of action.
11. Captures and impounds unlicensed, stray, and uncontrolled animals often using ropes, snares, traps, and similar devices.
12. Picks up dead domestic animals as requested or as observed on roads or elsewhere.
13. Investigates and writes up reports of all instances in which people have been bitten by animals.
14. Issues summons for violation of County or State Animal Control laws.
15. Transports animals to a County animal care facility, removes same from vehicle, cleans and disinfects vehicle.
16. Monitors condition of vehicles including fluid levels, tire pressure, etc. Schedules routine maintenance and transports vehicles to repair facilities. Monitors and reports maintenance issues with ACO equipment and relevant areas of the animal shelter.
17. May assist with census, data entry or answering phones.
18. Coordinates and oversees the Animal Control Officer ride along program.
19. Perform duties of animal care specialist as needed.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High School diploma or equivalent

Experience: Three years of experience as an Animal Control Officer

Other Requirements:

- Must have a good driving record and be able to pass a security clearance
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling and lifting and carry weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200 lbs. (In controlling livestock that may weigh up to 200 lbs.)
- Sit for the majority of the day's duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books and completing a general court summons. Field Supervisory

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

6. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
7. This position operates a variety of vehicles including cars, trucks, tractors, etc.
8. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
9. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
10. This position works closely with domestic and wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.
- This position's physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

***CCLP- Animal Control
Stipend
Feb 2016***

2019 Personnel Cost Projection

	Animal Control Officer Lead Worker* <u>Step 6</u>	Field Supervisory Officer <u>Step 5</u>
Wages	51,058	56,827
Unemployment	255	284
FICA	3,906	4,347
Health	14,855	14,855
Current Retiree Hlth	3,447	3,447
Future Retiree Hlth	2,298	2,557
Dental	936	936
Vision	132	132
Life	86	86
Disability	66	74
Retirement	18,621	20,725
Workers Comp	0	0
CARES	33	33
Liability	759	845
Total	96,452	105,148

* Lead worker stipend is \$3,700

Additional Long Term Cost	8,696
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Introduced by Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADJUST STAFFING AT INGHAM COUNTY ANIMAL CONTROL
AND SHELTER**

WHEREAS, since the conversion of the Deputy Director – Animal Control to the Animal Care Manager, it has been challenging to provide necessary oversight to the enforcement portion of the Animal Control Department; and

WHEREAS, the reinstatement of the Animal Control Officer – Field Supervisor eliminated as part of the 2010 budget is being recommend; and

WHEREAS, upon approval of this reinstatement, the position would be filled from with the current Animal Control Officers through an internal posting; and

WHEREAS, after the selection of the new Animal Control Officer – Field Supervisor, the Lead Animal Control Officer would be eliminated; and

WHEREAS, seasonal animal care help is being recommended for six months of the year, in order to address staffing needs during the busiest months at the shelter; and

WHEREAS, janitorial services have been provided in the past by volunteers, and the additional square footage of the new shelter has made this inadequate; and

WHEREAS, it is being recommended that eight hours per week of janitorial services be provided through a temporary employee from the Facilities Department; and

WHEREAS, the long-term cost of the conversion of the Lead Animal Control Officer to an Animal Control Officer – Field Supervisor would be \$8,696, and the recommended increase to the temporary salaries line item would be \$26,000; and

WHEREAS, funds for these increased costs are available within the Animal Shelter Millage Fund; and

WHEREAS, the affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes conversion of the Lead Animal Control Officer (CCLP Animal Control AC-02, plus stipend) to an Animal Control – Field Supervisor position (CCLP Animal Control AC-03).

BE IT FURTHER RESOLVED, that the Animal Control – Field Supervisor position shall be filled internally from the existing Animal Control Officers, and that upon selection of the Animal Control – Field Supervisor, the vacated Animal Control Officer position and the Lead Worker Stipend shall be eliminated.

BE IT FURTHER RESOLVED, that the Animal Control temporary salaries line item shall be increased by \$20,000 for seasonal Animal Care staffing and \$6,000 for temporary janitorial staffing.

BE IT FURTHER RESOLVED, that these additional costs will be funded from the Animal Shelter Millage fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.

Agenda Item 3b

TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: November 22, 2019

SUBJECT: Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to Cruelty Investigations

For the meeting agendas of December 3, 4 and 5

BACKGROUND

The current Animal Control Director wishes to transfer to the position of Animal Control Officer and specialize in animal cruelty investigations.

This resolution would authorize the creation of an Animal Control Officer who will be assigned to animal cruelty investigations. Jodi Lebombard would transfer to the position effective January 18, 2020 and placed at the top step of the salary schedule as detailed in the attached Letter of Understanding.

This new Animal Control Officer position would be outside of the general Animal Control Officer shift bid procedures and would have a set 9-5 type shift but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation). The new Animal Control Officer position would also be included in the rotating after hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget.

ALTERNATIVES

If this position is not approved, the Animal Control Director plans to resign on January 17, 2020. The alternative would be to maintain the status quo and be unable to retain a uniquely qualified employee.

FINANCIAL IMPACT

The long term annual cost for this position would be \$90,875, to be funded from the Animal Shelter Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the goal of attracting and retaining exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

Upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

From: [Graham, Sue](#)
To: [Morton, Teri](#)
Cc: [Tom Krug](#)
Subject: ICACS ACO
Date: Friday, November 22, 2019 11:30:03 AM
Attachments: [RE Resolution Creating Animal Control Officer.msg](#)
[Resolution Creating Animal Control Officer.msg](#)

Dear Teri,

I just spoke with Mr. Krug. The CCLP is in support of adding the ACO Animal Cruelty Investigator and is in agreement that the movement of Ms. Lebombard from Director into the position is a transfer (as was Kyle's situation) rather than a resignation situation. Tom has offered to speak to Commissioners in support if needed.

Regards,

Sue

Sue Graham, Director
Ingham County Human Resources
(517) 887-4372

Transmission is Privileged and Confidential.

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Introduced by Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDITIONAL ANIMAL CONTROL OFFICER POSITION
TO BE ASSIGNED TO CRUELTY INVESTIGATIONS**

WHEREAS, the current Animal Control Director is willing and desiring to transfer to an Animal Control Officer position within the Ingham County Animal Control and Shelter; and

WHEREAS, this is an employee with a demonstrated commitment to the Shelter and to the animals and citizens of Ingham County; and

WHEREAS, the Ingham County Strategic Plan includes as one of its stated goals to “attract and retain exceptional employees who reflect the community they serve and who prioritize public service;” and

WHEREAS, the affected Union, CCLP Animal Control, has been notified and is supportive of the proposal; and

WHEREAS, the long term annual cost for this position would be \$90,875.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the creation of an Animal Control Officer (CCLP Animal Control AC-02) who will be assigned to animal cruelty investigations.

BE IT FURTHER RESOLVED, that Jodi Lebombard will be transferred from her current position of Animal Control Director to the position of Animal Control Officer effective January 18, 2020 and placed at the top step of the salary schedule as detailed in the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that this new Animal Control Officer position would be outside of the general Animal Control Officer shift bid procedures and would have a set 9-5 type shift but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation).

BE IT FURTHER RESOLVED, that this new Animal Control Officer position would also be included in the rotating after hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget.

BE IT FURTHER RESOLVED, that this position will be funded from the Animal Shelter Millage Fund.

BE IT FURTHER RESOLVED, that, upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.

LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
CAPITOL CITY LABOR PROGRAM, INC.
Animal Control Unit (Union)

Wage Rate for Jodi Lebombard

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (CCLP) or (the "Union"), have agreed to a collective bargaining agreement for the Animal Control Deputies bargaining unit from January 1, 2018, through December 31, 2020 (the "CBA"); and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to vary from the CBA as regards the wage rate to be paid to a new hire in Animal Control (the "LOU"); and

WHEREAS, Jodi Lebombard (hereinafter Employee) is an experienced Ingham County Animal Control Officer; and

WHEREAS, the Ingham County Animal Control desires to employ the Employee in the position of Animal Control Officer at a wage rate of ICAC Level 6 (\$47,357.58) and the Employee is willing to transfer from a higher Manager Confidential Wage rate to Animal Control at an ICAC Level 6 Wage Rate; and

WHEREAS, the CCLP is agreeable to the Employer offering the Level 6 Wage Rate to the Employee under the above unique circumstances.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Ingham County Animal Control may offer the above Employee only a starting wage rate of ICAC Level 6 notwithstanding the contractual maximum at Level 3.
2. This Agreement is recognized by the parties as being unique to the facts surrounding this Employee only and shall not be precedent setting for any future new hire.
3. The Employee will be credited with her most recent past Ingham County employment and date of hire for purposes of vacation and sick time accrual and MERS Plan participation.

IT IS FURTHER AGREED THAT this LOU shall be unique to this employee and neither the Employer nor Union waive any rights as to future interpretations and applications of the CBA. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

Agenda Item 4

TO: Board of Commissioners Law & Courts Committee

FROM: Terri Thornberry, Director Ingham County 9-1-1

DATE: November 21, 2019

SUBJECT: Resolution Authorizing the issuance of one purchase order for required structural communication tower modification for the MPSCS Ingham County Radio Communication system project.

December 5, 2019

BACKGROUND

- Describe the project, contract or action.
Ingham County, MPSCS, and Motorola designed a very robust radio system to replace the Harris Radio System that is coming to its end of life. Nine tower locations were identified as necessary in the radio system design. The tower locations are necessary to achieve the radio coverage for responders in Ingham County.
- Duration is a one-time purchase

ALTERNATIVES

- How else can this be accomplished?
None. We have to provide structural stability to these two towers that SBA owns in order for Ingham County Communications to add additional equipment to their existing towers. The two towers are owned by SBA II Towers, LLC out of Boca Raton, Florida. SBA is not a subcontractor with Motorola therefore Motorola cannot give the purchase order to SBA to complete the work.
- What happens if the proposal is not approved?
The entire radio project will come to a halt.

FINANCIAL IMPACT

- How much will the proposal cost?
Leslie Tower Site \$95,284.16
Mason Tower Site \$75,672.55
- What is source of funding? Emergency Telephone Surcharge. (This amount will be encumbered from the Motorola lease agreement).
- Budgeted
Yes, this was budgeted, approved and will be encumbered from the Motorola Lease

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize payment for two purchase orders made to SBA II Tower, LLC. Approval will allow Ingham County to authorize structural work to begin on the Mason Tower and Leslie Tower keeping the radio project on schedule.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR NECESSARY MODIFICATIONS TO
COMMUNICATION TOWERS OWNED BY SBA II LLC (LESLIE AND MASON TOWERS) FOR
THE MPSCS/INGHAM COUNTY RADIO COMMUNICATIONS SYSTEM PROJECT**

WHEREAS, the Ingham County Board of Commissioners has operated the Ingham County Public Safety Radio System since 2006, and continues to do so through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #18-550 which authorized a contract with Motorola Solutions for the replacement of the Ingham County Public Safety Radio System to the Michigan Safety Communication System (MPSCS)/Motorola systems; and

WHEREAS, MPSCS, Ingham County 9-1-1, and Motorola have identified the communication towers and the estimated cost associated with structural modifications for the MPSCS/Ingham County Radio Communications System Project; and

WHEREAS, to avoid additional costs for project management from Motorola, Ingham County needs to issue purchase orders for structural modifications to two (2) tower sites owned by SBA II LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of funds encumbered from the Motorola Lease Contract (approved in Resolution #18-550), and without additional cost to Ingham County above the funds already approved for the project, for the quoted costs for structural modifications to the following towers:

Leslie Tower \$95,284.16

Mason Tower \$75,672.55

BE IT FURTHER RESOLVED, that the 9-1-1 Director is authorized to sign change orders with Motorola, provided that the change orders do not increase the total cost of the project as previously approved by Resolution #18-550.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchase order documents consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: November 19, 2019
SUBJECT: Resolution Authorizing a Health Services Millage Contract with IHPC
For the meeting agendas of December 2 and December 4

BACKGROUND

This resolution authorizes a 2020 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

ALTERNATIVES

The Ingham Health Plan Corporation requested \$1,958,634 for FY 2020, which would cover all IHPC membership. The Board of Commissioners could opt to not fund the IHPC request. Not funding the IHPC request would likely result in an increase in uncompensated care in the County's network of Community Health Centers.

FINANCIAL IMPACT

The contract will not exceed \$1,958,634 from the Health Services Millage, and funds are included in the 2020 budget. The administrative rate remains 15% in 2020. The funding should be sufficient to cover all of IHPC's projected 1,800 members in 2020.

STRATEGIC PLANNING IMPACT

This resolution supports the long term goal of Promoting Accessible Healthcare.

OTHER CONSIDERATIONS

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Currently, millage eligible membership is roughly 1,600 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE
INGHAM HEALTH PLAN CORPORATION (IHPC)**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed \$1,958,634 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2020 through December 31, 2020 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, that the annual not to exceed amount of \$1,958,634 includes administrative costs, which will be capped at 15% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, that the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, that the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.



