

INGHAM COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING – 6:30 P.M.  
COMMISSIONERS ROOM, COURTHOUSE  
MASON, MICHIGAN

DECEMBER 10, 2019

## AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM [NOVEMBER 26, 2019](#)
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
  1. A LETTER FROM THE LANSING CITY COUNCIL COMMITTEE ON PUBLIC SAFETY REGARDING THE APPOINTMENT OF A [MEDIA REPRESENTATIVE](#) TO THE INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS ADVISORY BOARD
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
  2. COUNTY SERVICES COMMITTEE – RESOLUTION HONORING [THOMAS LESINSKI](#)
  3. COUNTY SERVICES COMMITTEE – RESOLUTION HONORING [KATHY PROUT](#)
  4. COUNTY SERVICES COMMITTEE – RESOLUTION RECOGNIZING THE 37TH ANNUAL [HISPANIC CHRISTMAS SYMPOSIUM](#)
  5. COUNTY SERVICES COMMITTEE – RESOLUTION HONORING [DR. MARTIN LUTHER KING, JR.](#)
  6. COUNTY SERVICES COMMITTEE – RESOLUTION MAKING AN APPOINTMENT TO THE [EQUAL OPPORTUNITY COMMITTEE](#)

7. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE [PERMITS](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
8. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION FOR [HVAC](#) CONTROLLER SYSTEM REPLACEMENT AT THE ROAD DEPARTMENT ADMINISTRATION BUILDING
9. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO APPROVE A CONTRACT WITH [SEVERANCE ELECTRIC CO., INC.](#) FOR BID PACKET #212-19, TRAFFIC SIGNAL CONSTRUCTION SERVICES
10. COUNTY SERVICES & FINANCE COMMITTEES – 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
11. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE PARTICIPATION IN THE 2020 TRI-COUNTY REGION [AERIAL IMAGERY](#) PARTNER AGREEMENT
12. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO APPROVE THE LEASE OF SAN AND COMPUTE HARDWARE FROM [AVALON TECHNOLOGIES, INC.](#)
13. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING MODIFICATIONS TO THE 2019 [MANAGERIAL AND CONFIDENTIAL](#) EMPLOYEE PERSONNEL MANUAL FOR 2020
14. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WAGE REOPENER WITH THE MICHIGAN NURSES ASSOCIATION, NURSE PRACTITIONERS/CLINIC [NURSES](#) UNIT
15. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WAGE REOPENER WITH THE OPEIU LOCAL 459, AFL-CIO, CIRCUIT COURT/FAMILY DIVISION [PROFESSIONAL](#) EMPLOYEES UNIT
16. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT FOR [SELF-FUNDED WORKERS'](#) COMPENSATION THIRD PARTY ADMINISTRATION
17. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WAGE REOPENER WITH THE COMMAND OFFICERS ASSOCIATION OF MICHIGAN [911 SUPERVISORY](#) UNIT

18. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT WAGE REOPENER WITH THE ICEA [PROFESSIONAL COURT](#) EMPLOYEES UNIT
19. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT 2020 WAGE REOPENER WITH THE CCLP [911 NON-SUPERVISORY](#) UNIT
20. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT 2020 WAGE REOPENER WITH THE ICEA [PARK RANGERS](#) UNIT
21. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT 2020 WAGE REOPENER WITH THE ICEA COUNTY [PROFESSIONAL](#) EMPLOYEES UNIT
22. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT 2020 WAGE REOPENER WITH THE CCLP [ANIMAL CONTROL OFFICERS](#), VETERINARIAN TECHNICIANS AND ANIMAL CARE SPECIALISTS UNIT
23. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO TRANSFER ALL UNSOLD [TAX REVERTED PROPERTIES](#) REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY
24. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION AUTHORIZING AN AGREEMENT WITH THE INGHAM [CONSERVATION DISTRICT](#)
25. COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO AMEND THE BUSINESS [TRAVEL](#) AND REIMBURSEMENT POLICY
26. FINANCE COMMITTEE – 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
27. FINANCE COMMITTEE – RESOLUTION APPROVING VARIOUS [CONTRACTS](#) FOR THE 2020 BUDGET YEAR
28. FINANCE COMMITTEE – RESOLUTION AUTHORIZING [ADJUSTMENTS](#) TO THE 2019 INGHAM COUNTY BUDGET
29. HUMAN SERVICES COMMITTEE – RESOLUTION HONORING [JESSY GREGG](#)
30. HUMAN SERVICES COMMITTEE – RESOLUTION CONGRATULATING THE [CAPITAL AREA DISTRICT LIBRARY](#)

31. HUMAN SERVICES COMMITTEE – RESOLUTION APPOINTING A 4-H REPRESENTATIVE TO THE INGHAM COUNTY [FAIR BOARD](#)
32. HUMAN SERVICES COMMITTEE – RESOLUTION CONSENTING TO CONTINUED RESETTLEMENT OF [REFUGEES](#) IN INGHAM COUNTY
33. HUMAN SERVICES COMMITTEE – RESOLUTION TO APPROVE THE HEALTH DEPARTMENT’S [PLAN OF ORGANIZATION](#)
34. HUMAN SERVICES & COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO INCREASE POSITION #601053 [COMMUNITY HEALTH REP II](#) FROM .75 FTE TO 1.0 FTE
35. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION ([IHPC](#))
36. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES ([CMH](#)) FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES
37. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FROM BLUE CROSS BLUE SHIELD OF MICHIGAN AND AUTHORIZE AN AGREEMENT WITH [SPARROW HOSPITAL](#)
38. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE MONTH TO MONTH LEASE EXTENSION FOR [306 W. WILLOW STREET](#)
39. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AGREEMENTS WITH [WAYNE CHILDREN’S HEALTHCARE](#) ACCESS PROGRAM TO ACT AS THE FIDUCIARY/PAYEE FOR AGENCY FUNDING
40. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [CAPTURERX](#)
41. HUMAN SERVICES & FINANCE COMMITTEES – 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 WHOLESALE
42. HUMAN SERVICES & FINANCE COMMITTEES – RESOLUTION AUTHORIZING [OFF-SEASON FEES](#) FOR THE INGHAM COUNTY FAIR

43. LAW & COURTS COMMITTEE – RESOLUTION HONORING [BRYCE ALFORD](#) AS THE RECIPIENT OF THE MICHIGAN A.P.C.O. 2019 RADIO FREQUENCY TECHNOLOGIST OF THE YEAR AWARD
44. LAW & COURTS COMMITTEE – RESOLUTION AMENDING THE [MEMBERSHIP CRITERIA](#) FOR THE INGHAM COUNTY INDIGENT DEFENSE SYSTEM COLLABORATIVE COMMITTEE
45. LAW & COURTS & COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO [ADJUST STAFFING](#) AT INGHAM COUNTY ANIMAL CONTROL AND SHELTER
46. LAW & COURTS & COUNTY SERVICES & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN ADDITIONAL ANIMAL CONTROL OFFICER POSITION TO BE ASSIGNED TO [CRUELTY INVESTIGATIONS](#)
47. LAW & COURTS & FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE FUNDS TO PURCHASE A NEW [TRANSPORT VEHICLE](#) FOR THE INGHAM COUNTY FAMILY CENTER
48. LAW & COURTS & FINANCE COMMITTEES – RESOLUTION FOR ACCEPTANCE OF THE MICHIGAN [DRUG COURT GRANT](#) PROGRAM FOR THE INGHAM COUNTY FAMILY RECOVERY COURT (FORMERLY FAMILY DEPENDENCY TREATMENT COURT)
49. LAW & COURTS & FINANCE COMMITTEES – RESOLUTION AUTHORIZING TRAINING-OF-TRAINERS FOR [EFFECTIVE PRACTICES](#) IN COMMUNITY SUPERVISION
50. LAW & COURTS & FINANCE COMMITTEES – 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
51. LAW & COURTS & FINANCE COMMITTEES – RESOLUTION FOR ACCEPTANCE OF THE [CHILD AND PARENT LEGAL REPRESENTATION](#) GRANT FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

XII. SPECIAL ORDERS OF THE DAY

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. ADJOURNMENT

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, 517-676-7200.

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

**FULL BOARD PACKETS ARE AVAILABLE AT: [www.ingham.org](http://www.ingham.org)**

## **NOVEMBER 26, 2019 REGULAR MEETING**

Board of Commissioners Room – Courthouse  
Mason, Michigan – 6:30 p.m.  
November 26, 2019

### **CALL TO ORDER**

Chairperson Crenshaw called the November 26, 2019 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

Members Present at Roll Call: Celentino, Crenshaw, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Schafer, Sebolt, Slaughter, and Stivers

Members Absent: Tennis and Trubac

A quorum was present.

### **PLEDGE OF ALLEGIANCE**

Chairperson Crenshaw asked Equalization Director William Fowler to lead the Board of Commissioners in the Pledge of Allegiance.

### **TIME FOR MEDITATION**

Chairperson Crenshaw asked those present to remain standing for a moment of silence, prayer, or meditation.

### **APPROVAL OF THE MINUTES**

Commissioner Slaughter moved to approve the minutes of the November 12, 2019 meeting. Commissioner Maiville supported the motion.

The motion carried unanimously. Absent: Commissioners Tennis and Trubac.

### **ADDITIONS TO THE AGENDA**

Chairperson Crenshaw stated that without objection, the following substitute resolutions would be added to the agenda:

33. LAW & COURTS & FINANCE COMMITTEES – RESOLUTION TO PURCHASE STAND-ALONE EVIDENCE SOFTWARE FROM PORTER LEE CORPORATION

### **PETITIONS AND COMMUNICATIONS**

AN EMAIL FROM JESSY GREGG RESIGNING FROM THE INGHAM COUNTY PARKS COMMISSION. Chairperson Crenshaw accepted this matter with regret and instructed that it be placed on file.

AN EMAIL FROM JODI LEBOMBARD RESIGNING FROM INGHAM COUNTY ANIMAL CONTROL. Chairperson Crenshaw accepted this matter with regret and instructed that it be placed on file.

## NOVEMBER 26, 2019 REGULAR MEETING

A NOTICE FROM THE EXECUTIVE DIRECTOR OF MICHIGAN'S DEPARTMENT OF HEALTH AND HUMAN SERVICES DETAILING STATE WARD CHARGEBACK RATES FOR 2020. Chairperson Crenshaw instructed that this matter be placed on file.

A RESOLUTION FROM THE OTSEGO COUNTY BOARD OF COMMISSIONERS IN SUPPORT OF HOUSE BILLS 4937-38 AND SENATE BILLS 404-405 TO ENACT FOUR YEAR TERMS FOR COUNTY COMMISSIONERS. Chairperson Crenshaw referred this matter to the County Services Committee.

A NOTICE OF PUBLIC HEARING FROM THE CITY OF LANSING REGARDING THE APPROVAL OF AMENDED BROWNFIELD PLAN #75 – CAPITAL CITY MARKET BROWNFIELD REDEVELOPMENT PROJECT FOR THE PROPERTY COMMONLY REFERRED TO AS 636 E. MICHIGAN AVENUE AND 119 S. LARCH STREET IN LANSING. Chairperson Crenshaw instructed this this matter be placed on file.

A 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. Chairperson Crenshaw instructed that this matter be placed on file.

A RESOLUTION FROM THE MANISTEE COUNTY BOARD OF COMMISSIONERS DECLARING THE GREAT LAKES COAST A DISASTER AREA AND SEEKING ASSISTANCE. Chairperson Crenshaw instructed that this matter be placed on file.

A NOTICE FROM THE AIR QUALITY DIVISION OF MICHIGAN'S DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY DETAILING THE AIR QUALITY DIVISION'S PENDING NEW SOURCE REVIEW APPLICATION REPORT. Chairperson Crenshaw instructed that this matter be placed on file.

A RESOLUTION FROM THE TOWNSHIP OF LESLIE OPPOSING THE PROPOSED INGHAM COUNTY PERIODIC INSPECTION OF SEPTIC SYSTEMS. Chairperson Crenshaw referred this matter to the Human Services Committee.

A RESOLUTION REGARDING EMPLOYEE PHARMACY BENEFITS FROM THE INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS. Chairperson Crenshaw referred this matter to the County Services Committee.

A LETTER FROM THE CRAWFORD COUNTY BOARD OF COMMISSIONERS TO GOVERNOR WHITMER REGARDING THE 2020 BUDGET. Chairperson Crenshaw instructed that this matter be placed on file.

Commissioner Naeyaert moved to reconsider Resolution 19-463. Commissioner Morgan supported the motion.

The motion carried. . **Yeas:** Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Sebolt, Slaughter, Crenshaw  
**Nays:** Celentino, Schafer, and Stivers    **Absent:** Tennis and Trubac

Chairperson Crenshaw stated that Resolution 19-463 would be added to the agenda as Agenda Item 39.

### **LIMITED PUBLIC COMMENT**

Joe Groff, Ingham County Board of Canvassers Vice Chair, spoke in support of the resolution supporting outgoing Board of Canvassers member Mary Kay Scullion and expressed a desire to also offer a resolution to outgoing Board of Canvassers member Kathy Prout.



## **NOVEMBER 26, 2019 REGULAR MEETING**

### **CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS**

None.

### **CONSIDERATION OF CONSENT AGENDA**

Commissioner Naeyaert moved to adopt a consent agenda consisting of all action items except Agenda Items No. 15, 23, 25, 32, and 39. Commissioner Slaughter supported the motion.

The motion carried unanimously. Absent: Commissioners Tennis and Trubac

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote. Absent: Commissioners Tennis and Trubac

Items voted on separately are so noted in the minutes.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 10**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING MARY KAY SCULLION**

**RESOLUTION #19 - 487**

WHEREAS, Mary Kay Scullion has been a leader in politics and a figure in elections across the state and in the County of Ingham; and

WHEREAS, Mary Kay served the Michigan Legislature as Clerk of the House, Assistant Clerk Parliamentarian, and House Democratic Legal Counsel and Counsel to the Speaker; and

WHEREAS, Mary Kay has been a political activist, organizing voter registration drives and coordinating voter protection monitoring in Ingham County; and

WHEREAS, Mary Kay serves her community in leadership positions including the American Civil Liberties Union, Women's Assembly, Ingham County Community Corrections Advisory Board, EVE Inc., founding member of Sexton High School Fine and Performing Arts Association, and Legal Aid of Central Michigan; and

WHEREAS, Mary Kay holds a Bachelor of Arts and Master of Arts from Northern Michigan University and a Juris Doctor from Thomas M. Cooley Law School; and

WHEREAS, Mary Kay is an instructor in American, State and Local Government at Lansing Community College and the parliamentarian for the Lansing Board of Education; and

WHEREAS, Mary Kay is very committed to serving her community, she has served as a longtime officer of the Ingham County Democratic Party and is currently party secretary; and

WHEREAS, Mary Kay began her service with the Ingham County Board of Canvassers in 2003, where she most recently held the position of Chairperson; and

WHEREAS, the Ingham County Board of Canvassers is responsible for canvassing and certifying elections held in the County; and

WHEREAS, Mary Kay has contributed her knowledge and expertise in numerous elections for Ingham County while demonstrating her love for detail and election procedures, to the benefit of her colleagues and the citizens of the County of Ingham; and

WHEREAS, on October 31, 2019, Mary Kay Scullion completed her years of service on the Ingham County Board of Canvassers.

## **NOVEMBER 26, 2019 REGULAR MEETING**

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mary Kay Scullion for her 16 years of dedication and commitment as a member of the Board of Canvassers and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 11/19/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 11**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RE-APPROVAL OF THE PRELIMINARY PLAT OF  
SIERRA RIDGE ESTATES SUBDIVISION**

**RESOLUTION # 19 - 488**

WHEREAS, on March 25, 2014, per Resolution #14–113, the Ingham County Board of Commissioners, re-approved the Preliminary Plat for the residential subdivision called Sierra Ridge Estates, which consists of 96 lots within four (4) phases of construction on 73.4 acres north of Lake Lansing Road, east of Newton Road, in Section 4 of Meridian Township; and

WHEREAS, Preliminary Plat approvals are only valid for a two year period, per state statute; and

WHEREAS, the most recent two-year Preliminary Plat approval period has expired and the proprietor, G. S. Fedewa Builders, is requesting re-approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners re-approves the Sierra Ridge Estates Preliminary Plat for a period of two years, in accordance with state statute.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 11/19/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 12**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS  
IN CENTENNIAL FARMS SUBDIVISION SECTION 26, DELHI TOWNSHIP**

**RESOLUTION #19 - 489**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Centennial Farms residential subdivision in Section 26 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below; and

WHEREAS, Costs to upgrade signs, including in this case the Centennial Farms Subdivision, are included in the Road Department traffic sign budget.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound Yarrow Drive for eastbound and westbound traffic on Garden Gate Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound Yarrow Drive for eastbound and westbound traffic on Garden Gate Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop northbound traffic on Sumac Lane for eastbound and westbound traffic on Gateway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop westbound traffic on Wildflower Drive for northbound and southbound traffic on Yarrow Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop northbound traffic on Daylily Drive for eastbound and westbound traffic on Garden Gate Drive

## NOVEMBER 26, 2019 REGULAR MEETING

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop southbound traffic on Daylily Drive for eastbound and westbound traffic on Gateway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 11/19/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 13**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION #19 - 490**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 4, 2019 as submitted.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 11/19/2019**

Adopted as part of the consent agenda.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE October 22, 2019

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>
2019-557	CONSUMERS	GAS	DEXTER TRAIL	VEVAY
2019-558	GA HUNT	SANITARY/SIDEWALK	MARSH RD	MERIDIAN
2019-549	CONSUMERS	GAS	STONER RD	LANSING
2019-556	NAPA HOLDINGS	SIDEWALK/CURB	FAIRVIEW AVE	LANSING
2019-524	MIKE SMALLEY	BORE – ROAD CUT	DENNIS RD	WHEATFIELD
2019-552	CONSUMERS	GAS	NIGHTINGALE	DELHI
2019-568	AT & T	CABLE – UG	LAKE LANSING	LANSING
2019-569	AT & T	CABLE - UG	LAKE LANSING	LANSING
2019-536	COMCAST	CABLE – UG/OH	ENGLISH OAK	DELHI
2019-537	COMCAST	CABLE – OH	JOLLY RD	ALAIEDON
2019-551	ZAYO GROUP	CABLE – UG	JAMES PHLLIPS DR	ALAIEDON
2019-566	CONSUMERS	GAS	WALL ST	ONONDAGA
2019-564	CONSUMERS	GAS	GRAND RIVER AVE	MERIDIAN
2019-563	CONSUMERS	GAS	SKYLINE DR	MERIDIAN
2019-544	CONSUMERS	GAS	CATHERINE ST	LANSING
2019-543	CONSUMERS	GAS	CEDAR ST	DELHI
2019-552	CONSUMERS	GAS	NIGHTINGALE DR	DELHI
2019-538	CONSUMERS	ELEC – UG	HASLETT RD	MERIDIAN
2019-567	CONSUMERS	ELEC - OH	MERIDIAN RD	MERIDIAN



2019-554	KAREN HITCHCOCK	LAND DIVISION	BUTTON RD	ALAIEDON
2019-545	CONSUMERS	GAS	MICHIGAN AVE	LANSING
2019-550	CONSUMERS	GAS	CRESTWOOD CIR	MERIDIAN
2019-554	KAREN HITCHCOCK	LAND DIVISION	BUTTON RD	ALAIEDON
2019-570	GEORGE PETRIDES SR	LAND DIVISION	BARTON RD	WILLIAMSTOWN
2019-553	H. PARTRIDGE TRUST	LAND DIVISION	BARRY RD	WILLIAMSTOWN
2019-575	CONSUMERS	ELEC - OH	FITCHBURG RD	LESLIE
			MANAGING DIRECTOR:	_____
				—

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 14**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION OF RFP #49-19 WITH  
YELLOW ROSE TRANSPORT FOR THE 2020 SEASONAL REQUIREMENT  
OF 29A BLAST FURNACE SLAG**

**RESOLUTION #19 - 491**

WHEREAS, the Road Department annually purchases 29A Blast furnace slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2020 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A Blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #49-19 in 2019, and it is their recommendation, with the concurrence of Road Department, to extend the RFP #49-19 and purchase on an as-needed, unit price per ton basis for the 2020 seasonal supply; and

WHEREAS, a purchase order shall be processed, with materials delivered the Road Department facilities based on unit price per ton and a quantity not to exceed \$210,000; and

WHEREAS, it is the recommendation of the Purchasing Department and the Road Department to purchase 29A Blast furnace slag from Yellow Rose Transport Inc., delivered to the ICRD Eastern and Western facilities, and purchase on an as-needed, unit price per ton basis; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid extension for the 2020 seasonal supply, and authorizes the purchase of 29A Blast furnace slag on an as-needed, unit price per ton basis to:

Yellow Rose Transport Inc., 3531 Busch Driver SW, Grandville, MI 49418, 29A Blast furnace slag, with an estimated combined quantity of 7,000 tons delivered to the Western Garage @ \$29.00 per an ton and Eastern Garage @ \$29.95 per an ton.

BE IT FURTHER RESOLVED, that the Purchasing Department are hereby authorized to execute the purchase orders as needed and budgeted.

**NOVEMBER 26, 2019 REGULAR MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 15**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS  
RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
WEBBERVILLE CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS  
RESOLUTION # 19 - 492**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on November 26, 2019, at 6:30 p.m., local time.

**PRESENT:** Commissioners Celentino, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer,  
Schafer, Sebolt, Slaughter, Stivers, Crenshaw

**ABSENT:** Commissioners Tennis and Trubac

The following resolution was offered by Commissioner Celentino and supported by Commissioner: Naeyaert

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Webberville Consolidated Drain Maintenance and Improvement Project (the "Project"), which is being undertaken by the Webberville Consolidated Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$4,490,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District (the "Special Assessments"); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

## NOVEMBER 26, 2019 REGULAR MEETING

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$4,490,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

## NOVEMBER 26, 2019 REGULAR MEETING

YEAS: Commissioners Celentino, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Schafer, Sebolt, Slaughter, Stivers, Crenshaw

NAYS: None

ABSTAIN: None

ABSENT: Commissioners Tennis and Trubac

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

RESOLUTION DECLARED ADOPTED.

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Barb Byrum, Clerk  
County of Ingham

**NOVEMBER 26, 2019 REGULAR MEETING**

**CERTIFICATION**

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on November 26, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2019

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Barb Byrum, Clerk  
County of Ingham

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 16**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CONTINUING A CONTRACT WITH WEBQA  
FOR A FOIA MANAGEMENT PROGRAM**

**RESOLUTION #19 - 493**

WHEREAS, due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 in 2015 and the volume of FOIA requests received by Ingham County, it was necessary to purchase a FOIA Management Program; and

WHEREAS, Resolution #15-461 authorized entering into an agreement with WebQA for a web-based FOIA Management Program to provide a more efficient and manageable process to receive, complete, manage and track FOIA requests; and

WHEREAS, this application serves as a resource for citizens to submit FOIA requests and inquire about the status of their requests on a web-based program; and

WHEREAS, the agreement expires December 31, 2019 and it is necessary to renew the agreement for 2020 at a cost of \$19,197.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with WebQA, 900 S. Frontage Road, Suite 110, Woodbridge, Illinois, 60517, for the continuation of a web-based FOIA Management program for a total amount of \$19,197 for the period of January 1, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED, that the funds will be appropriated from the 2020 Board of Commissioners' Budget.

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.