COVERED SERVICES

PLAN B MEDICAL COVERAGE

Physician, Physician Assistant, and Nurse Practitioner Services

Office visit Copay: \$5.00

Covered when provided by the member's Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

Outpatient Hospital Services

Copay: \$0.00

Covered when ordered by the member's PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)

Urgent Care Services**Copay: \$5.00**

Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled

- Urgent care visits (facility charged not covered)
- Administration of immunizations (serum not covered- exception flu vaccine)
- Administration of injections (serum not covered- exception antibiotics)

Laboratory Services**Copay: \$0.00**

Covered when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

Radiology Services**Copay: \$0.00**

Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

Medical Supplies**Copay: \$0.00**

Covered with a valid prescription when ordered by the member's PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non covered durable medical equipment item
- Syringes, test strips, and lancets Available through member's Pharmacy Benefit.
- Limited wrist and knee orthotics

Pharmacy**Copay: \$5.00 (Generic)/\$10.00 (Brand)**

- IHP formulary medications filled at a IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)

PLAN B DENTAL COVERAGE

Covered Services*	Member Copay**
Cleanings	No
Preventative Exams	No
X-rays	No
Filings	Yes, for some fillings (See Member Copayment Schedule for amount)
Crowns	Yes (See Member Copayment Schedule for amount)
Root Canals	Yes (See Member Copayment Schedule for amount)
Bridges & Dentures	Yes (See Member Copayment Schedule for amount)

* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.

TO: Board of Commissioners County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: November 20, 2019

SUBJECT: Resolution Authorizing a Health Services Millage Agreement with CMH

For the meeting agendas of December 2 and December 4

BACKGROUND

This resolution authorizes a FY 2020 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document.

ALTERNATIVES

This contract covers service gaps caused by a reduction in State of MI General Fund appropriations to CMH. Those services gaps would remain without this appropriation from the Health Services Millage.

FINANCIAL IMPACT

The resolution authorizes a contract not to exceed \$1,371,722 with CMH for services provided to Ingham County residents for the period of October 1, 2019 through September 30, 2020. Funds are included in the 2020 budget for this contract.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of promoting accessible health care.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a FY 2020 Health Services Millage agreement with CMH.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH
AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH)
FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in November 2014 the electorate renewed a countywide health services millage level of 52/100 (.52) of one mill for a period of five years (2015-2019) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County's 2020 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,371,722 with CMH for services provided to Ingham County residents for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the Health Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Proposal for the continued use of Ingham County Health Services Millage to close gaps in Ingham County's behavioral health care system

FY2020

Summary of proposal: This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address of the most pressing behavioral healthcare needs in the Ingham County community.

Context and Need: Following the significant State General Fund reduction (2/3 of the funds formerly provided to CMHA-CEI) and the implementation of the Healthy Michigan Plan in 2015, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) realized growing service gaps resulting from significantly lower State General Fund dollars. While some of these gaps have been reduced through Ingham County Millage Funding and other federal, state, and local sources that CMHA-CEI has pursued, they persist and at the same time, community need for behavioral health services continues to increase.

These gaps include:

- Individuals who are uninsured which must be covered by scarce state general fund dollars or local dollars within CMHA-CEI's budget in order to maintain in service.
- Individuals with "spend down" Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting a large monthly spend-down amount.
- Those with severe, chronic and urgent specialized mental health treatment needs (crisis stabilization, community living supports or skill-building services, residential care, case management, etc..) not covered by any other coverage plan.

Proposed Essential Services to close gaps in Ingham County:
--

Crisis Services: The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents. In effort to meet the growing need for crisis stabilization services in our service area and to reduce the need for scarce psychiatric hospital placements in situational crisis, CMHA-CEI has expanded adult and youth Urgent Care Services as part of the Crisis Services continuum, launched youth mobile crisis available 24/7 and initiated adult mobile crisis services. These services provide immediate intensive support to individuals and families in order to intervene, stabilize, and connect them to longer term resources for ongoing care.

The community's Assessment and Referral Team: This unit provides a full biopsychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

The community's urgent care and intensive home-based treatment program for at-risk children, youth, and their families: This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic respite services, training and coaching, school liaison services, and referral network linkages.

A spectrum of community-based treatment teams for vulnerable populations: These multidisciplinary teams, made up of mental health therapists/case managers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to **adults in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.**

Psychiatric care and outpatient therapy for children and adults with moderate mental health needs: This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMHA-CEI's 24/7 psychiatric crisis services unit) provide the community's mental health safety net.

Psychiatric inpatient care: CMHA-CEI pays all psychiatric inpatient claims on all uninsured individuals admitted to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH's State General Fund revenues, **CMHA-CEI has limited funds to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

Cost of proposed services in FY2020:

\$ 1,371,722

Estimated number of Ingham County residents meeting the millage criteria who will be served: 2,000* Please note, the number of residents served with funds are variable from year to year based on the intensity of eligible individual's service needs and the cost of those services.

FY 19 Summary of Services:

In total in FY19 CMHA-CEI served 9,240 Ingham County Residents and Ingham County Millage dollars were used to help support services for 2,189 eligible Ingham County residents*. The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 19.

Category	Amount	Individuals*
24/7 Psychiatric Crisis Services and Inpatient Screening		
Crisis Intervention	\$43,306.22	76
Transportation	\$5,315.20	9

Category	Amount	Individuals*
Assessment and Treatment Planning		
Assessments	\$192,395.30	216
Treatment Planning	\$1,899.78	7
Recovery Support Services	\$67.68	2
Community-Based Mental Health Treatment and Supports		
Assertive Community Treatment (ACT)	\$88,618.41	38
Clubhouse Psychosocial Rehabilitation Programs	\$25,327.84	26
Nursing Facility Mental Health Monitoring	\$41,095.84	33
Peer Directed & Operated Support Services	\$7,897.38	42
Targeted Case Management	\$294,747.74	381
Therapy (mental health)	\$26,127.42	62
Families Forward Children's Services		
Home Based Services	\$25,741.50	23
Respite	\$3,312.21	4
Wraparound Services	\$8,251.04	2
Community Services for Developmentally Disabled		
Community Living Supports	\$528,209.15	246

Category	Amount	Individuals*
Health Services	\$19,648.97	37
Supports Coordination	\$3,556.03	11
Personal Care in Licensed Specialized Residential Setting	\$33,505.34	133
Skill Building Assistance	\$68,970.92	69
Housing Assistance	\$34,164.25	3
Supported Employment Services	\$1,345.92	11
Psychiatric and Residential Care		
Medication	\$8,573.34	6
Medication Administration	\$15,827.22	23
Medication Review	\$12,279.67	40
Residential Services	\$201,935.00	417
Room and Board	\$59,878.72	281
Total (Oct. 2018-Sept. 2019)	\$1,754,458.31**	2,189*

*Individuals may be duplicate if receiving services in multiple categories

**Expenses beyond Millage Allocation covered by CMHA-CEI funds during this period.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 13, 2019
SUBJECT: Acceptance of Bridging the Gaps: Mobile Healthcare Unit Grant Funds/ Agreement with Sparrow
For the meeting agendas of December 2 and December 4, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept grant funds from Blue Cross Blue Shield of Michigan (BCBSM) in the amount of \$74,695.00, and wishes to enter into an agreement with Sparrow Hospital for providing Perinatal-Medication Assisted Therapy (P-MAT) services to pregnant women effective January 1, 2020 through June 30, 2021. The Bridging the Gaps: Mobile Healthcare Unit Grant will be used to provide Perinatal-Medication Assisted Therapy (P-MAT) services to pregnant woman who are suffering from Opioid Use Disorder, and ICHD will serve as the fiduciary for these grant funds. Sparrow Hospital will provide a mobile unit to improve access to P-MAT in the Region 7 area, which includes, Ingham, Clinton, and Eaton counties. Standard of Care recommends that if a patient is already prescribed methadone when they become pregnant, the patient should remain on methadone. However, methadone is only prescribed and dispensed at specific locations separate from where prenatal care is available. Improving access to both MAT and prenatal care for this vulnerable population will improve outcomes for women and children.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHD will serve as the fiduciary for these grant funds.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of \$74,695.00 in grant funds from BCBSM which will allow ICHD to serve as fiduciary to support funding of a mobile health unit designed to provide P-MAT care, effective January 1, 2020 through June 30, 2021.

Introduced by the Human Services and Finance committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FROM BLUE CROSS
BLUE SHIELD OF MICHIGAN AND AUTHORIZE AN AGREEMENT WITH
SPARROW HOSPITAL**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept grant funds from Blue Cross Blue Shield of Michigan (BCBSM) in the amount of \$74,695.00, and wishes to enter into an agreement with Sparrow Hospital for providing Perinatal-Medication Assisted Therapy (P-MAT) services to pregnant women effective January 1, 2020 through June 30, 2021; and

WHEREAS, the Bridging the Gaps: Mobile Healthcare Unit Grant will be used to provide Perinatal-Medication Assisted Therapy (P-MAT) services to pregnant woman who are suffering from Opioid Use Disorder; and

WHEREAS, ICHD will serve as the fiduciary for these grant funds; and

WHEREAS, Sparrow Hospital will provide a mobile unit to improve access to P-MAT in the Region 7 area, which includes, Ingham, Clinton, and Eaton counties; and

WHEREAS, standard of care recommends that if a patient is already prescribed methadone when they become pregnant, the patient should remain on methadone; and

WHEREAS, methadone is only prescribed and dispensed at specific locations separate from where prenatal care is available; and

WHEREAS, improving access to both MAT and prenatal care for this vulnerable population will improve outcomes for women and children; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the acceptance of the Bridging the Gaps grant funds where ICHD will serve as the fiduciary, and authorizes ICHD to enter into an agreement with Sparrow Hospital to support a mobile health unit providing P-MAT services to pregnant women suffering from Opioid Use Disorder, effective January 1, 2020 through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the Bridging the Gaps grant funds where ICHD will serve as the fiduciary, and authorizes an agreement with Sparrow Hospital to support a mobile health unit providing P-MAT services to pregnant women suffering from Opioid Use Disorder, effective January 1, 2020 through June 30, 2021.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 19, 2019
SUBJECT: Authorization for Month to Month Lease Extension for 306 W. Willow Street
For the meeting agenda of December 2nd and December 4th, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHC) is seeking a month-to-month lease extension for the 306 W. Willow St., Lansing location for the operation of Willow Community Health Center. The lease, which was authorized through Resolution #14-518 is set to expire December 31, 2019. The Ingham Community Health Center Board has determined not to enter another 5 year lease for this location, and determined that the adolescent health services currently provided at the 306 W. Willow locations shall be permanently relocated to the River Oak Community Health Center location, at 1115 S. Pennsylvania Ave, Lansing. The 1115 S. Pennsylvania Ave location is more proximal to Lansing School District's largest high school (Everett) and on a direct bus line, which is more accessible to underserved target population. However, as part of the larger facility and location strategy for the Health Centers, the timeline that Women's Health Services was scheduled to temporarily operate at the 1115 S. Pennsylvania location during renovations at the Human Service Building (HSB) has extended into March of 2020. Therefore, a month-to-month extension of the lease for the 306 W. Willow location is required until Women's Health is back at HSB and 1115 S. Pennsylvania Ave will be available.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The terms of the current lease agreement state that by holdover or mutually agreed amendment, the sum paid per month during the extended period beyond the expiration date of the lease shall be the same as monthly amounts paid for the period of January 1, 2019 to December 31, 2019, plus any percentage of increase of the Consumer Price Index during the preceding five (5) years, but not to exceed an increase of ten percent (10%). Therefore, the hold over lease rate for January 1 through April 30, 2020 would be an amount not to exceed \$5843.75 per month for the 7500 square feet of clinic space and \$106.33 per month for the 400 square feet of storage space.

STRATEGIC PLAN

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

OTHER CONSIDERATIONS

there are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval for Ingham County to authorize an extension of the terms of the lease agreement with Nick Yono for the 306 W. Willow, Lansing location on a month-to-month basis for the months of January 1 through April 30, 2019 for an amount not to exceed \$5843.75/month for the 7500 square feet of clinic space and \$106.33/month for the 400 square feet of storage space.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE MONTH TO MONTH LEASE EXTENSION FOR
306 W. WILLOW STREET**

WHEREAS, Ingham County has maintained a lease for the property at 306 W. Willow St, Lansing Michigan for the operation of Willow Community Health Center, as authorized through Resolution #14-518, which is set to expire December 31, 2019; and

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHC) is seeking a month-to-month lease extension for the 306 W. Willow St., Lansing location for the operation of Willow Community Health Center; and

WHEREAS, The Ingham Community Health Center Board has determined not to enter another 5 year lease for this location, and determined that the adolescent health services currently provided at the 306 W. Willow locations shall be permanently relocated to the River Oak Community Health Center location, at 1115 S. Pennsylvania Ave, Lansing; and

WHEREAS, The 1115 S. Pennsylvania Ave location is more proximal to Lansing School District's largest high school (Everett) and on a direct bus line, which is more accessible to underserved target population; and

WHEREAS, the timeline that Women's Health Services was scheduled to temporarily operate at the 1115 S. Pennsylvania location during renovations at the Human Service Building (HSB) has extended into March of 2020; and

WHEREAS, a month-to-month extension of the lease for the 306 W. Willow location is required until Women's Health is back at HSB and 1115 S. Pennsylvania Ave will be available; and

WHEREAS, the terms of the current lease agreement state that by holdover or mutually agreed amendment, the sum paid per month during the extended period beyond the expiration date of the lease shall be the same as monthly amounts paid for the period of January 1, 2019 to December 31, 2019, plus any percentage of increase of the Consumer Price Index during the preceding five (5) years, but not to exceed an increase of ten percent (10%); and

WHEREAS, the hold over lease rate for January 1 through April 30, 2020 would be an amount not to exceed \$5843.75 per month for the 7500 square feet of clinic space and \$106.33 per month for the 400 square feet of storage space; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support the terms of a extended month to month lease for the 306 W. Willow location.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an extension of the terms of the lease agreement with Nick Yono for the 306 W. Willow, Lansing location on a month-to-month basis for the months of January 1, 2019 through April 30, 2019 for an amount not to exceed \$5843.75/month for the 7500 square feet of clinic space and \$106.33/month for the 400 square feet of storage space.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services, County Services and Finance
Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 14th, 2019

SUBJECT: Authorization to Amend Position # 601053 Community Health Rep II
For the meeting agendas of December 2, December 3, and December 4, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Position #601053 .75 FTE Community Health Rep II/UAW Tops salary ranging from \$24,786.72 – 29,508.00, to a 1.0 FTE Health Rep II/UAW Tops salary ranging from \$33,048.96 - \$39,344.00 effective January 1, 2020. The additional .25 FTE will provide added support to the Ingham Community Health Centers (IHC) administration and will be covered by the Community Health Center (CHC) operating fund. This amendment is supported by both the UAW and the employee in the position.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The additional costs of the .25 FTE are estimated at \$13,438 based on FY '20 Personnel/Fringes Costs. These costs will be covered by the CHC operating fund.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing amending Position #601053 Community Health Rep II .75 salary ranging from \$24,786.72 – 29,508.00 to 1.0 FTE salary ranging from \$33,048.96 - \$39,344.00, effective January 1, 2020.

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO INCREASE POSITION #601053 COMMUNITY HEALTH REP II
FROM .75 FTE TO 1.0 FTE**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Position #601053 .75 Community Health Rep II/UAW Tops (\$24,786.72 – 29,508.00), to a 1.0 FTE Community Health Rep II/UAW Tops (\$33,048.96 - \$39,344.00), effective January 1, 2020; and

WHEREAS, the additional .25 FTE will provide added support to the Ingham Community Health Centers (ICHC) administration and will be covered by the Community Health Center operating fund; and

WHEREAS, the additional costs of the .25 FTE are estimated at \$13,438 based on FY '20 Personnel/Fringes Costs; and

WHEREAS, this amendment is supported by both the UAW and the employee in the position; and

WHEREAS, the ICHC Board of Directors supports amending Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE effective January 1, 2020; and

WHEREAS, the Health Officer supports amending Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE effective January 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Position #601053 Community Health Rep II from .75 FTE (\$24,786.72 – 29,508.00) to 1.0 FTE (\$33,048.96 - \$39,344.00) effective January 1, 2020.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 14, 2019
SUBJECT: Fiduciary/Payee Agreements with Wayne Children's Healthcare Access Program
For the meeting agendas of December 2, and December 4, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Wayne Children's Healthcare Access Program (WCHAP) to act as the Medicaid Outreach Match Partner. ICHD has partnered with WCHAP since 2014, acting as a Medicaid Match Partner whereby WCHAP offers a pediatric medical home implementation program now in its ninth year. WCHAP coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible. WCHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services. WCHAP sustainability is dependent upon receiving Medicaid Outreach Match funds.

This agreement would be effective October 1, 2019 through September 30, 2020.

As the Medicaid Outreach Match Partner for WCHAP, ICHD will:

1. Receive funds from WCHAP in the amount of \$658,749
2. Set up a system to provide quarterly reimbursements
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Match Funds.
4. Perform on site monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP

WCHAP will

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Keep ICHD up-to-date on any changes in funding.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHD will retain a 10% administrative fee of the total funds received during the duration of these agreements; this includes the Medicaid Match funds.

STRATEGIC IMPACT

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly b. Expand Medicaid enrollment activities throughout Ingham County.e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize acceptance of funds from WCHAP in the amount of \$658,749 where ICHD will act as their fiduciary/payee. This agreement will be effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH WAYNE CHILDREN'S HEALTHCARE
ACCESS PROGRAM TO ACT AS THE FIDUCIARY/PAYEE FOR AGENCY FUNDING**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Wayne Children's Healthcare Access Program (WCHAP) to act as the Medicaid Outreach Match Partner; and

WHEREAS, ICHD has partnered with WCHAP since 2014, acting as a Medicaid Match Partner whereby WCHAP offers a pediatric medical home implementation program now in its ninth year; and

WHEREAS, WCHAP coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible; and

WHEREAS, WCHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services; and

WHEREAS, WCHAP sustainability is dependent upon receiving Medicaid Outreach Matching funds; and

WHEREAS, this agreement will be effective October 1, 2019 through September 30, 2020; and

WHEREAS, as the fiduciary/payee of the WCHAP funds, ICHD will:

1. Receive funds from WCHAP up to \$658,749
2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursements
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on-site monitoring of WCHAP
5. Forward any required reports as provided by WCHAP; and

WHEREAS, WCHAP will:

1. Provide quarterly financial reports of all expenses
2. Provide quarterly reports for Medicaid Outreach
3. Keep ICHD up-to-date on any changes in funding; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds up to \$658,749, from WCHAP for ICHD to act as its fiduciary/payee for the period of October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from WCHAP up to \$658,749 Medicaid Match Partner for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that ICHD will retain a 10% administrative fee of the total funds received during the duration of this agreement including the Medicaid Match funds.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 12, 2019
SUBJECT: Authorization to Authorize an Agreement with CaptureRX

For the meeting agendas of December 2, and December 4, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal. CaptureRX provides third party administrative services under the 340B drug program. This agreement was previously authorized by Resolution #16-309 which states that the 340B program requires a third party administrator as part of the 340B program participation under our Federally Qualified Health Center eligibility. The 340B drug program generates savings by allowing patients to obtain eligible prescriptions at the lowest possible cost and allowing ICHHD to generate revenue by purchasing program drugs at Federally mandated pricing which is substantially lower than retail pricing.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost is fees deducted from the 340B transactions and fees shall never exceed the total savings, thus there is always a revenue benefit to the terms of this agreement. The fees deducted shall be as follows:

- 340B Third Party Administration Fee; \$6.50 per 340B approved claim
- License Fee; \$250.00 per payment batch
- Settlement Fee; \$250.00 per payment batch

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPTURERX

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal; and

WHEREAS, CaptureRX provides third party administrative services under the 340B drug program; and

WHEREAS, this agreement was previously authorized by Resolution #16-309 which states the 340B program requires a wholesaler to provide the 340B drugs used in the program; and

WHEREAS, the 340B drug program generates savings by allowing patients to obtain eligible prescriptions at the lowest possible cost and allowing ICHD to generate revenue by purchasing program drugs at Federally mandated pricing which is substantially lower than retail pricing; and

WHEREAS, the cost of the service is taken from the transaction savings which is collected from processed claims on prescriptions collected from commercial insurance payers; and

WHEREAS, only funds collected as part of this agreement will be required to pay any expenses related to the program; and

WHEREAS, fees shall be deducted from the 340B transactions, and shall never exceed the total savings, thus there is always a revenue benefit to the terms of this agreement; and

WHEREAS, the fees deducted shall be as follows: 340B Third Party Administration Fee; \$6.50 per 340B approved claim; License Fee; \$250.00 per payment batch; Settlement Fee; \$250.00 per payment batch; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with NEC Networks, LLC dba CaptureRX effective July 1, 2019 through June 30, 2020 with an auto-annual renewal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with NEC Networks, LLC dba CaptureRX to provide third party administrative services under the 340B drug program effective July 1, 2019 through June 30, 2020.

BE IT FURTHER RESOLVED, that this agreement will automatically renew on an annual basis.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 1, 2019
SUBJECT: Authorization to Amend Resolution #16-309 and #19-247 with Rite Aid Corporation (RAC)
For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend resolutions #16-309 and #19-247 with Rite Aid Corporation (RAC). Resolution #16-309 authorized Ingham County Health Department (ICHHD) to enter into an agreement with NEC Networks, LLC dba CapturRX for 340B prescription third party administration services. Resolution #19-247 authorized Ingham County Health Department (ICHHD) to enter into an agreement with Rite Aid Corporation (RAC) for 340B prescription drug services. Both NEC Networks, LLC dba CaptureRX and Rite Aid Corporation (RAC) use McKesson Corporation as their 340b drug wholesaler. No savings (revenue) can be generated without a corresponding agreement with a wholesaler. This amendment would authorize Ingham County Health Department (ICHHD) to enter into an agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Rite Aid Corporation (RAC), and authorizes a customer credit application and bank account EFT authorization to be completed for the transfer of savings (revenue) to Ingham County Health Department (ICHHD).

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no cost to this agreement as this is a revenue generating contract. Inaction of this amendment will result in a delay, and/or loss of savings (revenue) generated from the 340b prescription drug program on processed claims originating from the Community Health Centers (CHC) of the Ingham County Health Department (ICHHD).

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending resolutions #16-039 and #19-247 with Rite Aid Corporation (RAC), to enter into an agreement which will allow McKesson Corporation to become a 340b drug wholesaler for CaptureRX and Rite Aid Corporation (RAC).

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-309 WITH NEC NETWORKS, LLC dba CAPTURERX, FOR 340B PRESCRIPTION THIRD PARTY ADMINISTRATOR AND RESOLUTION #19-247 TO RITE AID CORPORATION FOR 340B PRESCRIPTION DRUG SERVICES TO INCLUDE MCKESSON CORPORATION AS 340B DRUG WHOLESALER

WHEREAS, Ingham County entered into an agreement with NEC Networks, LLC dba CaptureRX for 340b prescription third party administrator services; and

WHEREAS, Ingham County entered into an agreement with Rite Aid Corporation (RAC) for 340b prescription drug services; and

WHEREAS, both NEC Networks, LLC dba Capture RX and Rite Aid Corporation (RAC) use McKesson Corporation as their 340b drug wholesaler; and

WHEREAS, the 340b program requires medication replacement through a wholesaler selected by the contract pharmacy; and

WHEREAS, no savings (revenue) can be generated without a corresponding agreement with a wholesaler; and

WHEREAS, ICHD requests entering into an agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Rite Aid Corporation (RAC); and

WHEREAS, McKesson Corporation requires a customer credit application and bank account EFT authorization to be completed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement which will allow McKesson Corporation to become a 340b drug wholesaler for CaptureRX and Rite Aid Corporation (RAC), effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that Ingham County Health Department will provide McKesson Corporation with a credit application and bank account EFT authorization.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR THE
REAUTHORIZATION OF FUNDING FOR THE OPERATION OF THE INGHAM COUNTY
POTTER PARK ZOO AND POTTER PARK, INCLUDING FUNDING FOR OPERATIONS,
MAINTENANCE, AND IMPROVEMENTS**

WHEREAS, the Potter Park Zoo and Potter Park in the City of Lansing are regional attractions that draw a large number of visitors to the region, including a large number of Ingham County residents; and

WHEREAS, the Board of Commissioners believes continued operation of the Potter Park Zoo and Potter Park in the City of Lansing would be a substantial benefit to Ingham County residents; and

WHEREAS, the Board of Commissioners entered into an agreement with the City of Lansing for the lease and the operation of the Potter Park Zoo and Potter Park, conditioned upon voter approval of a county-wide property tax millage for the funding of the Potter Park Zoo and Potter Park as well as the continued millage funding for the Potter Park Zoo and Potter Park; and

WHEREAS, the current authorized millage of .41/100 (0.4100) of one (1) mill, \$0.41 per thousand dollars of state taxable valuation, adopted in 2006 and renewed in 2010 and 2016, expires on December 31, 2020; and

WHEREAS, a new millage is necessary to support the operation of the Potter Park Zoo and Potter Park, which includes funding the daily operations, maintenance, and improvements of the Potter Park Zoo and Potter Park; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of supporting funding for the operational and capital needs of the Potter Park Zoo and Potter Park; and

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on March 10, 2020:

**INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK OPERATIONAL MILLAGE
QUESTION**

For the purpose of reauthorizing funding for the operation of the Potter Park Zoo and Potter Park, including funding for operations, maintenance, and improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 50/100 (0.5000) of one (1) mill, \$0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2021-2026) inclusive? If approved and levied in full, this Millage will raise an estimated \$3,841,444 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

Introduced by the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION IN THE 2020 TRI-COUNTY REGION
AERIAL IMAGERY PARTNER AGREEMENT**

WHEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WHEREAS, Clinton and Eaton counties and the State of Michigan have agreed to participate; and

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 12", 6", and/or 3" pixel, true color, leaf off digital orthoimagery; and

WHEREAS, users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office; and

WHEREAS, the State of Michigan through its MiSAIL program will partner in this agreement which lowers the anticipated cost significantly from \$42,375 to \$27,500, and.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2020 Tri-County Region Imagery Partner Agreement.

BE IT FURTHER RESOLVED, that \$27,500 to cover the cost of Ingham County's participation be moved from the 2020 contingency funding to the appropriate account in the Equalization budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary letter of agreement with the Tri-County Regional Planning Commission, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services & Finance Committees

FROM: Deb Fett, Chief Information Officer

DATE: November 19, 2019

SUBJECT: Refresh of core datacenter systems

BACKGROUND

Ingham County maintains two primary datacenters that house storage (SAN) and compute (servers) systems. These systems are responsible for at least 95% of the IT services that are accessed County-wide. All these systems will reach their end of life and end of support between April 2020 and June 2021. Due to the mission critical nature of our server and storage platform, it is imperative that we maintain a system that is actively supported by our vendors. Failure to do so could result in extended downtime and possibly data loss. Given that these systems are so closely integrated, it makes sense both financially and operationally to refresh them all at the same time rather than as individual systems as has been done in the past.