**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 17**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION INCREASING THE BUDGET FOR THE INGHAM COUNTY  
CULTURAL DIVERSITY COMMITTEE**

**RESOLUTION #19 - 494**

WHEREAS, the Ingham County Cultural Diversity Committee was established 20 years ago to educate and provide a greater awareness of Ingham County's culturally diverse and changing population; and

WHEREAS, in addition to the established annual luncheon, the goal of the Cultural Diversity Committee is to remain active throughout the year by educating, raising awareness and providing a positive environment that promotes diversity and inclusion for all and as a result an annual Unity in the Community event was added in the fall of 2019; and

WHEREAS, the Ingham County Cultural Diversity Committee has been allocated an annual budget of \$2,000 for their luncheon for the past 20 years; and

WHEREAS, due to the increase in costs, it is necessary to increase the budget for the luncheon and related expenses; and

WHEREAS, the Board wishes to increase the budget of the Cultural Diversity Committee by \$1,500 to cover increased costs for cultural diversity events and training.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an increase in the Cultural Diversity Committee's budget of \$1,500 to be used for cultural diversity events and education with funds to be transferred from the 2020 Contingency Fund to line item 10122600960080 within the Human Resources Department's budget.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 18**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND  
ONBASE ANNUAL SUPPORT**

**RESOLUTION #19 - 495**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31<sup>st</sup>, 2019; and

WHEREAS, the annual contract amount is in the approved 2020 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and ImageSoft annual support in the amount not to exceed \$191,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 19**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT ENTERPRISE  
AGREEMENT THROUGH CDWG**

**RESOLUTION #19 - 496**

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, ITD has audited and researched Ingham County licensing to ensure that the County is legally compliant while having the lowest cost possible; and

WHEREAS, the current licensing agreement will expire on January 30<sup>th</sup>, 2020 unless renewed; and

WHEREAS, the annual contract amount is in the 2020 budget; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Enterprise Agreement from Microsoft in the amount not to exceed \$420,000.00 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932033).

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.

**NOVEMBER 26, 2019 REGULAR MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 20**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT  
WAGE REOPENER FOR 2020 WITH THE INGHAM COUNTY EMPLOYEES ASSOCIATION  
ASSISTANT PROSECUTING ATTORNEYS DIVISION**

**RESOLUTION #19 - 497**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Ingham County Employees Association Assistant Prosecuting Attorneys Division 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 Ingham County Employees Association Assistant Prosecuting Attorneys Division; 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 effective the date of ratification by both parties, whichever occurs later, and for 2) modification of the sick leave notice provision and for 3) modification of the effective date of eligibility for health insurance coverage for new hires provision 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 Ingham County Employees Association Assistant Prosecuting Attorneys Division.

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 21**

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE  
CONTRACT FOR LEGAL SERVICES**

**RESOLUTION #19 - 498**

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter "Contractor"); and

WHEREAS, that contract requires the Contractor to provide comprehensive legal services to the County under a fixed fee; and

WHEREAS, the Contractor has requested a base fee increase of 2%, consistent with the prior practice of the parties, where the Contractor receives the same percentage increase as the annual base wage increase (if any) provided to employees of the County.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a 2% base fee increase effective January 1, 2020.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make a budget adjustment, as needed, for this contract amendment and that the Board Chairperson is authorized to sign such contract amendment after review by the Controller.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 22**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SECOND YEAR UPDATE TO THE DECEMBER 31, 2017  
RETIREE HEALTH INSURANCE LIABILITY CALCULATION**

**RESOLUTION #19 - 499**

WHEREAS, Ingham County has historically used Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually with an annual update for investments in the second year; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2017; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, MI. 48076-3723 has agreed to update this valuation for the year ended December 31, 2019 at a cost of \$11,000 as allowed by generally accepted accounting principles.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Gabriel Roeder Smith and Company to conduct this annual update.

BE IT FURTHER RESOLVED, that the total cost of \$11,000 will be paid from the 2020 Employee Benefit Fund.

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.

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 23**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REVISION OF THE 2019 APPORTIONMENT REPORT**

**RESOLUTION #19 - 500**

WHEREAS, the 2019 Ingham County Apportionment Report was approved by Resolution #19-402 on October 8, 2019; and

WHEREAS, the Charter Township of Meridian has received voter approval to levy a streets debt millage; and

WHEREAS, the Charter Township of Meridian has calculated and authorized the effective street debt millage of 1.9429 mills to be levy on its Winter 2019 tax bills.

THEREFORE BE IT RESOLVED, that Resolution #19-402 be amended by substituting the attached statement of taxable valuations and mills apportioned to the various units in Ingham County for the year 2019.

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Commissioner Grebner moved to adopt the resolution. Commissioner Koenig supported the motion.

The motion carried unanimously by roll call vote. Absent: Commissioners Tennis and Trubac.





2019

**INGHAM COUNTY**  
**APPORTIONMENT REPORT**

*Original Submission: October 2, 2019*  
*Preliminary Adoption: October 8, 2019*  
*Amended Submission: November 20, 2019*  
*Final Adoption: November 26, 2019*

*Prepared by the*  
*Ingham County Equalization/Tax Mapping*  
*Department*

# NOVEMBER 26, 2019 REGULAR MEETING

## INGHAM COUNTY APPORTIONMENT REPORT STATEMENT SHOWING TAXABLE VALUATIONS AND MILLS APPORTIONED BY THE BOARD OF COMMISSIONERS FOR THE YEAR 2019 (Amended 11/26/19)

This report is used under the authority of P.A. 227 of 1906. If any of this report is in error, please advise the Board of Commissioners and the Auditor of the results of the audit.

1 Taxing Authorities	2 2018 Real and Personal Taxable Value	3 Mills			5 Bldg./Sla/Debt	6 Purpose
		3 Separate or Allocated	4 Operating	5 Extra Voted		
State Education Tax	8,046,381,505	8.0000				
County Operating	8,083,225,081	8.7870				
Indigent Veterans Relief Fund	8,083,225,081	0.0330				
Animal Control	8,083,225,081		0.2400			
Public Transportation	8,083,225,081		0.6000			
Emergency 911	8,083,225,081		0.8500			
Parks & Trails	8,083,225,081		0.5000			
Juvenile Justice	8,083,225,081		0.6000			
Potter Park Zoo	8,083,225,081		0.4100			
Fairland Preservation	8,083,225,081		0.1400			
Jail/Justice	8,083,225,081		0.8500			
Health Services	8,083,225,081		0.3500			
<b>TOWNSHIPS:</b>						
Alameda Township	217,105,148	0.8314				
Aurelius Township	156,228,786	0.8201			.5000	Fire
Bunker Hill Township	96,825,878	0.9873				
Delhi Charter Township	801,517,852	0.9904	4.2881		4.4922	Fire, Police, EMT Equip, Trafs
Ingham Township	81,057,784				0.5000	Sidewalk
Lansing Charter Township	307,726,378	0.8082	8.6065		.8895	Fire
Leroy Township	129,550,169	1.0000				
Leslie Township	99,428,571	0.8968				
Locke Township	78,767,217					
Meridian Charter Township	1,818,243,837		4.1870		6.3304	Comm Serv, Bike Path, Fire, Police, Parks Roads, CATA
Orondaga Township	88,044,734	0.9879				
Stockbridge Township	281,842,050	0.7810				
Verway Township	139,225,739	1.0000				
Wheatfield Township	78,449,332	0.9868				
White Oak Township	76,131,493	0.9985				
Williamstown Township	253,651,779	0.8844				

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Continued on page 2

# NOVEMBER 26, 2019 REGULAR MEETING

## INGHAM COUNTY APPORTIONMENT REPORT STATEMENT SHOWING TAXABLE VALUATIONS AND MILLS APPORTIONED BY THE BOARD OF COMMISSIONERS FOR THE YEAR 2019 (Amended 11/25/19)

L-4402

7 Taxing Authorities	8 2019 Real & Personal Taxable Value	9 2019 Total Tax Rates	10 DOLLARS OF AD VALOREM TAXES LEVIED
CITIES:			
East Lansing	988,017,898	18.3552	15,532,125
Lansing	2,057,841,382	18.4400	49,006,390
Lansing-Renaissance Zone	38,662,295	.0000	
Leslie	35,818,758	15.8000	611,181
Mason	234,605,187	15.2500	3,576,204
Williamston	112,983,888	15.0833	1,704,847
Williamston-Ren Zone	(excluded)		
Village Rates:			
Darsaville	11,797,458	8.2411	97,224
Stockbridge	28,073,405	12.7480	857,855
Webberville	50,844,415	13.2000	671,146

This statement lists all city & village taxes as entered on this sheet. County Board of Commissioners do not deny City or Village tax rates. These rates are for information purposes only. This statement does not include page 4.

### CERTIFICATION

I hereby certify that this report is a true statement of the taxable valuations of each assessing district and of all ad valorem millages apportioned by the County Board of Commissioners of the

County of Ingham for the year 2019

[Signature]

Ingham County Equalization

### NOTARIZATION

[Signature] Notary Public

[Signature] County, Michigan

State of Michigan )  
County of Ingham )

Subscribed before me this 5th day of October, 2019.

My Commission Expires: 11/25/2021

JARLENE L. FRAZIER  
NOTARY PUBLIC-STATE OF MICHIGAN  
COUNTY OF INGHAM  
My Commission Expires August 24, 2022

INGHAM COUNTY APPORTIONMENT REPORT  
STATEMENT SHOWING TAXABLE VALUATIONS AND MILLS APPORTIONED  
BY THE BOARD OF COMMISSIONERS FOR THE YEAR 2019

11 Taxing Authorities	12 Taxable Value	13 2019 Operating Tax Rates	14 2019 Debt Tax Rates
<b>Capital Area Transportation Authority</b>			
Delhi Charter	801,517,952		
Lansing Charter	307,726,378		
Meridian Charter	1,619,243,837		
C-East Lansing (Ingham)	968,017,828		
C-East Lansing (Ontonagon County)	123,300,728		
C-Lansing (Ingham County)	2,057,941,382		
C-Lansing (Eaton County)	94,451,634		
<b>Capital Area District Library</b>			
Ingham County	7,089,709,730	1.5500	
Eaton County	45,278,872		
<b>Capital Regional Airport Authority</b>			
Ingham County	8,003,225,061	.6880	
Eaton County	71,519,675		
Clinton County	8,140,242		
<b>Lansing Township Downtown Dev. Authority</b>			
East Lansing Downtown Development Authority	118,027,400	2.0000	
Northern Ingham Emergency Services Authority	84,928,652	1.7607	
Levy	853,562,400	1.2467	.7464
Locke	129,660,189		
Whitfield	78,767,217		
Williamstown	78,449,332		
C-Williamston	253,551,778		
112,953,883			
<b>Stockbridge Area Emergency Services Authority</b>			
Bunker Hill	85,925,076	1.8000	
Stockbridge	261,842,050		
White Oak	78,131,483		
Jackson Co. (Waterloo Twp)	127,642,865		
<b>Fowlerville District Library</b>			
Locke Township	819,528	1.3781	
White Oak Township	6,602,070		

continued on page 4

STATEMENT SHOWING TAXABLE VALUATIONS AND MILLS APPORTIONED BY THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF INGHAM FOR THE YEAR 2019

This report is issued under the authority of P.A. 282, 4005. Filing of this report is mandatory. Failure to complete and file this report may result in a penalty of \$100.