ALTERNATIVES

We have investigated options for purchasing third party support which would cover us in the event of hardware failures into 2021 however, there are no available options for extended software support. Software support is what provides critical security updates for these systems. Historically, hardware is more likely to fail than there to be a software security update so this is a viable but not preferable option. Maintaining an active manufacturer's warranty is usually the preferred option when it comes to systems that are critical to the enterprise.

Separating the compute needs from the storage needs and making two separate purchases in different budget years was also considered. While easier to fund, we feel the cost savings afforded by upgrading these two systems at the same time to be significant enough to warrant this request.

Replacing our existing storage and compute with completely new systems was considered however it was determined that an in-place refresh was more cost effective since already purchased licenses could be transferred to the refreshed system and some existing hardware could be reutilized. Furthermore, an in-place refresh will have a lower impact on the day to day operations of County departments.

FINANCIAL IMPACT

In the selected proposal, Dell Computer, offers a sixty-month lease with a one dollar buy option at the end of the term. The cost would not exceed \$200,000 the first year and \$281,000 annually the remaining four years with the five-year total not exceeding \$1,350,000. The initial plan was to request this funding for the 2021 budget year however, Dell has offered aggressive pricing as we approach the end of their fiscal year this coming January. The five-year lease option allows us to spread the cost over several years with no interest and there is no guarantee that this offer will be available in 2021. Funding for this purchase would come from the Ingham County 636 fund balance for year one of the lease and the Innovation and Technology's Network Maintenance - Hardware fund (636-25810-932032) for the remaining 4 years. We anticipate seven years of useful life from this upgraded system.

Additional cost savings that the County would realize by making this purchase in 2020 is removal of the need to purchase third party supplemental hardware support for the systems that fall out of manufacturer warranty (\$6,900 per year) and the removal of the need to purchase an additional year of Oracle database support (\$15,000 per year).

OTHER CONSIDERATIONS

In addition to maintaining continuity of support, the design of this refreshed implementation is focused on addressing some upcoming needs that ITD has identified:

- Full disk encryption – Annual security audits for HIPAA, CJIS, and finance have led us to believe that full disk, data at rest, encryption will soon be a requirement. This is expensive to implement after the fact and doing so during a hardware refresh is much more cost effective.
- Deduplication and Compression - Exponential increases in storage needs due to the prevalence of high-resolution cameras, other non-compressible data, and extended data retention requirements has filled existing storage faster than originally anticipated leaves our existing storage near 80% capacity. Storage performance begins to degrade when operating above the 80% capacity line. Full deduplication and compression will effectively allow for more storage use with less storage consumption by decreasing the overall footprint of existing compressible data.
- Improved Up-time and System Reliability – With Active/Active Redundancy, the ability to utilize our two primary datacenters as if they were one will improve reliability by allowing us to offer services to end users from either location in a transparent manner. The result is better up-time and more reliability in the event of a disaster at one of our facilities.
- Increased compute and system memory capacity– The net increase in compute as well as the options made available for further expansion effectively positions us to offer additional resources to our customers when requested and can improve the performance of existing applications. This also makes way for upcoming planned projects such as the move of the Courtview system from the extremely expensive Sun Solaris/Oracle platform to the much more reasonably priced Microsoft Windows/SQL environment.

Pricing from the recommended vendor is off the competitively bid Midwestern Higher Education Commission (MHEC) Contract No. MHEC-07012015 for Dell Computers.

STRATEGIC PLANNING IMPACT

This Resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to enter into an agreement with Avalon Technologies, Inc. to lease Dell servers, Dell Compellent Storage Area Networks, and associated hardware in an amount not to exceed \$200,000 in year one and \$280,000 annually for the remainder of the term, totaling no more than \$1,350,000 over 60 months.

Agenda Item 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE LEASE OF SAN AND COMPUTE HARDWARE FROM AVALON TECHNOLOGIES, INC.

WHEREAS, Ingham County Department of Innovation and Technology currently provides storage and compute for all County departments; and

WHEREAS, the existing back-end storage and compute systems are approaching their end of supported life; and

WHEREAS, to remain secure and reliable, these systems need to be refreshed with actively supported hardware; and

WHEREAS, this hardware purchase will provide the necessary equipment needed to refresh the existing County back-end datacenter systems in a secure, reliable manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the lease of Dell storage and compute hardware from Avalon Technologies, Inc in an amount not to exceed \$1,350,000 over the 60 month lease term.

BE IT FURTHER RESOLVED, that the Board of Commissioners do hereby authorize the purchase of this hardware at the end of the 60-month lease term for \$1.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Ingham County 636 fund balance for year one of the lease and the Innovation and Technology's Network Maintenance - Hardware fund (636-25810-932032) for the remaining 4 years.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

TO: Ingham County Board of Commissioners

FROM: Tom Gamez, Director of Operations, ICRD

DATE: November 19, 2019

SUBJECT: New HVAC control system at the Road Department administration building

BACKGROUND

The purpose of this correspondence is to support the attached resolution to remove and replace the current HVAC control system in the ICRD Administration building, with an up to date energy efficient HVAC controller.

The current Siemens HVAC control system is 27 years old and the operating software is Windows 95. It has become apparent, after dozens of temporary repairs to the fatigued HVAC controller system; the system has exceeded its life expectancy and has become obsolete. There are no software upgrades or replacement parts available for the current HVAC controller system. The manufacture quit providing replacement parts and software updates in 2007. The ICRD has exhausted our supply of spare parts and there are no replacement parts available from any vendors.

The new replacement HVAC controller system has new technologies features that are energy efficient and commercial building code compliant.

ALTERNATIVES

There were very limit sources to seek quote from, due to the custom fabricating required to synchronize the current mechanical HVAC components to a modern controller system.

We received two estimates from commercial HVAC contractors. Siemens Industry Inc. and Trane U.S. Inc. The Siemens estimate did not include all the desired energy efficient features in their estimate and their quote was not the lowest bid. These desired energy efficient features are only provided for an addition cost.

Trane U.S. Inc. is a registered County vendor and has a positive work history with the Ingham County Facilities Director, with other County projects. Trane U.S. Inc. is also a member of U.S. Commodities government CO-OP program. Trane U.S. Inc. also meets the County's local vendor status.

FINANCIAL IMPACT

The ICRD received quotes from qualified and experienced vendors for replacing our current out dated HVAC control system. The new system shall meets or exceeds the current Federal and State safety and energy codes. This new HVAC controller system shall be included in the 2020 Capital Improvement Plan (CIP) and the ICRD adopted 2020 budget, which includes controllable expenditures, and funds for this and other related purchases. The Trane U.S. INC. has the lowest qualified bid at \$24,000 for a new HVAC controller system.

OTHER CONSIDRATIONS

Due to the age of the current HVAC controller system, there are not many options available. The County IT department has performed all the possible software updates for the Windows 95 software. The mechanical parts are obsolete and are not available for purchase.

There is also a new 911 back up call center in the plans, this center will be located in this Road Department Administration building in the next few months, and this could create a heavier workload on this out dated HVAC controller system.

RECOMMENDATIONS

It is our recommendation to enter in to an agreement with Trane U.S. Inc. for modern HVAC controller system that is energy efficient and meet or exceeds current building codes.

Bids from qualified and experienced vendors for the purpose of purchasing a modern energy efficient HVAC controller system, were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of the ICRD, to award this to a local bidder, Trane U.S. Inc. 3350 Pine Tree Road Lansing, Michigan 48911.

Therefore, approval of the attached resolution is recommended. To authorize the purchase of a modern energy efficient HVAC controller system, which is compatible with our current HVAC mechanical system.



Trane U.S. Inc.
3350 Pine Tree Road
Lansing, MI 48911
Phone: (517) 337-6517
Fax: (517) 337-9493
Service Contact: (833) 740-3992

October 28, 2019

James Tow
Transportation Dept
INGHAM COUNTY
MASON, MI 48854 U.S.A.

Site Address:
SAME
United States

ATTENTION: James Tow

PROJECT NAME: New controls on following HVAC equipment

We are pleased to offer you this proposal for performance of the following services for the Equipment listed.
Services will be performed

SCOPE OF SERVICE

- New SC controller for web interface
 - IP address by owner
- All necessary programming and commissioning of listed equipment controls
- All necessary control and control power wiring
- Provide operator interface for Mechanical room controllers
- Supply and install 2 AHU Controllers
 - Demote existing controllers
 - Re-use transducers
 - Re-use actuators
- Supply new VFDs (qty 2)
 - Lock inlet vanes and actuator open
- Tie AHU-3 control into new controllers
 - Re-use transducers
 - Re-use actuators
 - Re-use inlet vanes and actuator
- Control of one boiler
 - Start stop
 - Hot water supply temp
 - Outdoor air temperature
 - Pump 1 start/stop
 - Pump 1 status
- Necessary graphics and licenses
- 16hr of training (on site)
- Provide BacNet web based controls on/for above equipment

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR HVAC CONTROLLER SYSTEM REPLACEMENT AT THE
ROAD DEPARTMENT ADMINISTRATION BUILDING**

WHEREAS, the Ingham County Road Department (ICRD) Administration building has a 27 year old HVAC control system in need of replacement, after many temporary repairs, the system has exceeded its life expectancy; and

WHEREAS, the Road Department's adopted 2020 budget includes controllable expenditures, funds for this and other equipment purchases; and

WHEREAS, quotes for replacement HVAC controller system were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department, to award the replacement HVAC controller system to Trane U.S. Inc. 3350 Pine Tree Road Lansing, Michigan 48911, thru the U.S. Commodities government CO-OP program, based on the lowest qualified bid; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the lowest qualified quote of \$24,000, and authorizes an agreement with Trane U.S. Inc., to remove the existing HVAC controller system and install a new HVAC controller system that is compliant with current building codes at the ICRD Administration building.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution on behalf of the County after approval as to form by the County Attorney.

TO: County Services & Finance Committees

FROM: Kelly R. Jones, Director of Engineering, Road Department

DATE: November 19, 2019

RE: Resolution to Approve a Contract with Severance Electric Co., Inc. for Bid Packet #212-19, Traffic Signal Construction Services

BACKGROUND

The Ingham County Road Department (ICRD) solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project, per Bid Packet #212-19, Traffic Signal Construction Services. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements. Attached is the Memorandum of Performance from James Hudgins, Director of Purchasing.

Severance Electric Co., Inc. of Kalamazoo, MI, submitted the lowest responsive and responsible bids for the intersections listed below, for a total bid amount of \$167,418.00.

1. Jolly Road at College Road – Low Bid \$66,983.00
2. Holt Road at Waverly Road – Low Bid \$36,562.00
3. Hagadorn Road at Bennett Road – Low Bid \$63,873.00

The scope of the overall project is to replace traffic signals that are at the end of their service life, located at the above named intersections. The Contractor's work includes the installation of foundations and erecting strain poles at all three locations listed above. In addition, due to intersection complexity and staff availability, the Contractor will install the traffic signals at the Jolly Road at College Road and Hagadorn Road at Bennett Road intersections. The ICRD will provide the strain poles, controllers and cabinets for all three intersections, as well as install the traffic signal at the Holt Road at Waverly Road intersection.

ALTERNATIVES

An alternative to awarding this contract to Severance Electric Co., Inc. is to delay the replacement of these traffic signals to a future year. This approach is not preferred, as a delay could result in equipment malfunction and/or failure.

FINANCIAL IMPACT

The cost for this project is budgeted in the 2019 County Road Fund Budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, the Road Department respectfully recommends approval of the attached resolution to support the contract with Severance Electric Co., Inc for Traffic Signal Construction Services, as detailed in Bid Packet #212-19.

TO: Kelly Jones, Director of Engineering/County Highway Engineer

FROM: James Hudgins, Director of Purchasing

DATE: November 14, 2019

RE: Memorandum of Performance for RFP No. 212-19 Traffic Signal Construction Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced traffic signal contractors (herein referred to as “Contractor”) for the purpose of entering into a contract to provide traffic signal construction services for the Ingham County Road Department. The services require and generally align with the following MDOT Service Prequalification Classification: “L. Electrical Construction” (traffic signals).