L-4402

All Property	1	2	3	4	Mills per \$100			9
					5	6	7	
		School District School District Code	List Each Township Where Located Separately	Taxable Value for Each Township/City	Operating	County Use Notes	County Use Notes	
X	8,618,336	706 EATON RAMP						
X		22001 Aurelius Twp		25,885,896				
X		23050 Aurelius Twp		2,770,889	17,968		7,982	
X		23050 Aurelius Twp		10,973,394	5,889		7,982	
X		23050 Aurelius Twp		2,070,123	17,889		7,982	
X		23050 Aurelius Twp		40,125,383	5,889		7,982	
X		23050 Aurelius Twp		4,077,514	17,889		7,982	
X		23050 Aurelius Twp		710	5,889		7,982	
X	1,139,983,703	33010 EAST LANSING						
X	539,366,052	33010 East Lansing						
X		33010 East Lansing		234,900			7,982	
X		33010 East Lansing		234,900	16,000		7,982	
X		33010 East Lansing		178,847,483	8,000		7,982	
X		33010 East Lansing		47,354,844	18,000		7,982	
X		33010 East Lansing		822,300	8,000		7,982	
X		33010 East Lansing		997,288,201	18,000		7,982	
X		33010 East Lansing		439,801,950	18,000		7,982	
X		33010 East Lansing		33,091,800	8,000		7,982	
X		33010 East Lansing		54,315,104	18,000		7,982	
X		33010 East Lansing		82,184,366	18,000		7,982	
X		33010 East Lansing		4,469,230	8,000		7,982	

# NOVEMBER 26, 2019 REGULAR MEETING

1		2		3		4		5		6		7		8	
All Property	Non-Homestead	Comm. Personal	School District	List Each Township Where Located	Taxable Value for Each Township/City	Operating	Extra Voted	County Use	Needs	Operating	Extra Voted	County Use	Needs	Operating	Extra Voted
2,207,021,285	1,205,191,387	111,874,000	LANSING	33020 Dali Charter Twp	1,025,805	7.7782	7.8000			7.7782	7.8000			7.7782	7.8000
X	X			33020 Dali Charter Twp	802,242	6.7782	7.8000			6.7782	7.8000			6.7782	7.8000
X		X		33020 Lansing Charter Twp	188,844,532	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 Lansing Charter Twp	140,950,454	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 C-East Lansing	16,659,500	6.7782	7.8000			6.7782	7.8000			6.7782	7.8000
X	X			33020 C-East Lansing	89,355,152	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 C-East Lansing	59,257,179	6.7782	7.8000			6.7782	7.8000			6.7782	7.8000
X	X			33020 C-East Lansing	9,250,000	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 C-East Lansing	1,918,433,322	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 C-East Lansing	872,448,100	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 C-East Lansing	81,387,600	5.7782	7.8000			5.7782	7.8000			5.7782	7.8000
X	X			33020 C-East Lansing	59,582,295	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 C-East Lansing	35,063,595	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
X	X			33020 C-East Lansing	4,688,800	17.7782	7.8000			17.7782	7.8000			17.7782	7.8000
204,129,028	52,406,118	1,082,330	TOANSVILLE	33040 Bunker Hill Twp	35,182,508	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	15,825,851	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	180,500	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	81,048,480	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	11,523,827	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	424,800	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	8,126,487	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	1,474,494	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	40,938	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	948,861	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	14,882	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	1,407,398	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	107,200	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981
X	X			33040 Bunker Hill Twp	6,000	18.0000	7.9981			18.0000	7.9981			18.0000	7.9981

# NOVEMBER 26, 2019 REGULAR MEETING

1		2		3		4		5		6		7		8	
All Property	Mon-Homesnap	Comm. Farming	School District	List Each Twp/City Where Located Separately	Taxable Value for Each Township/City	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital
X			33040	Veray Twp	4,573,168										
	X		33040	Veray Twp	706,893										
			33040	Veray Twp											
X			33040	Whitesfield Twp	21,951,701										
	X		33040	Whitesfield Twp	1,924,987										
		X	33040	Whitesfield Twp	21,700										
X			33143	White Oak Twp	50,189,974										
	X		33040	White Oak Twp	21,022,174										
		X	33040	White Oak Twp	375,000										
455,072,207	82,370,608	2,058,300	RAMBLETT												
X			33060	Mendon Charter Twp	417,589,481										
	X		33060	Mendon Charter Twp	87,286,724										
		X	33060	Mendon Charter Twp	1,911,103										
X			33060	Williamstown Twp	37,079,251										
	X		33060	Williamstown Twp	4,377,807										
		X	33060	Williamstown Twp	71,800										
X			33060	C-East Lansing	1,386,475										
	X		33060	C-East Lansing	1,323,075										
		X	33060	C-East Lansing	73,400										

# NOVEMBER 26, 2019 REGULAR MEETING

1		2	3	4	Millages		8
AB Property	Non-Hunted	Comm. Parcel	School District School District Code	List Each Township Where Located Separately	Taxable Value for Each Township/City	5 Operating	6 Blind/Site Sinking Fund
231,120,140	224,774,754	21,051,900	HOLT				
X	X		33070 Delhi Charter Twp		715,401,148		10,0000
			33070 Delhi Charter Twp		222,219,887	18,0000	
X		X	33070 Delhi Charter Twp		21,877,200	6,0000	
			33070 C-Landing		14,272,442		10,0000
	X		33070 C-Landing		2,551,857	18,0000	
		X	33070 C-Landing		14,700	6,0000	
X			33071 Delhi Charter Twp		178,858		2,8500 Mason Tr to Holt (2004)
	X		33071 Delhi Charter Twp		4,300	18,0000	
			33071 Delhi Charter Twp			6,0000	
X			33072 Delhi Charter Twp		114,163		2,8500 Mason Tr to Holt (2007)
			33072 Delhi Charter Twp			18,0000	
			33072 Delhi Charter Twp			6,0000	
X			33075 Delhi Charter Twp		145,731		7,0000 Edison Rapids Tr to Holt (2018)
			33075 Delhi Charter Twp			18,0000	
207,862,988	88,448,182	2,808,588	LEWIS				
X	X		33100 Bunker Hill Twp		35,831,530		0,1822
			33100 Bunker Hill Twp		18,470,033	17,8782	
X		X	33100 Bunker Hill Twp		31,600	5,9782	
	X		33100 Leelle Twp		92,008,823		8,1972
			33100 Leelle Twp		25,953,151	17,9782	
		X	33100 Leelle Twp		1,775,339	5,9782	
X			33100 Onondaga Twp		42,825,747		8,1922
	X		33100 Onondaga Twp		6,045,894	17,0782	
		X	33100 Onondaga Twp		178,700	5,9782	
X			33100 C-Leelle		38,648,768		8,1822
	X		33100 C-Leelle		14,369,004	17,8782	
		X	33100 C-Leelle		519,000	5,9782	





# NOVEMBER 26, 2019 REGULAR MEETING

1	2	3	4	5	6	7	8
AM Property	Non- Homesite	Comm. Personal	School District School District Code MASON continued	Lot Each Town/City When Located Separately	Township Value for Each Township/City	Operating Blind/Site Sinking Fund	County Use Notes
X	X		33130 C-Mason		234,925.167		
		X	33130 C-Mason		31,839.704	17.8398	
1,346,987,012	482,041,287		33130 C-Mason		4,698,500	5.8920	
X			33170 Alandon Twp		77,174.878		0.8800
	X		33170 Alandon Twp		04,271.107	18.0000	7.9878
		X	33170 Alandon Twp		0,614.600	6.9000	
X	X		33170 Meridian Charter Twp		1,189,543.119		7.8878
		X	33170 Meridian Charter Twp		403,507.422	18.0000	
X			33170 Meridian Charter Twp		24,630.238	8.0000	
	X		33170 Williams Twp		21,184.688		7.9878
			33170 Williams Twp		780.840	18.0000	
X			33170 Williams Twp			6.0000	
	X		33170 C-Lansing		59,084.347		7.9878
			33170 C-Lansing		23,481.916	18.0000	
		X	33170 C-Lansing		1,040.600	8.0000	
299,075,954	183,822,179		33200 Bunker Hill Twp		14,711.718		3.9000
X			33200 Bunker Hill Twp		2,081.289	18.0000	
		X	33200 Bunker Hill Twp		84.700	8.0000	
X	X		33200 Stockbridge Twp		280,734.462		3.9000
			33200 Stockbridge Twp		175,804.303	18.0000	
		X	33200 Stockbridge Twp		659.000	6.6000	
X			33200 White Oak Twp		14,129.484		3.9000
	X		33200 White Oak Twp		5,926.921	18.0000	
		X	33260 White Oak Twp		148.800	6.0000	

# NOVEMBER 26, 2019 REGULAR MEETING

1		2	3	4	5	Millages		6
All Property	Non-Homestead	Comm. Personal	School District School District Code	Use Each Township Where Located Separately	Taxable Value for Each Township/City	Operating	Extra Voted	County Use Notes
121,106,128	95,656,559	4,617,000	WPAVERLY					
X	X		33215	Landing Charter Twp	118,946,848	4,4692	7,9000	
			33215	Landing Charter Twp	65,838,175	13,3254		
X		X	33215	Landing Charter Twp	4,557,400	5,6948		
	X		33215	C-Landing	2,158,183	4,4692	7,9000	Supp. HH operation is included
		X	33215	C-Landing	33,454	13,0254		
128,971,983	28,358,922	4,784,432	ONEBROOKVILLE		60,500	5,9948		Supp. HH operation is included
X			33220	Ledy Twp	90,358,927		8,4298	
	X		33220	Ledy Twp	29,884,732	16,0000		
		X	33220	Ledy Twp	4,459,832	5,0100		
X			33220	Locke Twp	33,859,801		0,4298	
	X		33220	Locke Twp	3,946,227	16,0000		
		X	33220	Locke Twp	29,5,300	8,0000		
X			33220	White Oak Twp	4,611,555			
	X		33220	White Oak Twp	2,427,983	18,0000	8,4298	
445,992,672	78,491,118	4,989,192	WILLIAMSTON		1,700	6,0000		
X			33230	Almorton Twp	11,530,988		9,5879	
	X		33230	Almorton Twp	1,007,383	8,0000		
X		X	33230	Almorton Twp	313,200	6,0000		
			33230	Ledy Twp	33,663,955		0,4298	
	X		33230	Ledy Twp	4,002,485	18,0000		
		X	33230	Ledy Twp	48,132	6,0000		
X			33230	Locke Twp	23,135,322		8,6879	
	X		33230	Locke Twp	2,470,000	18,0000		
			33230	Locke Twp		8,0000		

# NOVEMBER 26, 2019 REGULAR MEETING

AP Property	1 Non- Homestead	2 School District School District Code WILLIAMSBURG	3 Comm. Personal	4 List Each Twicely Where Located Separately	5 Tangible Value for Each Township/City	6 Millages		County Use Notes
						a Operating	b Extra Voted Grading Fund	
X	X	33230 Meridian Charter Twp			35,258,209		8.6819	
		33230 Meridian Charter Twp			2,349,809	19,0000		
X		33230 Meridian Charter Twp	X		757,500	6,0000		
	X	33230 Wheatfield Twp			52,843,781		9.5615	
		33230 Wheatfield Twp			8,481,533	18,0000		
X		33230 Wheatfield Twp	X		384,300	6,0000		
	X	33230 Williamsdown Twp			140,373,827		9.5819	
		33230 Williamsdown Twp			22,759,022	18,0000		
X		33230 Williamsdown Twp	X		1,232,700	6,0000		
	X	33230 C-Williamston			112,953,885		9.5819	
	X	33230 C-Williamston	X		38,843,081	18,0000		
X		33230 C-Williamston			2,233,800	6,0000		
		33230 Wheatfield Twp			87,582		7.5819	Daraville to Williamston (409500)
		33230 Wheatfield Twp				18,0000		
X		33230 Wheatfield Twp				6,0000		
		33230 Wheatfield Twp			99,775		7.5819	Daraville to Williamston (847702)
		33230 Wheatfield Twp				18,0000		
		33230 Wheatfield Twp				6,0000		
		33230 C-Williamston RZ						Renaissance Zone (expired 2018)
		33230 C-Williamston RZ						Renaissance Zone (expired 2018)
		33230 C-Williamston RZ						Renaissance Zone (expired 2018)
1,574,742	171,240	33230 C-Williamston RZ						
X		33230 C-Williamston RZ						
	X	38140 Lella Twp			602,812		4.2592	
		38140 Lella Twp			97,381	18,0000		
		38140 Lella Twp				6,0000		
X		38140 Orondaga			1,071,830		4.2592	
		38140 Orondaga			73,879	18,0000		
		38140 Orondaga				6,0000		
80,613	1,500	38140 Orondaga						
X		38140 Orondaga						
	X	38150 Orondaga Twp			90,613		6,0000	
		38150 Orondaga Twp			1,600	18,0000		
		38150 Orondaga Twp				6,0000		

# NOVEMBER 26, 2019 REGULAR MEETING

1		2		3		4		5		6		7		8	
All Property	Non-Homestead	County Parcel	School District	List Each Township Where Located	Taxable Value for Each Township/City	Operating	Bridge/Site	County Use	Notes	County Use	Notes	Operating	Bridge/Site	County Use	Notes
7,821,898	1,824,878		FOYLERVILLE												
X	X		47030 Locks Twp		818,328										
			47030 Locks Twp		123,884										
X			47030 Locks Twp												
			47030 White Oak Twp		8,892,070										
			47030 White Oak Twp		1,870,814										
8,570,372	668,850		MORRIS												
X	X		79080 Locks Twp		8,570,372										
			79080 Locks Twp		688,668										
27,648,225	2,923,681		PERRY												
X	X		78080 Locks Twp		12,332,392										
			78080 Locks Twp		888,449										
X			78080 Locks Twp												
			78080 Williams Twp		15,247,033										
			78080 Williams Twp		2,283,042										
			78080 Williams Twp												

NOVEMBER 26, 2019 REGULAR MEETING

1	2	3	4	Millages			8
				ISD	Operating	Bldg/Inv/Debt	
	Intermediate School Districts and Community College	List Each Twp/City Within Locant Separately	Total Taxable Value				County Use Notes
	Ingham Intermediate School District		6,580,222,292	2000	5,7957		Spec Ed 4.5062 Voc Ed 1.2025
	Clinton	620,014,258					No debt
	Eaton	826,476,037					Leasing Schools do not pay vocational ed.
	Ingham	7,959,833,678					
	Jackson	121,114,890					
	Livingston	111,317,701					
	Shiawassee	8,089,739					
	Union Intermediate School District	32,437,650					
	Alcona District		77,984,653	1843	3,9835		Spec Ed 2.7704 Voc Ed 9231 No debt
	Alcona Township	28,895,985					
	Deer Township	10,973,394					
	Onondaga Township	40,125,263					
	Jackson Intermediate School District						
	Leatie Twp	502,912	1,885,353	3422	8,4178		Spec Ed 6.2764 Voc Ed 2.1414 No debt
	Onondaga Twp	1,192,443					
	Livingston Intermediate School District	0.385					
	Locke Twp	819,528	7,621,588	0851	3,2337		Spec Ed 3.2337 No Debt
	White Oak Twp	6,802,070					
	Shiawassee Intermediate School District						
	Locke Twp	20,902,584	35,119,587	2440	4,2228		Spec Ed 4.2228 No debt
	Williamson Twp	15,217,033					
	Leaning Community College		11,834,899,422		3,6072		Operating
	Ingham County	7,959,833,678					
	Clinton County	1,812,845,243					
	Eaton County	2,135,380,051					
	Ionis County	9,782,577					
	Livingston County	111,317,701					
	Shiawassee County	8,678,772					

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 24**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH SAFETY SYSTEMS, INC.  
FOR ALARM MONITORING SERVICES AT FOREST COMMUNITY HEALTH CENTER**

**RESOLUTION #19 - 501**

WHEREAS, the alarm agreement with Safety Systems, Inc. will need to be renewed; and

WHEREAS, the term of the agreement is for a period of 60 months; and

WHEREAS, it is the recommendation of the Facilities Department to renew the contract with Safety Systems, Inc. for the amount of \$90.00 per month which includes burglary, temperature sensors and fire alarm monitoring; and

WHEREAS, funds are available through line item number 511-61580-931000-02013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract renewal with Safety Systems, Inc. 2075 Glenn St. Lansing, MI 48906, for the alarm monitoring services at Forest Community Health Center for the term of 60 months at \$90.00 per month.

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 and approved as to form by the County Attorney.

**HUMAN SERVICES: Yeas:** Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** Tennis, Trubac **Approved 11/18/2019**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 11/19/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 25**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING 2020 AGREEMENTS FOR COMMUNITY AGENCIES**

**RESOLUTION #19 - 502**

WHEREAS, the 2020 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2020 budget includes \$200,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #19-243.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2020 through December 31, 2020, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$17,300 from the 2020 contingency fund to the community agency fund.

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

**HUMAN SERVICES: Yeas:** Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Tennis, Trubac **Approved 11/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Commissioner Sebolt moved to adopt the resolution. Commissioner Morgan supported the motion.

Commissioner Schafer moved to refer the resolution back to the Human Services Committee.

The motion to refer the resolution back to the Human Services Committee died due to lack of support.

The motion carried. **Yeas:** Celentino, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Sebolt, Slaughter, Stivers, Crenshaw **Nays:** Schafer **Absent:** Tennis, Trubac.



# NOVEMBER 26, 2019 REGULAR MEETING

ORGANIZATION	PROGRAM	2019 AMT. RECEIVED	2020 REQUEST	2020 CONTROLLER RECOMMENDED	2020 HUMAN SERVICES RECOMMENDED	2020 FINANCE RECOMMENDED
Advent House	Provides food, shelter, and advocacy services to those who struggle with homelessness and poverty in the community	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Allen Neighborhood	Distributes over 200 lbs of bread and 800-1,200 lbs of fruits and vegetables each week to approximately 120 neighbors	N/A	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Boys & Girls Club	Serves lunch to more than 300 youth ages 6-18 during summer and snacks to 270 youth after school and dinner to approx. 30 children still at B&G after 7:00 pm	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00
Capital Area Community Services	Provides direct home heating assistance on behalf of low income homes	\$5,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Capital Area Housing Partnership - Ballentine Apartments	Provides housing for low-income and homeless populations	\$8,000.00	\$10,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Capital Area Housing Partnership - Tuesday Toolmen	Provides free home repairs and modifications (wheelchair access, grab bar installation, smoke detector repair, etc) to help people remain safely in their homes	\$3,800.00	\$5,000.00	\$3,800.00	\$3,800.00	\$3,800.00

**NOVEMBER 26, 2019 REGULAR MEETING**

<b>ORGANIZATION</b>	<b>PROGRAM</b>	<b>2019 AMT. RECEIVED</b>	<b>2020 REQUEST</b>	<b>2020 CONTROLLER RECOMMENDED</b>	<b>2020 HUMAN SERVICES RECOMMENDED</b>	<b>2020 FINANCE RECOMMENDED</b>
Capital Area Housing Partnership - Walnut Street & Ferris Manor Support Services	Provides housing for low-income and homeless populations	N/A	\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Cristo Rey Community Center - Community Kitchen	Provides daily hot meals Monday through Friday, twice a day, to those in need	\$4,250.00	\$4,250.00	\$4,250.00	\$4,250.00	\$4,250.00
Cristo Rey Community Center - Food Pantry	Provides eligible community members monthly with fresh and non-perishable items for their household as well as baked items daily for anyone in need	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
Cristo Rey Community Center - Prescription Assistance	Provides services and bilingual staff to navigate the application process necessary for obtaining access to discounted and free prescriptions offered by pharmaceutical companies	\$6,750.00	\$6,750.00	\$6,750.00	\$6,750.00	\$6,750.00

## NOVEMBER 26, 2019 REGULAR MEETING

ORGANIZATION	PROGRAM	2019 AMT. RECEIVED	2020 REQUEST	2020 CONTROLLER RECOMMENDED	2020 HUMAN SERVICES RECOMMENDED	2020 FINANCE RECOMMENDED
Edgewood	Supports Americorps member service on property focused on food insecurity, healthy eating, and care in the vulnerable populations and helping to amnage resources associated with the education and support of young children	\$3,100.00	\$12,000.00	\$3,100.00	\$3,100.00	\$3,100.00
EVE Inc	Provides safe shelter, supplies, security, facility repairs and maintenance, waste removal, telephone, and shelter insurance	N/A	\$20,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Gateway - Child and Family Services	Provides stable and safe living accomodations in a structured and supervised environment for children	\$15,300.00	\$20,000.00	\$15,300.00	\$15,300.00	\$15,300.00
Greater Lansing Food Bank	Provides registering and orienting new home & community gardeners, lends gardening tools, assists in diverse array of seed packets each growing season, distributes 40,000+ starter plants	\$11,500.00	\$20,000.00	\$11,500.00	\$11,500.00	\$11,500.00

**NOVEMBER 26, 2019 REGULAR MEETING**

<b>ORGANIZATION</b>	<b>PROGRAM</b>	<b>2019 AMT. RECEIVED</b>	<b>2020 REQUEST</b>	<b>2020 CONTROLLER RECOMMENDED</b>	<b>2020 HUMAN SERVICES RECOMMENDED</b>	<b>2020 FINANCE RECOMMENDED</b>
Greater Lansing Homeless Resolution Network	Provides direct assistance with basic needs and referral to area agencies to assist in development of individual service plan and support to access resources quickly and ensure success for households in need of assistance with rent, utilities, food, and advocacy services to build stability and prevent homelessness	\$7,500.00	\$12,000.00	\$7,500.00	\$7,500.00	\$7,500.00
Haven House	Provides food to homeless Ingham County residents while they stay in the shelter	\$13,500.00	\$15,000.00	\$13,500.00	\$14,250.00	\$14,250.00
Lansing Area AIDS Network	Provides direct client assistance in form of housing, utilities, medical/mental health assistance for care and treatment, and transportation assistance toward improved medical outcomes	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

**NOVEMBER 26, 2019 REGULAR MEETING**

<b>ORGANIZATION</b>	<b>PROGRAM</b>	<b>2019 AMT. RECEIVED</b>	<b>2020 REQUEST</b>	<b>2020 CONTROLLER RECOMMENDED</b>	<b>2020 HUMAN SERVICES RECOMMENDED</b>	<b>2020 FINANCE RECOMMENDED</b>
Leslie Outreach	Provides for personal needs items such as soap, toothbrushes, shampoo, toilet paper, etc for clients as well as help cover some of the cost for building rental	\$1,400.00	\$1,500.00	\$1,400.00	\$1,400.00	\$1,400.00
Listening Ear	Provides 12 hour/day crisis line to provide crisis intervention, emotional support, and information/referrals; hopes to provide 24-hour service by new year	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
MSU Safe Place	Provides services related to basic needs of survivors of domestic violence and stalking, including minor children, such as food and supplies, advocacy assistance funds, and shelter telephone service	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00

# NOVEMBER 26, 2019 REGULAR MEETING

ORGANIZATION	PROGRAM	2019 AMT. RECEIVED	2020 REQUEST	2020 CONTROLLER RECOMMENDED	2020 HUMAN SERVICES RECOMMENDED	2020 FINANCE RECOMMENDED
Northwest Initiative	Provides services to all incarcerated individuals returning to Ingham County with focus on reducing and eliminating substance abuse with emphasis on opioids by helping clients navigate systems that will reduce barriers that originally brought them to the criminal justice system	\$5,000.00	\$15,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Refugee Development Center	Provides food and clothing to alleviate immediate suffering, orientation on resource location in community at reduced costs, English vocabulary necessary to access resources and communicate, education regarding steps to become self-sufficient	\$8,500.00	\$12,250.00	\$8,500.00	\$12,250.00	\$12,250.00
RSVP	Provides transportation to medical appointments and telephone reassurance services to provide assistance and social calls to elderly	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

# NOVEMBER 26, 2019 REGULAR MEETING

ORGANIZATION	PROGRAM	2019 AMT. RECEIVED	2020 REQUEST	2020 CONTROLLER RECOMMENDED	2020 HUMAN SERVICES RECOMMENDED	2020 FINANCE RECOMMENDED
Rural Family Services	Provides food bank and food and nutritional information, limited medical screening and services, clothing, furniture, and housing assistance, promotion and participation in community projects for betterment of community in rural Ingham County areas	N/A	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00
Southside Community Coalition	Provides after school healthy and nutritious snacks to school children, monthly luncheons to seniors, bi-monthly food distribution days with GLFB, Thanksgiving baskets, breakfast/lunch/snack to children in summer, educates children on food cultivation, and helps seniors complete food stamp applications	\$6,500.00	\$10,000.00	\$6,500.00	\$6,500.00	\$6,500.00
Southside Community Kitchen	Provides well-balanced and generous meals M-Th to those in need	\$3,500.00	\$4,000.00	\$3,500.00	\$3,500.00	\$3,500.00