The scope of work includes, but is not limited to, traffic signal foundation installation, controller cabinet foundation installation, strain pole erection, conduit and handhole installation, span wire installation, miscellaneous signal equipment installation and other related work required for Ingham County Road Department intersection and signal construction projects in strict accordance with the proposal and strict conformity with the requirements of the 2012 edition of the Michigan Department of Transportation Standard Specifications for Construction, the current edition of applicable MDOT Standard Plans, the Michigan Manual on Uniform Traffic Control Devices.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	0
Vendors responding	4	0

A summary of the vendors’ costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Jolly Rd at College Rd. Traffic Signal Construction	Holt Rd at Waverly Rd. Traffic Signal Construction	Hagadorn Rd. at Bennett Rd. Traffic Signal Construction
		Total Cost	Total Cost	Total Cost
Severance Electric Co., Inc.	No, Kalamazoo MI	\$66,983.00	\$36,562.00	\$63,873.00
J. Ranck Electric, Inc.	No, Mt. Pleasant MI	\$91,130.26	\$46,319.48	\$88,350.26
Rauhorn Electric Inc.	No, Bruce Township MI	\$96,084.27	\$46,924.02	\$93,456.06
Motor City Electric Utilities	No, Detroit MI	\$109,078.00	\$78,295.00	\$107,766.00

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH
SEVERANCE ELECTRIC CO., INC.
FOR BID PACKET #212-19, TRAFFIC SIGNAL CONSTRUCTION SERVICES**

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the three intersections listed below, due to reaching the end of useable service lives; and

WHEREAS, the cost for the traffic signal replacements are budgeted in the 2019 County Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #212-19, Traffic Signal Construction Services; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications, and requirements; and

WHEREAS, Severance Electric Co., Inc. of Kalamazoo, MI, submitted the lowest responsive and responsible bids for the intersections listed below, for a total bid amount of \$167,418.00:

1. Jolly Road at College Road – Low Bid \$66,983.00
2. Holt Road at Waverly Road – Low Bid \$36,562.00
3. Hagadorn Road at Bennett Road – Low Bid \$63,873.00; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Severance Electric Co., Inc. for Traffic Signal Construction Services as specified in the Ingham County Road Department's Bid Packet #212-19 for the low bid cost indicated above with a 10% requested contingency, for a contract total of \$184,159.80.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

Agenda Item 11a

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020

For the meeting agendas of December 3 (County Services) and December 4 (Finance)

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2020, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The proposed changes and clarifications are reflected in the attached Resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes a 2% increase to the 2019 wage schedule. The financial impact associated with the proposed reclassifications is as reflected in the attached Resolution.

OTHER CONSIDERATIONS

None

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020.

Introduced by the County Services Committee and the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING MODIFICATIONS TO THE
2019 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2020**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2019 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes in the 2019 Managerial and Confidential Employee Personnel Manual for 2020.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2019 Managerial and Confidential Employee Personnel Manual for 2020 (provisions unmodified remain unchanged):

1. Update language under section C. Compensation Levels: Effective the first full pay period on or after January 1, 2020, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2019 salary schedule.
2. Update language in section E. Health Insurance Program: Subject to annual modification for health plan year 2020.
3. Clarify language in section J.7 (Special Leave) that paid leave accruals may be utilized while on special leave status consistent with current practice.
4. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).
5. Change in Appendix D - Compensation Levels: As a result of reclassification requests, the recommended position changes are as follows:

Position # 215008 Chief Deputy County Clerk: Move from MC 11 to MC 13
 Position # 130054 Chief Deputy Court Clerk: Move from MC 11 to MC 13
 Position # 601007 Chief Financial Officer, Health Department: Move from MC 13 to MC 14
 Position # 201009 Payroll Coordinator to Payroll Administrator: Move from MC 05 to MC 06
 Position # 130048 Executive Assistant – Circuit Court: Remains MC 05

The financial impact associated with the proposed reclassifications is as follows:

	2019	2019	
Position Title	Current Grade, Step 5	Proposed Grade, Step 5	Difference
Chief Deputy County Clerk	MC 11: 82,284.70	MC 13: 94,510.67	12,225.97
Chief Deputy Court Clerk	MC 11: 82,284.70	MC 13: 94,510.67	12,225.97
CFO, Health Department	MC 13: 94,510.67	MC 14: 101,825.79	7,315.12
Payroll Coordinator to PR Admin.	MC 05: 50,053.32	MC 06: 53,889.14	3,835.82
TOTAL:			35,602.80

6. Update language in Appendix G: Helpful Links (current resources with website addresses).

BE IT FURTHER RESOLVED, that the 2020 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2020 and shall expire on December 31, 2020.

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

For the meeting agendas of December 3 (County Services) and December 4 (Finance)

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. Today, November 19, 2019, we were advised that the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit voted to ratify the tentative agreement reached between the parties on October 30, 2019. The wage reopener provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of the effective date of eligibility for dependent coverage in Article 16 – Health, Dental and Vision Insurance, Section 7 to eliminate the additional waiting period.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later. The financial impact of eliminating the additional waiting period for dependent healthcare coverage will depend on the demographics of new hires after January 1, 2020.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE MICHIGAN NURSES ASSOCIATION, NURSE
PRACTITIONERS/CLINIC NURSES UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit; and

WHEREAS, the wage reopener agreement for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of the effective date of eligibility for dependent coverage in Article 16 – Health, Dental and Vision Insurance, Section 7 to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener agreement, subject to the approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 18, 2019, we were advised that the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit voted to ratify the tentative agreement reached between the parties on November 18, 2019.

The wage reopener provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article XXII – Leaves of Absence: Section 4, Notice.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE OPEIU LOCAL 459, AFL-CIO, CIRCUIT COURT/FAMILY
DIVISION PROFESSIONAL EMPLOYEES UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article XXII – Leaves of Absence: Section 4, Notice.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

Agenda Item 11d

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration

For the Agendas of December 3 (County Services) and December 4 (Finance).

BACKGROUND

The current contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance expires December 31, 2019. The County's Administration is recommending that the County continue to contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance and the Administration of the Ingham County Medical Care Facility concurs with this recommendation. Eagle Claims Management has agreed to contract with the County from January 1, 2020 through December 31, 2024 at their previous annual rate of \$33,500 with the option to extend the agreement for an additional three years upon expiration as was included in the current agreement.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact is \$33,500 per year for five (5) years and is the same as the previous annual rate.

STRATEGIC PLAN CONSIDERATIONS

The recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR SELF-FUNDED WORKERS'
COMPENSATION THIRD PARTY ADMINISTRATION**

WHEREAS, the current contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance expires December 31, 2019; and

WHEREAS, the County's Administration is recommending that the County continue to contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance; and

WHEREAS, the Administration of the Ingham County Medical Care Facility concurs with this recommendation; and

WHEREAS, Eagle Claims Management has agreed to contract with the County from January 1, 2020 through December 31, 2024 at their previous annual rate of \$33,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance for the period January 1, 2020 to December 31, 2024 at a cost of \$33,500 annually with the option to extend the agreement for an additional three years upon expiration as was included in the current agreement.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any necessary contract documents consistent with this resolution after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the Command Officers Association of Michigan 911 Supervisors Unit

For the meeting agendas of December 3 and 4

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 22, 2019, we were advised that the Command Officers Association of Michigan 911 Supervisors Unit voted to ratify the tentative agreement reached between the parties on November 22, 2019.

The wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 11 – Discipline and Discharge: Section 11.3 regarding notice of disciplinary investigation, and for 3) modification of Article 16 – Sick Leave: Section 16.4 regarding notice of sick leave use, and for 4) modification of the effective date of eligibility for dependent coverage in Article 17 – Hospitalization and Medical Coverage to eliminate the additional waiting period.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later. The financial impact of eliminating the additional waiting period for dependent healthcare coverage will depend on the demographics of new hires after January 1, 2020.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE COMMAND OFFICERS ASSOCIATION OF MICHIGAN
911 SUPERVISORY UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Command Officers Association of Michigan 911 Supervisory Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the Command Officers Association of Michigan 911 Supervisory Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 11 – Discipline and Discharge: Section 11.3 regarding notice of disciplinary investigation, and for 3) modification of Article 16 – Sick Leave: Section 16.4 regarding notice of sick leave use, and for 4) modification of the effective date of eligibility for dependent coverage in Article 17 – Hospitalization and Medical Coverage to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the Command Officers Association of Michigan 911 Supervisor Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the ICEA Professional Court Employees Unit

For the meeting agendas of December 3 and 4

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 22, 2019, we were advised that the ICEA Professional Court Employees Unit voted to ratify the tentative agreement reached between the parties on November 5, 2019.

The wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 23 – Leaves of Absence: Section 4. Notice, regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 19 – Health, Dental and Vision Insurance to eliminate the additional waiting period.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later. The financial impact of eliminating the additional waiting period for dependent healthcare coverage will depend on the demographics of new hires after January 1, 2020.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE ICEA PROFESSIONAL COURT EMPLOYEES UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA Professional Court Employees Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the ICEA Professional Court Employees Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 23 – Leaves of Absence: Section 4. Notice, regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 19 – Health, Dental and Vision Insurance to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the ICEA Professional Court Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

Agenda Item 12a

DATE: November 18, 2019

TO: Finance and Liaison Committees

FROM: Jill Bauer, Administrative Analyst

RE: Resolution Approving Various Contracts for the 2020 Budget Year

This resolution will approve the attached list of contracts for the 2020 budget year. The list consists only of contracts that are included in the 2020 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2020 increase of 1.9% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2020 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2020 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

LAW AND COURTS COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 COST	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019	Funding Source
Circuit Court	TEL/Thalner	Technology support for the Courtrooms (excluding Courtrooms 1 and 2)	01/01/20	12/31/20	\$10,480	\$10,480	\$0	0%	General Fund
Community Corrections	Westaff	CCAB Staff Consultant	01/01/20	12/31/20	\$47,153	\$47,860	\$707	1.5%	General Fund 78% State & City 22%
Family Court	MSU Psychology Department	Diversion Program - Reduces days/cost for out of home care	10/01/19	09/30/20	\$169,947	\$172,496	\$2,549	1.5%	50% General Fund/50% State of MI
Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists	10/01/19	09/30/20	\$656,732	\$656,732	\$0	0%	50% JJM/50% State of MI
Family Court	Peckham, Inc. Crossroads	Educational and vocational program for delinquent youth	10/01/19	09/30/20	\$319,542	\$319,542	\$0	0%	50% JJM/50% State of MI
Family Court	Highfields	Evening Reporting Program - Transportation and Behavioral Specialists	10/01/19	09/30/20	\$304,588	\$304,588	\$0	0%	50% JJM/50% State of MI
Ingham County	Legal Services of South Central Michigan	Provide legal services to low-income residents of Ingham County	01/01/20	12/31/20	\$20,000	\$20,000	\$0	0%	General Fund
Probate Court	Michael Staake	Legal representation for mental illness respondents	01/01/20	12/31/20	\$10,609	\$10,609	\$0	0%	General Fund
Probate Court	Robert Refior & Elias Kafantaris	Legal representation for general probate respondents	01/01/20	12/31/20	\$18,035	\$18,035	\$0	0%	General Fund
Probate Court	Robert Refior & Elias Kafantaris	Gaurdian ad litem services for general probate matters	01/01/20	12/31/20	\$76,385	\$76,385	\$0	0%	General Fund

REVENUE CONTRACTS

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 REV	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019
Prosecuting Attorney	State of Michigan	VOCA Crime Victim Assistant Grant	10/01/19	09/30/20	\$90,743	\$93,465	\$2,722	3%
Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Grant	10/01/19	09/30/20	\$836,253	\$878,067	\$41,814	5%
Prosecuting Attorney	State of Michigan	Victims Rights Grant	10/01/19	09/30/20	\$332,475	\$327,675	-\$4,800	-1%
Sheriff	State of Michigan	Anti-Drug Abuse Program	10/01/19	09/30/20	\$33,200	\$33,200	\$0	0%
Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	10/01/19	09/30/20	\$248,002	\$196,350	-\$51,652	-21%

Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	10/01/19	09/30/20	\$3,402	\$5,100	\$1,698	50%
Sheriff	State of Michigan	Annual Grant for Emergency Management	10/01/19	09/30/20	\$52,135	\$58,107	\$5,972	11%
Family Court	State of Michigan	Annual Child Care Agreement	10/01/19	09/30/20	\$6,265,260	\$6,343,145	\$77,885	1%
FOG	State of Michigan	Annual Access and Visitation Grant	10/01/19	09/30/20	\$5,000	\$5,100	\$100	2%
FOG	State of Michigan	Cooperative Reimbursement Grant	10/01/19	09/30/20	\$3,322,780	\$3,514,711	\$191,931	6%

HUMAN SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 COST	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019	Funding Source
Ingham County	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	01/01/20	12/31/20	\$ 45,750	\$ 45,750	\$0	0%	General Fund
Health Department	Holy Cross	Homeless Day Center	10/01/19	09/30/20	\$ 30,000	\$ 28,500	-\$1,500	-5%	General Fund
Health Department	South Lansing Community Dev Ctr	Community Development/Outreach	10/01/19	09/30/20	\$23,704	\$ 23,704	\$0	0%	General Fund
Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Road	10/01/19	09/30/20	\$ 7,200	\$ 7,200	\$0	0%	General Fund

Revenue Contracts

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 REV	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019
VA	Clinton County	Services Provided to Clinton County	01/01/20	12/31/20	\$ 26,229	\$ 28,389	\$2,160	6%