**NOVEMBER 26, 2019 REGULAR MEETING**

ORGANIZATION	PROGRAM	2019 AMT. RECEIVED	2020 REQUEST	2020 CONTROLLER RECOMMENDED	2020 HUMAN SERVICES RECOMMENDED	2020 FINANCE RECOMMENDED
St. Vincent Catholic Charities	Provides classes called "Living in America" to refugees including home/purchasing/home maintenance, small business development, academic ESOL, and computer literacy	\$4,500.00	\$10,000.00	\$4,500.00	\$0.00	\$0.00
Stockbridge Community Outreach	Assists clients with utility prevention assistance	\$4,500.00	\$5,000.00	\$4,500.00	\$4,500.00	\$4,500.00
Tri-County Office on Aging	Provides year-round 24-hour emergency response assistance to seniors experience crisis impacting basic needs and community-based services such as Meals on Wheels, Information and Assistance, housing assistance, evidence-based health and caregiver support programs, and elder abuse prevention and crisis services	\$4,500.00	\$6,000.00	\$4,500.00	\$4,500.00	\$4,500.00
WAI-IAM - Care Unit	Offers a supervised environment to house individuals while working with care coordinators and a treatment team for stabilization	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00



# NOVEMBER 26, 2019 REGULAR MEETING

ORGANIZATION	PROGRAM	2019 AMT. RECEIVED	2020 REQUEST	2020 CONTROLLER RECOMMENDED	2020 HUMAN SERVICES RECOMMENDED	2020 FINANCE RECOMMENDED
WAI-IAM - Recovery Community	Provides 5-phase program to slowly transition recovering addicts back into society on a solid foundation of sobriety with stable housing, activities, peer support services, and accountability	\$10,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
YMCA Downtown Lansing	Provides students with meals during mentoring program meetings that help students gain understanding of current job market and skills needed for successful employment	\$1,500.00	\$4,500.00	\$1,500.00	\$1,500.00	\$1,500.00
			\$297,950.00	\$217,300.00	\$217,300.00	\$217,300.00

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 26**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE  
CONTRACT WITH SPICER GROUP, INC.**

**RESOLUTION #19 - 503**

WHEREAS, the Board of Commissioners passed Resolution #16-524 to authorize a two year contract with Spicer Group Inc., for the purpose of providing consulting services to and assisting the Ingham County Parks staff of millage related items; and

WHEREAS, the Board of Commissioners passed Resolution #18-469 authorized extending the contract by two years; and

WHEREAS, an additional \$30,000 from the Trails and Parks Millage fund balance will be necessary to complete additional tasks within the current contract scope.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Contract with Spicer Group, Inc. to provide additional consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items within the current contract scope, to include providing validating cost estimates are accurate, project viability reporting, follow-up and monitoring of projects, post audit completion, bridge and engineering expertise, wayfinding program, professional services design and grants assistance, and mapping and updates to the comprehensive report as needed.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional not to exceed \$30,000 from the Trails and Parks Millage fund balance and the Controller/Administrator is authorized to transfer \$30,000 from the Trails and Parks Millage fund balance into line item # 228-62800-802000.

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.

**HUMAN SERVICES: Yeas:** Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Tennis, Trubac **Approved 11/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 27**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF LANSING  
TRAILS AND PARKS MILLAGE AGREEMENTS**

**RESOLUTION #19 - 504**

WHEREAS, Board of Commissioners Resolution #16-328 authorized entering into a contract with the City of Lansing for Agreement TR006 Moores River Drive Trail Repair; and

WHEREAS, Board of Commissioners Resolution #17-109 authorized entering into a contract with the City of Lansing for Agreement TR029 Grand River North Section - Bank Stabilization; and

WHEREAS, Board of Commissioners Resolution #18-110 authorized entering into a contract with the City of Lansing for Agreement TR038 Washington Ave. - Bank Stabilization; and

WHEREAS, due to unforeseen circumstances the City of Lansing is requesting an amendment to Agreements TR038, TR006, and TR029 to increase the budget by, \$312,325 for TR006, \$226,945 for TR029 and \$230,257 for TR038; and

WHEREAS, the Board of Commissioners requests that the City of Lansing supplies an additional \$61,208 for Agreement TR038 Washington Ave. - Bank Stabilization; and

WHEREAS, Agreement TR006 and TR029 expire on December 31, 2019 and needs to be extended to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing:

Contract Title	Project #	Additional Amount Authorized	New Completion Date
Moores River Drive Trail Repair	TR006	\$312,325	8/31/2020
Grand River North Section - Bank Stabilization	TR029	\$226,945	8/31/2020
Washington Ave.-Bank Stabilization*	TR038	\$230,257	-

\*contingent on City of Lansing supplying \$61,208

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$312,325 from the Trails and Parks Millage fund balance for the TR006 Moores River Drive Trail Repair project and the Controller is authorized to transfer \$312,325 from the Trails and Parks Millage fund balance into line item #228-62800-967000-TR006.

## NOVEMBER 26, 2019 REGULAR MEETING

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$226,945 from the Trails and Parks Millage fund balance for the TR029 Grand River North Section - Bank Stabilization project and the Controller is authorized to transfer \$226,945 from the Trails and Parks Millage fund balance into line item #228-62800-967000-TR029.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$230,257 from the Trails and Parks Millage fund balance for the TR038 Washington Ave. Bank Stabilization project contingent on the City of Lansing supplying \$61,208 and the Controller is authorized to transfer \$230,257 from the Trails and Parks Millage fund balance into line item #228-62800-967000-TR038.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR006 and TR029 to August 31,2020.

BE IT FURTHER RESOLVED, that all other terms and conditions Agreement TR006, TR029, and TR038 shall remain unchanged.

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.

**HUMAN SERVICES: Yeas:** Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** Tennis, Trubac **Approved 11/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 28**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MICHIGAN AGRICULTURE  
ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP) CLEAN SWEEP PROGRAM  
AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE AND  
RURAL DEVELOPMENT (MDARD)**

**RESOLUTION #19 - 505**

WHEREAS, Ingham County Health Department's (ICHD's) Environmental Health (EH) Division wishes to accept up to \$24,000 in grant funds from the Michigan Department of Agriculture and Rural Development (MDARD) effective October 1, 2019 through September 30, 2020; and

WHEREAS, EH operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal; and

WHEREAS, this program is open to all Ingham county residents free of charge; and

WHEREAS, annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding to cover costs of the disposal of pesticides and herbicides collected throughout the year; and

WHEREAS, MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2020 to be used for the disposal of pesticides and herbicides; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a MAEAP Clean Sweep Program agreement with MDARD for up to \$24,000 effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an MAEAP Clean Sweep Program agreement with MDARD for up to \$24,000 effective October 1, 2019 through September 30, 2020.

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.

**NOVEMBER 26, 2019 REGULAR MEETING**

**HUMAN SERVICES: Yeas:** Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Tennis, Trubac **Approved 11/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 29**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REDHEAD DESIGN STUDIO FOR  
DISSEMINATION OF MASS MEDIA CAMPAIGN TO REDUCE HIV STIGMA**

**RESOLUTION #19 - 506**

WHEREAS, Ingham County Health Department (ICHD) entered into an agreement with Redhead Design Studio (RDS) in the summer of 2019 for the development of an HIV anti-stigma campaign as detailed in resolution #19-311; and

WHEREAS, these funds include \$18,900 from the HIV Care Coordination grant and \$10,000 from the general fund communication budget; and

WHEREAS, funds to disseminate the campaign were not available until October 1, 2019; and

WHEREAS, ICHD seeks to contract with Redhead Design Studio in an amount not to exceed \$10,000 so that RDS may assist ICHD with these functions for the dissemination of the campaign, which includes advertising and printing; and

WHEREAS, the agreement with Redhead Design Studio will not exceed \$10,000, all of which will be funded by the approved general fund communication budget; and

WHEREAS, the Health Officer recommends authorization of an agreement between Redhead Design Studio and ICHD in an amount not to exceed \$10,000 for the period of November 1, 2019 to September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with Redhead Design Studio for the dissemination of a mass media campaign to reduce HIV stigma, in an amount not to exceed \$10,000 for the period of November 1, 2019 to September 30, 2020.

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

**HUMAN SERVICES: Yeas:** Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** Tennis, Trubac **Approved 11/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 30**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AGREEMENTS FOR THE  
REGION 7 PERINATAL COLLABORATIVE**

**RESOLUTION #19 - 507**

WHEREAS, Ingham County Health Department (ICHD) has partnered with the Michigan Department of Health and Human Services (MDHHS) to be a partner and fiduciary for the Region 7 Perinatal Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in the Ingham, Eaton, and Clinton County areas; and

WHEREAS, to fund this collaborative work, MDHHS has given ICHD \$50,000 to be received through amendment one of the FY 19/20 master agreement; and

WHEREAS, in order to meet collaborative goals, ICHD wishes to contract with Larder Data Consulting, LLC to provide regional collaboration assistance, direction, data analysis and to assist with family and community engagement activities and events in an amount not to exceed \$17,000; and

WHEREAS, ICHD will also contract with Eaton and Clinton counties in an amount up to \$8000 per county, to cover costs which allow staff to participate, attend, and travel for the execution of regional goals; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes contracting with Larder Data Consulting, LLC to provide regional collaboration assistance, direction, data analysis and to assist with family and community engagement activities and events in an amount not to exceed \$17,000; and to contract with Eaton and Clinton Counties to provide staff support in an amount not to exceed \$8,000 to be effective through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Larder Data Consulting, LLC to provide regional collaboration assistance, direction, data analysis and to assist with family and community engagement activities and events in an amount not to exceed \$17,000; and to contract with Eaton and Clinton Counties to provide staff support in an amount not to exceed \$8,000 to be effective through September 30, 2020.

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

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.



**NOVEMBER 26, 2019 REGULAR MEETING**

**HUMAN SERVICES: Yeas:** Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Tennis, Trubac **Approved 11/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 31**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**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**

**RESOLUTION #19 - 508**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY 2019 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the total amount of grant funds available to Ingham County agencies is \$28,442.91 from the State Homeland Security Program (SHSP) and \$34,321.87 from the Law Enforcement Terrorism Prevention Activities (LETPA) for a total of \$62,764.78; and

WHEREAS, the SHSP is a core assistance program that provides funds to build capabilities at the state, local, tribal, and territorial levels, to enhance national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; and

WHEREAS, there are a number of projects benefiting Ingham County agencies, presently approved or pending approval by the State of Michigan; and

WHEREAS, the total grant award for Michigan Homeland Security Region 1 for FY 2019 is \$887,607.00; and

WHEREAS, Ingham County will be the fiduciary agent for these grant funds for Michigan Homeland Security Region 1.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan to be the fiduciary agent for the FY 2019 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of \$887,607 for the time period of September 1, 2019 to May 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the following Region 1 partners receiving FY 2019 HSGP funding to include: County of Clinton, County of Eaton, County of Gratiot, County of Hillsdale, County of Ingham, County of Jackson, County of Lenawee, County of Livingston, County of Shiawassee, and the City of Lansing.

## NOVEMBER 26, 2019 REGULAR MEETING

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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.

**LAW & COURTS: Yeas:** Koenig, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** Slaughter **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 32**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO  
DONATE EQUIPMENT FROM THE HEAVY RESCUE UNIT**

**RESOLUTION #19 - 509**

WHEREAS, the Ingham County Sheriff's Office has a Heavy Rescue Unit comprised solely of volunteers; and

WHEREAS, due to unforeseen circumstances, it is necessary to discontinue the Heavy Rescue Unit and the Sheriff's Office would like to donate equipment from the unit to Ingham County area fire departments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to donate equipment on the attached list from the Heavy Rescue Unit to Ingham County area fire departments.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary agreements after approval as to form by the County Attorney.

**LAW & COURTS: Yeas:** Koenig, Celentino, Crenshaw, Polsdofer, Trubac

**Nays:** Schafer **Absent:** Slaughter **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville

**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Commissioner Koenig moved to adopt the resolution. Commissioner Celentino supported the motion.

Commissioner Schafer indicated that he was disappointed in the dissolution of many departments within the Sheriff's Office, including motorcycle, mounted, paramedics, special deputies, work release, hazmat and now heavy rescue.

The motion carried. **Yeas:** Celentino, Grebner, Koenig, Maiville, Morgan, Naeyaert, Polsdofer, Sebolt, Slaughter, Stivers, Crenshaw. **Nays:** Schafer **Absent:** Tennis, Trubac

## NOVEMBER 26, 2019 REGULAR MEETING

<b><u>Inventory for Heavy Rescue</u></b>	<b><u>Estimated Value</u></b>
Vehicle 46 Ford F-450	5,000.00
Hurst Cutters – MOC	1,250.00
Hurst Cutters - 0 – 150	600.00
Hurst Spreaders – Maverick 27	600.00
Hurst Ram – Small 30 inch & Large 60 inch	550.00
Steering Wheel Cover	25.00
Hurst Combo Tool – Palidan	800.00
100 Feet of tool hose	800.00
2 ½ - 6 feet long chains	10.00
Cribbing	10.00
O’Connell Plate – 2	40.00
200 Feet of extension cord	150.00
3 Cum-a-longs	120.00
Jumper Cables	20.00
3/8s – 5 sections of chain	100.00
Miscellaneous Hand Tools	25.00
Oil Cans / Gas Cans / WD40	25.00
Socket Wrench Set	20.00
Socket Wrench Set	20.00
Large Pry bar	20.00
Bolt Cutters	15.00
Collapsible Halligan	15.00
Adjustable Wrench	5.00
10LB Maul	12.00
Pipe Wrench	10.00
Hack Saw	5.00
ParaTech K Tool	3.00
Para Tech Pry Ax (2)	10.00
Porta power	20.00
Air Chisel	25.00
Air Grinder	25.00
1 – Saws All	35.00
1 – SCBA Bottle (2216)	10.00
50 Feet of Extension Cord	20.00
4 – Rescue Struts	200.00
1 – Tow Strap	10.00
1 – Life Jacket	10.00
Misc. - Towels and Blankets	5.00
1 – Set of Jumper Cables	12.00
2 – LZ Kit	100.00
Bio-Hazard Bags	5.00
Miscellaneous Air bags	200.00
2 – 100 Foot Sections of Rope	150.00
Shovels and Brooms	30.00
2 – Handyman Jacks	60.00
1 – EMS Kit	7.00
Backboard and straps / Stokes Basket	35.00

## NOVEMBER 26, 2019 REGULAR MEETING

1 – Sawsall	35.00
2 – Chain saws – Craftsman (1) and Stihl (1)	150.00
1 – Attic Ladder	100.00
1 – Poulan 365 Pro Chainsaw	75.00
2 – 4” Anchor Slings	10.00
10 – 8’ Anchor Loops	15.00
2 – 3” Double Pullies	10.00
2 – 2” Pressure Minding Pullies	12.00
1 – Stiff-neck Extrication Collar	7.00
2 – 3” Single Pullies	8.00
1 – Hard Hat and Extrication Gloves	5.00
1 – 1” Single Pulley	6.00
6 – Locking Carabiner’s	6.00
2 – 10mm Delta Mans	5.00
1 – Bio-Hazard Kit	5.00
1 – Troll Harness Large	5.00
1 – Small Ked Board	6.00
1 – Troll Harness Small	5.00
3 – Body Harness with Carabiner’s	10.00
19 – 6’ Anchor Loops	19.00
2 – Come-a-longs	24.00
4 – 20’ Orange Webbing	10.00
(P8 – P17 – P22) Air Bags	100.00
2 – Edge Protectors	6.00
2.5” Rescue Hose	12.00
2 – Gold Ascender	5.00
4 – Bolt Cutters	40.00
15 – Carabiner	15.00
1 – Pipe Cutter	12.00
1 – Large Porta Power Spreader	120.00
1 – Lifting Bridle	12.00
1 – Small Porta Power Spreader	85.00
2 – Delta Mans	20.00
1 – Hatchet	8.00
1 – Spanner Wrench	8.00
1 – Rope Cutter in locker	6.00
1 – Porta Power Spreader	110.00
15 – 1” Express Sling	15.00
Miscellaneous Hand Tools	85.00
2 – 3” Double Pullies	8.00
1 – 1” Single Pullies	3.00
1 – 3” Single Pullies	3.50
1 – 4” Single Pullies	4.00
(15) Protective Jackets with reflective markings	

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 33**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE STAND-ALONE EVIDENCE SOFTWARE FROM  
PORTER LEE CORPORATION**

**RESOLUTION #19 - 510**

WHEREAS, the Ingham County Sheriff's Office has a need to hold items of property and evidence in the course of its duties, and

WHEREAS, our current evidence system, a part of our records management system, is time consuming, redundant and therefore inefficient, and

WHEREAS, using a records management system for evidence management will require manual removal of property/evidence data from the current records management system and manual re-entry of all property/evidence data into the new records management system each time a new records management software is purchased, and

WHEREAS, manual re-entry of all evidence data into a new records management system requires extensive personnel hours and increases opportunity for error; and

WHEREAS, many law enforcement agencies are moving to a stand-alone evidence management system to eliminate that process, and

WHEREAS, research and quotes from three stand-alone evidence systems were received; of the three stand-alone evidence systems, The Beast was found to be the most efficient, customizable, and successfully used by other local agencies, and

WHEREAS, The Beast was the median cost of the three systems and offered the most support and customization, at the cost of \$23,285.10 with annual software support costs of ~~\$1,475.00~~ **\$1,775.00**, and initial set up cost and support will be paid out of the Forfeiture Account (26533500-726010), and future maintenance and support will be paid out of Field Services/Contracts (10130101-818000); and

WHEREAS, The Beast software will provide electronic data migration for property/evidence held in our records management systems, eliminating manual individual item re-entry into the software, therefore significantly reducing personnel hours and opportunity for error, and

WHEREAS, The Beast software will allow the Ingham County Sheriff's Office to hold all evidence items in a stand-alone evidence system, regardless of the records management software used in the future.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes entering into a contract with Porter Lee Corporation, located at 1901 Wright Blvd., Schaumburg, IL 60193, for the purchase of

## NOVEMBER 26, 2019 REGULAR MEETING

“The Beast” evidence management system for ~~the~~ a not-to-exceed total cost of \$23,285.10, with annual software support costs of \$1,775.00.

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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make the necessary adjustments to the Ingham County Sheriff’s Office budget to purchase The Beast evidence management system.

**LAW & COURTS: Yeas:** Koenig, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** Slaughter **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.



**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 34**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDING FY 2018-2019 COMMUNITY CORRECTIONS  
PROGRAM SUBCONTRACTS TO INCREASE FUNDING AWARDS BASED ON  
STATE APPROVED LINE ITEM TRANSFERS**

**RESOLUTION #19 - 511**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the State Community Corrections Advisory Board, Lansing City Council, Ingham County Board of Commissioners and Michigan Department of Corrections – Office of Community Corrections approved the Funding Application and Plan for FY 2018-2019; and

WHEREAS, pursuant to the FY 2018-2019 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the State Office of Community Corrections approved Budget Adjustment Requests to transfer funds from programs that were not utilizing all allocated funds to programs that required additional funding in order to maintain services through the end of the fiscal year; and

WHEREAS, State approved Budget Adjustment Requests increased funding for the following CCAB Plans and Services programming: Relapse Prevention and Recovery provided by CEI-CMH from \$67,898 to \$67,940.60; MRT Cognitive Change Groups provided by Prevention and Training Services from \$26,082 to \$39,039.40; Domestic Violence Intervention Groups provided by Prevention and Training Services from \$12,000 to \$14,700; Day Reporting services provided by Northwest Initiative – ARRO from \$40,274 to \$46,774.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the following subcontracts for CCAB Plans and Services programming to increase total compensation amounts pursuant to State approved Budget Adjustments for FY 2018-2019: Relapse Prevention and Recovery provided by CEI-CMH from \$67,898 to \$67,940.60; MRT Cognitive Change Groups provided by Prevention and Training Services from \$26,082 to \$39,039.40; Domestic Violence Intervention Groups provided by Prevention and Training Services from \$12,000 to \$14,700; Day Reporting services provided by Northwest Initiative – ARRO from \$40,274 to \$46,774.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

**NOVEMBER 26, 2019 REGULAR MEETING**

**LAW & COURTS: Yeas:** Koenig, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** Slaughter **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 35**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

**RESOLUTION #19 - 512**

WHEREAS, on August 7, 2018 the Ingham County Board of Commissioners approved the Justice Millage; and

WHEREAS, the Justice Millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, on October 22, 2019 the Board of Commissioners adopted Resolution 19-441 authorizing Justice Millage funded contracts that included \$100,600 to fund community based programs, including Day Reporting, MRT and to supplement the FY 2019-2020 general fund allocation for Electronic Monitoring services; and

WHEREAS, Justice Millage funded contracts for a performance period of January 1, 2020 through December 31, 2020 will include Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$28,600, and with JSG Monitoring for electronic monitoring services in an amount not to exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000, with Prevention and Training Services for MRT groups in an amount not to exceed \$28,600 and with JSG Monitoring for electronic monitoring services in an amount not to exceed \$20,000 for the performance period of January 1, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget.

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

**NOVEMBER 26, 2019 REGULAR MEETING**

**LAW & COURTS: Yeas:** Koenig, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** Slaughter **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 36**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A SUBCONTRACT FOR STATE FY 2019-2020 COMMUNITY  
CORRECTIONS PRETRIAL PROGRAM ELECTRONIC MONITORING SERVICES WITH  
SENTINEL, INC. AND JSG MONITORING**

**RESOLUTION #19 - 513**

WHEREAS, the State Community Corrections Advisory Board, the City of Lansing, and the Ingham County Board of Commissioners approved the submission of the FY 2019-2020 Community Corrections MDOC Grant Application that includes a part-time Pretrial Investigator and supportive electronic monitoring services for indigent pretrial defendants; and

WHEREAS, pursuant to the FY 2019-2020 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, Resolution #19-268 adopted June 11, 2019 authorized submission of the FY 2019-2020 Grant Application, entering into a contract with the Michigan Department of Corrections (MDOC), and included entering a subcontract with Sentinel, Inc. for electronic monitoring services for a total not to exceed \$10,134 from October 1, 2019 through September 30, 2020; and

WHEREAS, pursuant to the recommendation of the Electronic Monitoring Oversight Committee after conducting a Request for Proposal process guided by the County Purchasing Department, Resolution #19-393 adopted September 24, 2019 authorized notice to Sentinel, Inc. ending the contract on December 31, 2019 and entering a new contract with JSG Monitoring for an initial performance period of three (3) years beginning on December 1, 2019 not to extend beyond December 31, 2022; and

WHEREAS, electronic monitoring services for the State funded Community Corrections Pretrial program for indigent defendants will be provided by Sentinel, Inc. from October 1, 2019 through December 31, 2019 and JSG Monitoring will provide these subcontracted services from December 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract with Sentinel, Inc. to provide electronic monitoring services for the Community Corrections Pretrial program for indigent defendants from October 1, 2019 through December 31, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract with JSG Monitoring to provide electronic monitoring services for the Community Corrections Pretrial program for indigent defendants from December 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that entering into the subcontracts is contingent upon entering into the Agreement with the State.