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 COST	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019	Funding Source
Board of Commissioners	CAPCOG	Agreement w/Lansing Chamber	01/01/20	12/31/20	\$5,000	\$5,000	\$0	0.00%	General Fund
Equalization	Michigan Equalization Services LLC	Commercial Appraisal Contract	01/01/20	12/31/20	\$90,000	\$90,000	\$0	0.00%	General Fund
Equalization	Bellefeuil, Szur & Assoc. Inc. DBA BS&A Software	Assessing net	01/01/20	12/31/20	\$10,431	\$10,431	\$0	0.00%	General Fund
Road Department	Precision Systems	Accounting Software Licenses	01/01/20	12/31/20	\$ 14,655	\$ 14,655	\$0	0.00%	Road Fund
Road Department	Midwestern Consulting	Traffic Signal Database Support	01/01/20	12/31/20	\$ 1,200	\$ 1,200	\$0	0.00%	Road Fund
IT	BOSS	Annual Maintenance for Help Desk Software	01/01/20	12/31/20	\$ 14,771	\$ 15,052	\$281	1.90%	Network Fund
IT	Calero Software	Verismart Software Maintenance for Phone System	08/30/20	08/30/21	\$ 2,224	\$ 2,266	\$42	1.90%	Network Fund
IT	Oracle	Sun Server Maintenance Contract	03/30/20	03/30/21	\$ 5,686	\$ 5,794	\$108	1.90%	Network Fund
IT	DLT	Solarwinds Network Monitoring	03/21/20	03/21/21	\$ 1,748	\$ 1,781	\$33	1.90%	Network Fund
IT	Solarwinds	Dameware Remote Support Software	06/18/20	06/18/21	\$ 474	\$ 483	\$9	1.90%	Network Fund
IT	Oracle	Oracle Database Standard Edition - Processor Perpetual	02/20/20	02/20/21	\$ 9,552	\$ 9,733	\$181	1.90%	Network Fund
IT	Service Express	Hardware Support Renewal for HP Servers	04/30/20	04/30/21	\$ 3,960	\$ 4,035	\$75	1.90%	Network Fund
IT	Konica	RightFax	08/31/20	08/30/21	\$ 5,783	\$ 5,893	\$110	1.90%	Network Fund
IT	CDWG	VMWare Renewal	03/31/20	03/31/21	\$ 30,883	\$ 31,470	\$587	1.90%	Network Fund
IT	Seamless Docs	Seamless Docs Renewal	02/18/20	02/18/21	\$ 24,000	\$ 24,456	\$456	1.90%	Network Fund
IT	Sentinel	Redsky e911 software support renewal	05/28/20	05/27/21	\$ 3,226	\$ 3,287	\$61	1.90%	Network Fund
IT	Zayo	Dark Fibre & equipment	01/01/20	12/31/21	\$ 5,258	\$ 5,358	\$100	1.90%	Network Fund
IT	Nationwide Power	Uninterrupted power supply support -911	12/01/20	11/30/21	\$ 4,305	\$ 4,387	\$82	1.90%	Network Fund
IT	Vidcom Solutions	Ocularis Renewal for cameras	01/04/20	01/04/21	\$ 20,000	\$ 20,380	\$380	1.90%	Network Fund

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 COST	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019	Funding Source
IT	CDWG	Annual Cost for Faronics Deepfreeze for the Ingham	03/01/20	03/01/21	\$ 776	\$ 791	\$15	1.90%	Network Fund

REVENUE CONTRACTS

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 REV	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019
Equalization	State of Michigan	Annual Grant for Remonumentation Program	01/01/20	12/31/20	\$94,314	\$89,306	-\$5,008	-5%

Agenda Item 12b

TO: County Services, Human Services and Finance Committees

FROM: Michael A. Townsend, Budget Director

DATE: November 20, 2019

RE: Year End Adjustments, and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the end of fiscal year 2019. The General Fund total will remain at \$87,812,526

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2019 Budget. The General Fund budget total will not be adjusted for the fourth quarter of 2019.

The Fair Fund is requesting a \$40,000 transfer from the General Fund to Fair fund balance to cover anticipated yearend non-operational adjustments. The funding for this transfer is requested for contingency funds.

The Road Department's final 2019 budget adjustment is requesting an increase in expense and the use of fund balance for various non-federal aid primary road improvement projects and replacement of the Road Department's Eastern District garage roof, the contracts for all the above projects have already been approved by the BOC in the amount of \$4,505,000.

The contingency fund is currently at \$183,853 before the above adjustment. The attached document details how the Board allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2019 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Community Agency Funding	(8,550)
R18-500: Training Animal Control	(49,900)
R19-262: Unity in the Community Event	(2,500)
R19-293: Cost Allocation Plan MGT	(12,000)
R19-372: Drain Commissioner's Office	(6,080)
R19-380: Plante Moran 2018 Audit	(44,520)
R19-407: Lakeview Shelter	(37,565)
R19-416: Probate Register III Full Time	(5,032)
Current Contingency Amount	\$183,853

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2019 Budget on October 23, 2018 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2019 Ingham County General Fund budget at \$87,812,526.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2019 BUDGET</u> <u>11/19/19</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	87,812,526	0	87,812,526
201	Road	26,779,654	4,505,000	31,284,654
561	Fair	1,349,099	40,000	1,389,099

GENERAL FUND REVENUES

	<u>2019 Budget –</u> <u>11/19/19</u>	<u>Proposed</u> <u>Changes</u>	<u>2019 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	51,995,716	0	51,995,716
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,210,267	0	6,210,267
Convention/Tourism Tax - Liquor	1,409,713	0	1,409,713
Court Equity Funding	1,462,712	0	1,462,712
State Personal Property Tax Return	750,000	0	750,000
Use of Fund Balance - Committed	0	0	0
Use of Fund Balance - Uncommitted	3,456,560	0	3,456,560
Department Generated Revenue			
Animal Control	1,199,936	0	1,199,936
Circuit Court - Family Division	1,277,769	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Crt - General Trial	2,235,946	0	2,235,946
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	618,850	0	618,850
District Court	2,254,348	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Probate Court	277,178	0	277,178
Prosecuting Attorney	740,870	0	740,870
Purchasing	0	0	0
Register of Deeds	2,298,237	0	2,298,237
Remonumentation Grant	94,260	0	94,260
Sheriff	4,736,517	0	4,736,517

Treasurer	4,492,133	0	4,492,133
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	510,113	0	510,113
Total General Fund Revenues	87,812,526	0	87,812,526

GENERAL FUND EXPENDITURES

	<u>2019 Budget – 11/19/19</u>	<u>Proposed Changes</u>	<u>2019 Proposed Budget</u>
Board of Commissioners	618,642	0	618,642
Circuit Court - General Trial	9,255,042	0	9,255,042
District Court	3,309,520	0	3,309,520
Circuit Court - Friend of the Court	1,614,912	0	1,614,912
Jury Board	1,190	0	1,190
Probate Court	1,621,110	0	1,621,110
Circuit Court - Family Division	5,795,303	0	5,795,303
Jury Selection	171,910	0	171,910
Elections	289,560	0	289,560
Financial Services	880,977	0	880,977
County Attorney	474,525	0	474,525
County Clerk	1,153,296	0	1,153,296
Controller	986,131	0	986,131
Equalization/Tax Services	765,751	0	765,751
Human Resources	846,444	0	846,444
Prosecuting Attorney	7,058,244	0	7,058,244
Purchasing	247,588	0	247,588
Facilities	1,939,569	0	1,939,569
Register of Deeds	869,568	0	869,568
Remonumentation Grant	94,260	0	94,260
Treasurer	590,285	0	590,285
Drain Commissioner	1,113,156	0	1,113,156
Economic Development	328,271	0	328,271
Community Agencies	208,550	0	208,550
Inhgam Conservation District Court	8,089	0	8,089
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	212,600	0	212,600
Sheriff	20,892,683	0	20,892,683
Metro Squad	37,670	0	37,670
Community Corrections	178,614	0	178,614

General Fund Expenditures

Non-General Fund Adjustments

Road Fund (F201)	To increase expense and use of fund balance in the amount of \$4,505,000 for various non-federal aid primary road improvement projects and replacement of the Road Department's Eastern District garage roof with contracts already approved by BOC
Fair (F561)	To set up transfer from General Fund 101 to cover the nonoperational expense in the amount of \$40,000.

TO: Board of Commissioners County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: November 20, 2019

SUBJECT: Resolution Authorizing an Agreement with the Ingham Conservation District
For the meeting agendas of December 3 and December 4

BACKGROUND

This resolution authorizes a 2020 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$13,100. Funds for this agreement are included in the 2020 budget. Funds will be allocated as follows:

Staff Support - \$7,100

Invasive Species Technician Stipend - \$2,400

Education and Outreach - \$2,000

Vehicle and Property Maintenance - \$600

Office Support - \$1,000

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of promoting environmental protection, smart growth and conservation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2020 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2020 Ingham County budget includes \$13,100 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2020 through December 31, 2020 in an amount not to exceed \$13,100.

BE IT FURTHER RESOLVED, the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: November 26, 2019

SUBJECT: Resolution to Amend the Business Travel and Reimbursement Policy

BACKGROUND

On October 5, 2010 the Board of Commissioners approved the Business Travel and Reimbursement Policy for all employees, elected officials and Commissioners. Compliance with these regulations is the responsibility of the department head or elected official. The Policy has been amended three times since 2010 to clarify meal allowance calculations, travel arrangements and air travel procedures.

Proposed changes to the policy are centered on elimination of the Financial Services Department reservation requirement and meal reimbursement rates. As noted in summary below, departments would be allowed to make their own airline and hotel reservation consistent with existing rules. Currently all such accommodations must be secured by an employee of the Financial Services Department. Meal reimbursement rates would be tied to U.S. General Services Administration Meals and Incidental Expense (M&IE) rates as posted on their Web page. Travelers would no longer be required to provide meal receipts when using the M&IE rates.

- Section M.2 (pg. 211-4): Clarification that travel as part of an essential job duty is not “subject to” the preauthorization procedure. Note that the procedure for out-of-state travel approval has not changed.
- Section N.1 (pg. 211-4): Proposed changes to this Section will eliminate the Financial Services Department booking and reservation requirement. Department Heads would have authority to establish booking and reservation procedures for employees in their departments, subject to budget limitations.
- Section N.2 (pg. 211-4): This Section which addresses changes to airline and hotel reservations is moved to a new Section N.4.
- Section N.3 (pg. 211-4): Renumbered as Section N.2. The second paragraph is modified to reflect changes in Section N.1 and reaffirm the requirement of Department Head approval.
- Section N.4 (pg. 211-5): New Section N.4 is the old Section N.2.
- Section N.7 (pg. 211-5): Reference to the Rand McNally mileage table is removed in favor of point-to-point calculations (many travel Web sites such as Google Maps and MapQuest provide accurate mileage calculations between specific addresses). Reference to daily average travel is struck as it serves no purpose in mileage computation.
- Section N.9 (pg. 211-6): Meal reimbursements will be equal to the U.S. General Services M&IE rate as posted on their Web page. Travelers would no longer be required to provide meal receipts when using the M&IE rates. Employees seeking reimbursement will still need to complete a Travel Expense Voucher (Excel version attached or through SeamlessDocs) for reimbursement. Note that the M&IE rate applies only to meal reimbursement and does not apply to hotel accommodations.

ALTERNATIVES

Current policy rules and procedures could continue as written. However, the proposed amendments offer a more efficient alternative.

FINANCIAL IMPACT

There is no direct financial impact associated with the proposed amendments.

OTHER CONSIDERATIONS

The proposed changes were vetted by County auditors and attorneys for consistency with Generally Accepted Accounting Practices and applicable statutes.

STRATEGIC PLANNING IMPACT

Proposed amendments to the Business Travel and Reimbursement Policy are consistent with Management, Finance and Governance goals and strategies to periodically review and revise policies and contracting procedures to reflect current best practices.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to amend the Business Travel and Reimbursement Policy.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE BUSINESS TRAVEL AND REIMBURSEMENT POLICY

WHEREAS, on October 5, 2010 the Board of Commissioners approved the Business Travel and Reimbursement Policy for all employees, elected officials and Commissioners; and

WHEREAS, the Policy is intended to provide rules and procedures for determining appropriate expenditures related to business travel; and

WHEREAS, the Board of Commissioners wishes to amend the policy to streamline travel reservation procedures, amend meal reimbursement rates and reference contemporary resources for mileage calculation; and

WHEREAS, proposed changes were vetted by County auditors and attorneys for consistency with Generally Accepted Accounting Practices and applicable statutes.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners amends the Business Travel and Reimbursement Policy as follows:

- Section M.2, second paragraph is amended to state: Any trip needed as part of an employees' essential job duty (such as transporting a prisoner or escorting a child for out-of-state placement) is not subject to this requirement.
- Section N.1 is amended to state: The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimbursement procedures. These provisions shall apply only to traveling employees and shall not apply to air travel required for other functions such as witnesses required by the Prosecuting Attorney.
- Current Section N.2 is moved to a new Section N.4.
- Section N.3 is renumbered as Section N.2 and the second paragraph is amended to state: The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. Travelers should purchase the least expensive accommodations available on any one flight with approval of the Department Head. Persons choosing to use first class transportation when tourist class is available shall be responsible for the additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less expensive accommodations are not available. Such certification must accompany the reimbursement voucher.
- Section N.4 is amended to include text from the old Section N.2.
- Section N.7 is amended to state: Mileage must be computed based on the shortest available route between the point of departure and the destination, plus road and bridge tolls. The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.
- Section N.9 is amended to state: The cost of meals while traveling is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of

any meal will be reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate. However, within 60 calendar days of the date, employees must file a County Travel Expense Voucher including:

- i. The business purpose of the trip;
- ii. The date and place of the trip; and
- iii. Receipts for lodging (if using the M&IE meals-only per diem rate).

If any of these requirements are not met, the payment may be deemed taxable to the employee. No reimbursement for alcoholic beverages will be allowed.

Maximum per diem allowance will be prorated as shown on the table below:

<u>Departure Time</u>	<u>Return Time</u>	<u>Maximum Allowance</u>
Before 8:00 a.m.	After 6:00 p.m.	100%
After 8:00 a.m.	After 6:00 p.m.	80%
Before 8:00 a.m.	Before 5:00 p.m.	50%
After 8:00 a.m.	Before 5:00 p.m.	30%
Before 12:00 Noon	Before 12:00 Noon	0%
After 12:00 Noon	After 12:00 Noon	0%

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.

Approved: October 5, 2010
Resolution No. 10-327

A. Introduction

This policy pertains to all employees, elected officials and Commissioners. Compliance with these regulations is the responsibility of the department head or elected official. Vouchers that appear to be in violation of this policy will be returned unpaid to the department with an explanation.

B. Local Travel

1. County employees and elected officials that use a privately owned vehicle for County business may be reimbursed. The amount to be reimbursed shall be determined by reference to the Internal Revenue Service (IRS) Standard Mileage Rate Method. The Human Resources Department will notify department heads and elected officials of changes in the Standard Mileage Rate.
2. Departments shall establish regulations regarding the designation of official work stations as assigned. This work station will be used in determining mileage reimbursement. No mileage will be allowed for travel between an employee's home and his or her official work station (commuting expenses). Examples to assist in calculating allowable travel expenses are presented in Appendix A.
3. Only allowable auto expenses as determined by IRS guidelines will be reimbursed. Adequate documentation is required. The charge should be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed.
4. Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned cars are used.

C. Computation of Mileage

Mileage must be computed based on the shortest available route between the point of departure and the destination. A mileage grid showing distances between County facilities is provided in Appendix B. This grid may be used in place of actual odometer readings.

D. Parking Fees

If an employee is required to have a motor vehicle available for County business purposes, a monthly parking allowance may be provided. The department head or elected official must request approval from the County Services Committee. If approved, a reimbursement will be provided monthly upon receipt of a statement of the parking charge in an amount specified in labor contracts or managerial compensation plan. Intermittent parking charges for meter, lots, etc., will be reimbursed monthly as incurred. Parking reimbursement requests should be included on the travel reimbursement requests. Meter parking should be identified on the reimbursement form as meter parking.

E. Parking or Traffic Violations

Under no condition will parking or traffic violation tickets be reimbursed. They are the full responsibility of the employee operating the vehicle.

F. Automobile Insurance

Employees who use their vehicles as a requirement of their job shall be reimbursed for automobile insurance as established by collective bargaining agreements and/or compensation plans. This payment will be made by December 15 of the contract year providing that prior to December 1 the employee shall submit proof of the additional automobile insurance and payment of same to the Human Resources Department.

G. Temporary Assignments

An employee temporarily working at another location that requires driving less distance than that from home to the regular work site and back will not be reimbursed for such travel in his or her own vehicle, but, if the temporary work assignment requires driving more distance than normal, the employee will be reimbursed for the difference in miles driven.

H. Attendance at Funerals

Employees designated as official representatives of the County for attendance at a funeral may claim reimbursement for travel expenses subject to the limitations of these regulations.

I. Use of County-Owned Vehicle

An employee using a County-owned vehicle on County business shall be reimbursed for gasoline and other operating expenses incurred while using the vehicle, provided that appropriate receipts for all such expenses are submitted with the travel reimbursement request.

J. Meal Allowance

Meal reimbursement calculations are provided in Section N.9.

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015

K. Travel Reimbursement

1. All travel expense claims shall be prepared and submitted on a Travel Expense Voucher, and must be itemized and stated in accordance with these regulations. Failure to use the specified form could delay the processing. The form must be signed by the employee. Each traveler should keep a memorandum of expenditures properly chargeable to the County so that the accumulated information will be available for preparation of the travel voucher at the end of each travel period.
2. Expense reports shall not be submitted until the total requested exceeds \$15.00. An exception is the fiscal year-end report which must be submitted no later than the fifth work day of the new fiscal year. Another exception would be when an employee is leaving employment with the County.
3. The official work station shall be shown on the voucher.
4. Supporting receipts must be attached for all items of expense, unless exempt by these regulations.
5. All items on the travel voucher should appear in chronological order and all expenses for the period must be included.
6. Each day's expense shall be shown separately and totaled.
7. The certification on each voucher shall be attested to by the manual signature of the employee. An authorized agent may not approve his or her own voucher.

L. Several People Attending the Same Out of Town Event

It is strongly recommended that if several people are attending the same out-of-town event that they travel together to reduce costs. This recommendation applies to employees within the same Department or from different Departments.

M. Overnight Travel

1. General. This policy pertains to all employees, elected officials and Commissioners. County representatives traveling on official business are expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Compliance with these regulations is the responsibility of the department head or elected official. The Controller/Administrator and the Financial Services Department will refuse to pay any travel vouchers that appear to violate the intent of these regulations.
2. Authorization. All travel must be authorized and approved by the department head, elected official or his/her designated representative. No designated representative may approve his/her own vouchers. The Ingham County Board of Commissioners encourages County employees and

County-wide elected officials to participate in professional self-improvement and continuing education efforts, and to seek out innovative and cost-effective programs and technologies for potential utilization in Ingham County. Department heads, elected officials and the presiding judges of the various courts may authorize the expenditure of budgeted funds for professional development of County employees, and to seek innovative programs and technologies for use in Ingham County. No out-of-state travel will be authorized without approval of the Controller/Administrator and the Chairperson of the Board of Commissioners.

Any trip needed as part of an employees' essential job duty (such as transporting a prisoner or escorting a child for out-of-state placement) is not ~~covered under~~ subject to this requirement.

N. Travel Arrangements.

1. General. ~~The Financial Services (FS) Department will have an employee trained in scheduling and purchasing air fare and hotel reservations. All airline tickets and hotel reservation will be made by this individual. The traveling employee will submit possible travel times and dates and the FS Department will attempt to find a cost beneficial arrangement within this schedule. If the traveling employee and the FS Department cannot agree on travel times and dates, then the matter will be referred to the Controller for resolution.~~ The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimbursement procedures. These provisions shall apply only to traveling employees and shall not apply to air travel required for other functions such as witnesses required by the Prosecuting Attorney.

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015

2. ~~Changes. Once an airline ticket or hotel room has been booked, it can only be changed with Department Head's approval. If the change is the result of an employee's personal non-emergency issue (such as having to attend a child's social event), the employee will be responsible for any additional cost incurred by the County. If a disagreement occurs, the County Controller/Administrator will determine if the change was the result of an emergency. (NOTE: This text is moved to new Subsection N.4)~~

3. ~~Air Travel.~~ The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight may be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than \$200 for an individual or \$400 for a group, the flight may be booked from the neighboring airport. The \$200 or \$400 difference is for the inclusive cost of the flight including mileage and parking.

The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. ~~The FS Department~~ Travelers should purchase the least expensive accommodations available on any one flight with approval of the Department Head. Persons choosing to use first class transportation when tourist class is available shall be responsible for the additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less expensive accommodations are not available. Such certification must accompany the reimbursement voucher.

3. Round-Trip Tickets. Round-trip tickets shall be secured whenever economical and practicable.
4. Changes. Once an airline ticket or hotel room has been booked, it can only be changed with Department Head's approval. If the change is the result of an employee's personal non-emergency issue (such as having to attend a child's social event), the employee will be responsible for any additional cost incurred by the County. If a disagreement occurs, the County Controller/Administrator will determine if the change was the result of an emergency. (NOTE: This text is former subsection N.2)
5. Insurance. Insurance coverage for persons traveling by common carrier is not allowable as a reimbursable expense.
6. Transportation by Private Owned Car. Employees or commissioners, who elect to drive a privately owned car in lieu of common carrier, shall be reimbursed at rates established in labor contracts or as provided by Board resolutions. Reimbursement for out-of-state travel by a privately owned car in lieu of common carrier (mileage plus lodging, per diem, and toll charges) is limited to the cost associated with tourist class air fare.

An employee using a County owned vehicle on County business is reimbursed for gasoline and other operating expense incurred while using the vehicle. Appropriate documentation for all such expenses must be submitted with the travel reimbursement request.

7. Computation of Mileage. ~~Point to point out-of-state mileage will be shown in the Rand McNally atlas mileage,~~ Mileage must be computed based on the shortest available route between the point of departure and the destination, plus road and bridge tolls. ~~It is assumed that out-of-state drivers on extended trips will average 400 miles a day.~~ The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.
8. Rental Cars. A car may be rented at a conference site with prior approval of the department head. Only the cost for a compact vehicle will be reimbursed. The cost for any upgrade from a compact vehicle will be the responsibility of the employee. There is no need to purchase insurance when renting a vehicle since it is covered under the County's insurance policy. Reimbursement for a rental vehicle precludes any reimbursement for local travel costs at the conference site.
9. Meal Reimbursement. The cost of meals while traveling is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) ~~Appropriate detailed receipts must be submitted and maximum gratuity is 15%.~~ Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate. However, within 60 calendar days of the date, employees must file a County Travel Expense Voucher including:

i. The business purpose of the trip;

ii. The date and place of the trip; and

iii. Receipts for lodging (if using the M&IE meals-only per diem rate).

If any of these requirements are not met, the payment may be deemed taxable to the employee. No reimbursement for alcoholic beverages will be allowed.

Maximum per diem allowance will be prorated as shown on the table below:

<u>Departure Time</u>	<u>Return Time</u>	<u>Maximum Allowance</u>
Before 8:00 a.m.	After 6:00 p.m.	100%
After 8:00 a.m.	After 6:00 p.m.	80%
Before 8:00 a.m.	Before 5:00 p.m.	50%
After 8:00 a.m.	Before 5:00 p.m.	30%
Before 12:00 Noon	Before 12:00 Noon	0%
After 12:00 Noon	After 12:00 Noon	0%

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return.

10. **Documentation.** Receipts are required for all other transactions in excess of \$25.00 claimed on the travel voucher as reimbursable items.
11. **Foreign Travel.** Travel expenses incurred while traveling in a foreign country will be reimbursed at the rate charged by the employee's credit card or the published exchange rate at the time of the expenditure. A copy of the credit card statement or an exchange rate table from any financial publication should be provided to support the rate claimed. Daily and weekly exchange rate data is also available on the Federal Reserve Board website.
12. **Lodging Charges and Meals.** Sales and use taxes, applicable to lodging charges are reimbursable in addition to the regular lodging allowance. Only the actual lodging expenses paid, plus tax, is allowable. Receipts for lodging expenses are required. Any change in hotel location during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or motel room expense will be made for a standard single room. Any cost for the upgrade of a room will be the responsibility of the employee.
13. **Lodging Charges for Multiple Occupancy.** When a County employee in travel status shares hotel or other lodging with other County employees, reimbursement to the traveler will be as follows:
 - a. If hotel or other lodging is shared with a person other than a County employee, reimbursement to the County employees will be at the single rate. Documentation supporting the single rate must be available.
 - b. If hotel or other lodging is shared with two or more County employees or Commissioners and they all occupy the same room, reimbursement to the County employee or Commissioner will be based on the amount paid.

14. Guidelines. The following rules are established as guides for the employee and the approving officials:
- a. It is expected that expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. The department head, elected official or his/her authorized representative approving the travel voucher will be held responsible in his/her certification for all items of expense as being necessary and correct.
 - b. Expenditures for hospitality expenses and/or alcoholic beverages will not be reimbursed under any circumstances.
 - c. When travel expense vouchers are supported by receipts that show signs of erasures or alterations, the voucher will be returned to the employing department for a statement of facts explaining the reason for the alteration before the travel voucher will be approved for payment.
 - d. No employee shall travel as the guest of any current or potential private (non-grantor) vendor who could reasonably be expected to offer service to the County in the future unless authorized by the Department's Liaison Committee.
 - e. Employees may take annual leave during a tour of travel with approval of the department head or elected official, provided, that in no case shall travel expenses be allowed while in annual leave status. Whenever an employee in travel status becomes incapacitated due to illness or injury certified by a licensed physician that is allowable as sick leave, he may continue in travel status for a period not to exceed seven calendar days at rates not to exceed M&IE allowance and lodging charges as provided in these regulations.
 - f. An employee will be considered to be in travel status on non-work days unless the employee can return to his/her official work station or home prior to a non-work day. Employees may be entitled to compensation for work performed on non-workdays pursuant to applicable collective bargaining agreements. Every effort should be made to find an alternative to paying the employee overtime for traveling or attending a conference during a non-workday.
 - g. Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of Ingham County. Advance registration is preferred. Receipts must be attached for reimbursement.

O. Accounting for Travel Advances and Advances for Travel

1. Requisition for Travel Advance. Departments are authorized to make travel advances for specific trips of employees and Commissioners traveling on County business, subject to approval by the County Controller/Administrator. Requests for such advances should be made at least ten days prior to departure, but no more than 30 days before departure. An employee or Commissioner taking a trip with the appropriate prior approval, which would involve personal cash outlay for travel expenses, shall furnish the Controller/ Administrator a statement setting forth the purpose of the trip, expected travel period, method of transportation, itinerary, and an estimate of cash outlay for travel showing individually the estimated costs to be borne by the County.

Travel advances will not be issued for less than \$50.00. Such de minimis expenditures will be reimbursed on a standard Travel Expense Voucher.

2. Issuing Advances. The official or employee shall request a travel advance by submitting a travel advance form. The preparer must retain a copy of the form. Receipt of a travel advance is conditional upon agreement to a payroll deduction to settle any unsubstantiated expenses (See Failure to Comply, below). Financial Services shall issue travel advances to employees with the concurrence of the employee's department head.
3. Travel Advance Settlement: A travel advance should be settled within five working days subsequent to the final date of expenses listed on the travel advance form. Actual expenditures shall be reconciled to the amount of advances on the copy of the travel advance form. This completed and signed form shall be submitted to Financial Services along with any required documentation.

A check must be submitted to the Ingham County Treasurer for any excess travel advance.

4. Failure to Comply: IRS regulations require substantiation of expenses and the return of any excess travel advance within a reasonable period of time (60 days). Any portion of a travel advance not settled within 60 days shall be recovered through payroll deductions.
5. Travel Reimbursements: Overnight travel expenses incurred without benefit of a travel advance will be reimbursed on a travel voucher. Such reimbursement claims will be prepared and submitted on the standard Travel Expense Voucher, itemized and stated by these regulations.

P. Use of County-Owned Vehicles

1. This policy shall cover and apply to all official's and employee's use of any vehicle owned by Ingham County, except that this policy may be considered modified, but only to the extent that provisions of a collective bargaining agreement expressly provide for vehicle use in a manner inconsistent with this policy.
2. All vehicles acquired by Ingham County are for the use and purpose of County business only, and all officials and employees of the County operating vehicles are subject to and required to adhere to the terms of this policy
3. Except as otherwise specifically provided in this policy, no official and no employee may use a County-owned vehicle for personal use. County-owned vehicles shall be used for County business.
4. County employees may use County-owned vehicles for commuting to and from employment only if specifically required to do so for the purposes of on-call duty, or if specifically authorized by the employee's department head or elected official, as being necessary and in the best interest of the County. Except as permitted herein, there shall be no commuting with County-owned vehicles and there shall be no other personal use of County-owned vehicles by County employees. Employees shall report in writing bi-weekly the number of "commuting days" to the employee's department head or elected official.
5. Personal use of County-owned vehicles by an employee may be subject to taxation to that employee by the Internal Revenue Service.

Q. Other Reimbursement

1. Miscellaneous Expenditures: County funds may be expended for supplies to the extent that such supplies are consumed by the general public or used in the conduct of normal business. Whenever possible, supplies should be billed to Ingham County by the vendor. If direct billing is not possible, an employee may be reimbursed for such expenses.
2. Charges not Reimbursable: In general, the County is not liable for any loss or damage to an employee's property.
3. Sales Tax: As a governmental entity, Ingham County is not subject to state sales tax. Sales tax should not be paid on any item purchased for the exclusive use of Ingham County. Ingham County's tax exempt number is 38-6005629. An exemption certificate is available from the Purchasing Department, if required.
4. Registration Fees: Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the County. Documentation must be attached.
5. Retiree Recognition Policy: County funds may be utilized to recognize and honor retirees to a maximum of \$75.00 for employees who have a minimum of ten years and \$150.00 for employees who have a minimum of 25 years. A completed Retiree Recognition Expense Form is required to be submitted with the invoice for payment. This amount must be used to purchase an actual gift or fund a party. Gifts of cash or gift cards are not allowed.
6. Guests: The cost of guest meals is allowable when incurred by department heads only if it can be shown that such cost was incidental and necessary to the conduct of official County business. In no cases will the amount allowed be in excess of the maximum established in these regulations. Full explanation must be given on the voucher, including the name of the guest. Tips are limited to 15%.
7. Food and Beverages for Meetings: Food and beverages purchased for staff meetings and staff lunches are not allowable expenses. Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County's expense. The Business Meal Expense Form or Meeting Supplies Expense Form must accompany all requests for reimbursement or submittal of the Procurement Card documentation.
8. Rental of Rooms: Expenses for rental of special rooms for meetings will be approved only when County owned facilities are not available. Approval from the Controller/Administrator is required. Receipts are required.
9. Dues and Subscriptions: Professional dues and subscriptions will only be allowable expenses if they are required for an employee's essential job duty or are necessary to provide a Department's primary service.
10. Documentation and Processing: All requests for reimbursement must have adequate documentation. Employees are encouraged to order items with per unit cost of \$100 or more through the Purchasing Department. A purchase order should be issued to the vendor for such purchases.

An employee may request reimbursement by including the expense on a standard Travel Expense Voucher with his or her mileage (NOTE: The correct charging distribution number should be indicated.) Alternately, a reimbursement voucher may be submitted. The voucher should be made payable to the employee. The description should read “employee reimbursement” and should also indicate the employee’s department.

11. Enforcement: The Director of Financial Services has the authority to reject any expenditure which he or she believes is not in accordance with this policy. Any employee disagreeing with this decision can appeal the decision to the County Controller/Administrator.

APPENDIX A TRAVEL SCENARIOS

Following are examples to assist in calculating allowable travel expenses:

EXAMPLE 1

One staff person lives in Mason.

Is she entitled to mileage from her home in Mason to the Mason Courthouse (which is not her assigned location) or is she entitled to mileage from the VMC (where she did not report but is her assigned location) to the Mason Courthouse?

If she is going to mason for the entire day, she would not be entitled to any mileage since it is closer than her typical commuting miles. But, if she drove to Lansing at 8:00 and then needed to go to Mason for a two-hour 11:00 a.m. meeting and then returns to Lansing for the rest of the day, she would be entitled to the mileage from Lansing to Mason and back to Lansing.

EXAMPLE 2

If this staff person reports from her home in Mason to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon, is she entitled to mileage from the Mason Courthouse to the VMC building?

She would not be entitled to any mileage since she is not traveling any farther than she would on a typical day.

EXAMPLE 3

One staff person lives in Lansing.

Is she entitled to mileage from her home in Lansing to the Mason Courthouse (when she reported directly to the Mason location instead of her assigned location of VMC) or is she entitled to mileage from the VMC to the Mason location?

She would be entitled to the difference between her normal commute and the commute to Mason. If she lives five miles from downtown but needs to drive 20 miles to Mason instead, she would be entitled to reimbursement for 15 miles driven.

EXAMPLE 4

If this staff person reports from her home in Lansing to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon is she entitled to mileage from the Mason Courthouse to the VMC building?

Same as Example 3

APPENDIX B MILEAGE TABLES

	County Attorney	Road Department	Drain Commissioner / Animal Control / District Court / Sheriff's Office	Medical Care Facility / Housing Commission	Grady Porter Building / Veteran's Memorial Courthouse	Hilliard Building/ Courthouse	Human Services Building	Ingham County Family Center (Ingham Academy)	Potter Park Zoo
County Attorney	--	15	14	14	1	16	5	4	3
Road Department	15	---	1	10	14	1	9	11	13
Drain Commissioner / Animal Control / District Court / Sheriff's Office	14	1	---	11	14	1	9	10.5	12.5
Medical Care Facility / Housing Commission	14	10	11	---	12	9	8	10	11
Grady Porter Building / Veteran's Memorial Courthouse	1	14	14	12	---	15	3	3	2
Hilliard Building/ Courthouse	15	1	1	9	15	---	9	12	14
Human Services Building	5	9	9	8	3	9	---	2.5	3
Ingham County Family Center (Ingham Academy)	4	11	10.5	10	3	12	2.5	---	3
Potter Park Zoo	3	13	12.5	11	2	14	3	3	---

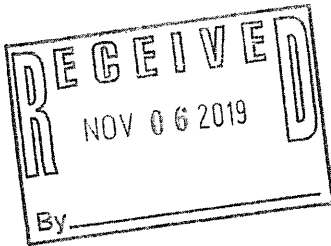
Animal
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Health
Center –
Sparrow
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Building
Hilliard
Building
Human
Services
Building

	Human Services Building	Healthy Smiles Dental Clinic	Otto Community Health Services	Well-Child Health Center	Willow Teen Health Services	Health management Plan	St. Lawrence Health Center	Sparrow Health Center	Ingham County Jail
Human Services Building	---	2	5	3	5	0.5	5	4.5	8
Healthy Smiles Dental Clinic	2	---	4	1	4	2.5	4	2.5	11.5
Otto Community Health Clinic	5	2	---	4	1.5	6	2	2.5	15
Well-Child Health Center	3	1	4	---	3	3	3.5	3	13
Willow Teen Health Services	5	4	1.5	3	---	5.5	1	2	14.5
Health Plan Management	0.5	2.5	6	3	5.5	---	5.5	4.5	8
St. Lawrence Health Center	5	4	2	3.5	1	5.5	---	2	14.5
Sparrow Health Center	4.5	2.5	2.5	3	2	4.5	2	---	13
Ingham County Jail	8	11.5	15	13	14.5	8	14.5	13	---

Health Plan
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Jail Medical
-Sheriff's
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Health
Center -
Otto

	Baldwin Park	Burchfield / Riverbend	Hawk Island	Parks Department	Lake Lansing North	Lake Lansing South	Rayner Park	Potter Park Zoo
Baldwin Park	---	13	21	16	37	36	15	21
Burchfield / Riverbend	13	---	9	9	25	23	10	10
Hawk Island	21	9	---	10	12	10	11	2
Parks Department	16	9	10	---	14	13	1	14
Lake Lansing North	37	25	12	14	---	2	18	10
Lake Lansing South	36	23	10	13	2	---	16	9
Rayner Park	15	10	10	2	18	16	---	13
Potter Park Zoo	21	10	2	14	10	9	13	---

Baldwin
 Park
 Burchfield
 /
 Riverbend.....
 Hawk
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 Parks
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City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on November 18, 2019 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Amended Brownfield Plan #75 – Capital City Market Brownfield Redevelopment Project pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as 636 E. Michigan Avenue located in the City of Lansing, but more particularly described as:

Parcel 636 E. Michigan Avenue: A parcel of land in Block 242, Original Plat, City of Lansing, Ingham County, Michigan, and recorded in Liber 2 of Plats, Page 36, Ingham County Records, Connard's Subdivision on Lot 1, Block 242, Original Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 31, Ingham County Records, and in Barnard's Subdivision on Lots 2, 3, and 4, Block 242, Original Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 32, Ingham county Records, the surveyed boundary of said parcel described as: Beginning at the Northwest corner of said Connard's Subdivision 425.18 feet (recorded as 425.04 feet) to the Northeast corner of said Connard's Subdivision; thence S00°06'32"W along the East line of said Connard's Subdivision, the East line of said Block 242, and the East line of said Barnard's Subdivision 521.16 feet to the Southeast corner of Block 1, said Barnard's Subdivision; thence N89°29'27"W along the South line of said Block 1 a distance of 429.20 feet (recorded as 429.00 feet) to the Southwest corner of said Block 1; thence N00°33'03"E along the West line of said Barnard's Subdivision 121.50 feet to the Northwest corner of Block 1 of said Barnard's Subdivision; thence S89°28'38"E along the North line of said Block 1 of Barnard's Subdivision 135.00 feet to the East line of the West 135 feet of said Lot 2, Block 242; thence N00°33'03"E along said East line 78.23 feet to the south line of the North 8 feet of said Lot 2, Block 242; S89°18'57"E along said South line 30.00 feet to the Southerly extension of the East line of Lot 23, said Connard's Subdivision; thence N00°33'03"E along said Southerly extension of the East line of said Lot 23 and the East line of Lots 23, 22, 21, and 20, said Connard's Subdivision 155.45 feet; thence N54°22'13"W 13.08 feet; thence N89°27'25"W 4.35 feet; thence N00°29'31"E 3.08 feet; thence N89°27'25"W 149.95 feet to the West line of said Connard's Subdivision; thence N00°33'03"E along said West line 155.83 feet to the point of beginning; said parcel containing 4.24 acres, more or less, said aprcel [sic] subject to all easements and restrictions, if any; and

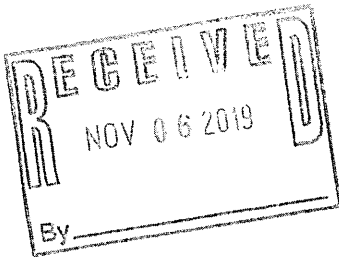
Parcel 119 S. Larch Street: Lots 20, 21 & 22, except the North 16.5 feet of Lot 20, Connard's Subdivision on Lot 1, Block 242, Original Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 31, Ingham County Records, also except a parcel of land being part of Lot 20, Connard's Subdivision on Lot 1, Block 242, Original

Plat, City of Lansing, Ingham County, Michigan, as recorded in Liber 1 of Plats, Page 31, Ingham County Records, the boundary of said parcel described as: Commencing at the Northwest corner of said Connard's Subdivision; thence S00°33'03"W along the West line of said Connard's Subdivision 142.49 feet to a point 16.5 feet South of the Northwest corner of said Lot 20 and the point of beginning of this description; thence S89°26'46"E parallel with the North line of said Lot 20 a distance of 165.00 feet to the East line of said Lot 20; thence S00°33'03"W along said East line 23.91 feet; thence N54°22'13"W 13.08 feet; thence N89°27'25"W 4.35 feet; thence N00°29'31"E 3.08 feet; thence N89°27'25"W 149.95 feet to the West of said Connard's Subdivision; thence N00°33'03"E along said West line 13.34 feet to the point of beginning; said parcel containing 0.44 acre, more or less; said parcel subject to all easements and restrictions, if any.

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Karl Dorshimer – Director of Business Development, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48912, (517) 702-3387.

If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, Lansing City Clerk, MMC/CMMC
Chris Swope
City Clerk



City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on November 18, 2019, at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #78 – Temple Redevelopment Project pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as 502 E. Cesar E. Chavez Avenue located in the City of Lansing, but more particularly described as:

LOTS 5, 6, & W ½ of LOT 4 BLOCK 15 ORIG PLAT
Tax Parcel No. 33-01-01-09-427-002

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Kris Klein – Economic Development Specialist, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48912, (517) 702-3387.

If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, Lansing City Clerk, MMC/CMMC
Chris Swope
City Clerk