## NOVEMBER 26, 2019 REGULAR MEETING

BE IT FURTHER RESOLVED, that the subcontracts are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 37**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT TWO SEVEN OH! GRANTS FOR REIMBURSEMENT OF  
MEDICAL COSTS ON AN ONGOING BASIS**

**RESOLUTION #19 - 514**

WHEREAS, the Ingham County Animal Control and Shelter has applied for and has been approved to receive grants from the Two Seven Oh! Foundation in the past; and

WHEREAS, the purpose of these grants is to reimburse Ingham County Animal Control for veterinary testing and treatments during set grant periods; and

WHEREAS, the award amount of this grant is dependent on the number of animals tested and treated through the set grant periods, but will not exceed \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of this and future similar grants from the Two Seven Oh! Foundation for an amount to be determined by the number of animals tested or treated, but not to exceed \$10,000 with no match requirement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

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

**LAW & COURTS: Yeas:** Koenig, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** Slaughter **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
AGENDA ITEM NO. 38**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING 2020 AGREEMENTS  
FOR JUVENILE JUSTICE COMMUNITY AGENCIES**

**RESOLUTION #19 - 515**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006, 2012, and 2016 for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #19-323, reserving a pool of \$125,000 in Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2020 Juvenile Justice Community Agency process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2020 through December 31, 2020, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2020 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- |  |             |
|--|-------------|
| • Child and Family Charities – Nexus Program                           | \$40,024.00 |
| • Child and Family Charities – Teen Court                              | \$26,547.00 |
| • Resolution Services Center of Central Michigan – Restorative Justice | \$37,500.00 |
| • Resolution Services Center of Central Michigan – Youth Diversion     | \$20,000.00 |
| • Small Talk Children's Assessment Center                              | \$19,000.00 |

BE IT FURTHER RESOLVED, that additional funding of \$18,071 will come from the Juvenile Justice Millage fund balance.

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.



**NOVEMBER 26, 2019 REGULAR MEETING**

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 11/14/2019**

**FINANCE: Yeas:** Grebner, Morgan, Crenshaw, Polsdofer, Maiville  
**Nays:** None **Absent:** Tennis, Schafer **Approved 11/20/2019**

Adopted as part of the consent agenda.

**NOVEMBER 26, 2019 REGULAR MEETING**

**ADOPTED - NOVEMBER 26, 2019  
RECONSIDERED AND AMENDED FROM RESOLUTION # 19-463  
AGENDA ITEM NO. 39**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING  
HEALTH SERVICES FOR LOW INCOME, UNINSURED FAMILIES AND ADULTS LIVING IN  
INGHAM COUNTY**

**RESOLUTION # 19 - 516**

WHEREAS, the Board of Commissioners desires to continue to provide funding for healthcare services for low income, uninsured families and adults residing in Ingham County; and

WHEREAS, the Board of Commissioners has provided the financial stability necessary for sound planning through the facilitation of a local-federal funding match arrangement since 1998; and

WHEREAS, the current funds available through the federal funding are not sufficient to continue to provide access to medically necessary services for low income, uninsured residents in Ingham County; and

WHEREAS, the millage funds were approved by the electorate to provide funding for healthcare services for low income, uninsured families and adults residing in Ingham County in 2012 and 2014, and the current authorized Millage expires December 31, 2019; and

WHEREAS, health services for low income uninsured families and adults are of substantial benefit to the citizens of Ingham County; and

WHEREAS, a millage of 0.6300 of one (1) mill is needed to continue to provide for this program; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at a millage rate of 0.6300 of one (1) mill for a period of four (4) years to continue to support funding for healthcare services for low income, uninsured families and adults residing in Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate at the election to be held on ~~August 4~~ **March 10**, 2020.

## NOVEMBER 26, 2019 REGULAR MEETING

### INGHAM COUNTY HEALTH SERVICES MILLAGE

For the purpose of reauthorizing funding for providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services and essential care such as preventive testing and treatment for cancer, diabetes, heart disease and other serious illnesses, 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 63/100 (0.6300) of one (1) mill, \$0.63 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$4,840,219 in the first calendar year of the levy, based on state taxable valuation.

YES [    ]                      NO [    ]

BE IT FURTHER RESOLVED, that the millage would be used to support Ingham County residents whose household income is at or below 250% of federal poverty guidelines.

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 ~~August 4~~ **March 10**, 2020 ballot and to be prepared and distributed in the manner required by law.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None    **Absent:** None    **Approved 11/04/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer  
**Nays:** Schafer, Maiville    **Absent:** None    **Approved 11/06/2019**

Commissioner Sebolt moved to adopt the resolution. Commissioner Slaughter supported the motion.

Commissioner Morgan moved to amend the resolution to change the election that the ballot question would go before voters from the August 4, 2020 election to the March 10, 2020 election. Commissioner Slaughter supported the motion.

Commissioner Morgan stated that he had thought more about this and that March was a more appropriate time for this millage to be on the ballot. He further stated that lives were at stake and that the millage would be likelier to pass on the March ballot.

Commissioner Stivers stated concern that Commissioner Tennis was not present to be a part of the vote. She further stated that this matter had been discussed at great length and that she believed that the best ballot for this millage was the August ballot because of the request from Williamstown Township that the matter not be on the March ballot.

Commissioner Stivers stated that Williamstown Township would have a road millage that they needed that may not pass if there are other millage initiatives on the ballot. Commissioner Stivers further stated that there had been no advanced notice that this resolution would be reconsidered and that there may be other motivations at play from the other Commissioners.

## NOVEMBER 26, 2019 REGULAR MEETING

Chairperson Crenshaw stated that no advanced notice of a reconsideration of a vote was required and further stated to Commissioner Stivers that it was out of order to impugn the honor of the other Commissioners and that she should refrain from doing so.

Commissioner Polsdofer stated that the reasoning behind moving this millage to August originally was to assist a community that has struggled to improve their infrastructure. He further stated that this was a regional approach to advancing Ingham County's needs, while making sure that the County was cognizant of the needs of small towns like Leslie and Stockbridge and, in this case, Williamstown Township.

Commissioner Polsdofer stated that improving the infrastructure in that community will improve property values and thereby the revenue for the county and the township and also improve the township's schools.

Dave Stoker, County Attorney, indicated that the date of the millage appeared in two locations in the resolution and would need to be changed in both.

Chairperson Crenshaw stated that it was his ruling that that was the intent of the motion.

Commissioner Grebner stated that he would support the amendment and that the County cannot take into account every taxing authority's millage schedule when deciding the scheduling of countywide millages. He further stated that he was concerned that if an allowance is made for Williamstown Township, then every municipality or taxing agency would be coming to ask for county millages to be moved.

Commissioner Naeyaert stated that she was surprised that she agreed with Commissioner Grebner and further stated that she represented many small communities within her district and stated that she would not bring such requests to the Board of Commissioners to consider.

Commissioner Stivers stated that there would be times when the Board of Commissioners was not able to consider such requests, but this was not one of those situations. She further stated that the organizations who requested these ballot initiatives were happy with the current dates because it gave them time to build goodwill in the community for their initiatives.

Commissioner Stivers stated that, while the millage would be likely to pass in March, the organizations were worried that there would be animosity in the community regarding their passage if they don't have the time to build the community consensus.

The motion to amend the resolution carried. **Yeas:** Grebner, Koenig, Maiville, Morgan, Naeyaert, Sebolt, Slaughter, Crenshaw **Nays:** Celentino, Polsdofer, Schafer, Stivers **Absent:** Trubac, Tennis

The motion to adopt the resolution, as amended, carried by a roll call vote. **Yeas:** Celentino, Grebner, Koenig, Morgan, Naeyaert, Sebolt, Slaughter, Crenshaw **Nays:** Maiville, Polsdofer, Schafer, Stivers **Absent:** Tennis, Trubac

## **NOVEMBER 26, 2019 REGULAR MEETING**

### **SPECIAL ORDERS OF THE DAY**

Commissioner Slaughter moved that Cherry Hamrick be reappointed to the Parks Commission. Commissioner Grebner supported the motion.

The motion carried unanimously. Absent: Commissioners Tennis and Trubac.

Commissioner Slaughter moved that the Animal Control Director Search Committee be formed with Commissioner Slaughter as Chair, and including Commissioners Crenshaw, Trubac, Maiville, Naeyaert, and Koenig as voting members, and including County Treasurer Schertzing and Thomas Hess as non-voting members. Commissioner Grebner supported the motion.

The motion carried unanimously. Absent: Commissioners Tennis and Trubac.

### **PUBLIC COMMENT**

None.

### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Celentino wished everyone a Happy Thanksgiving and that they have a relaxing week. He also announced that today was officially Board of Commissioners Office Director Becky Bennett's birthday and wished her well.

Commissioner Stivers stated that she had IHP and CMH materials to distribute to members. There is now an online enrollment form for the IHP Corporation. She has cards to distribute to members should they like to take them to their workplaces or communities to put in community centers or other public buildings.

Commissioner Sebolt reminded that Saturday is Small Business Saturday and encouraged everyone to visit REO Town, describing it as a great place to buy unique holiday gifts from featured artists and makers from all over the county.

Commissioner Naeyaert stated that the Mason parade and tree lighting would take place on Friday, November 29.

Chairperson Crenshaw announced 30<sup>th</sup> Circuit Court Judge Laura Baird was recently recognized by the Michigan Supreme Court with a lifetime achievement award.

Chairperson Crenshaw stated that those looking for gifts on Small Business Saturday may also visit Old Town in Lansing, which has great shops and restaurants.

### **CONSIDERATION AND ALLOWANCE OF CLAIMS**

Commissioner Morgan moved to pay the claims in the amount of \$20,369,224.30. Commissioner Slaughter supported the motion.

## **NOVEMBER 26, 2019 REGULAR MEETING**

The motion carried unanimously. Absent: Commissioners Tennis and Trubac.

### **ADJOURNMENT**

The meeting was adjourned at 7:02 p.m.



L A N S I N G  
CITY COUNCIL

Ingham Board of Commissioners  
Chair Bryan Crenshaw  
P.O. Box 319  
Mason, MI 48854

December 2, 2019

Dear Chairperson Crenshaw,

The reappointment of Tim Barron as Media Representative to the Ingham County/City of Lansing Community Corrections Advisory Board was submitted to the City of Lansing and referred to the Committee on Public Safety. At the meeting on November 7, 2019, the Committee voted to deny the affirmation of the reappointment of Tim Barron to the Community Corrections Advisory Board.

We will have this on the agenda for the Council Meeting on December 16, 2019 unless the Ingham County Board of Commissioners wishes to withdraw this recommendation and submit another.

Please feel free to email or phone me with any questions you may have.

Sincerely,

A handwritten signature in cursive script, which appears to read "Carol Wood".

Carol Wood, Chair  
City Council Committee on Public Safety

Tenth Floor City Hall  
124 W. Michigan Ave.  
Lansing, MI 48933  
517-483-4177  
Fax: 517-483-7630

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING THOMAS LESINSKI**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Historical Commission has held a collection of 92 pre-contact stone tools donated by residents of Ingham County more than a century ago; and

WHEREAS, this collection of pre-contact stone tools had not been properly researched, cataloged and placed in historical context; and

WHEREAS, Thomas Lesinski, a master's student in Cultural Resource Management at Central Michigan University did undertake the research of this collection as part of his Archaeological Field and Lab Methods (ANT 540) course, analyzing each tool for their typology and material make-up; and

WHEREAS, this analysis provided for the discovery of 40 variable types, 4 types of ground stone tools and 20 distinct types of stone used in order to manufacture the tools, and these tools spanned from the earliest pre-contact culture to last, over a period of thousands of years; and

WHEREAS, these results indicate a continued occupation of Ingham County over a period of thousands of years, interactions between multiple cultures as well as knowledge of and access of multiple stone resources; and

WHEREAS, his finished report concluded that this collection provides further confirmation that since the beginning of settlement of North America the Great Lakes region and central Michigan more specifically were great areas of settlement and that the indigenous people of central Michigan were a part of many diverse cultures; and

WHEREAS, Thomas, through his research and report, has provided the residents of Ingham County with a better understanding of those early cultures which occupied this region; and

WHEREAS, Thomas created an exhibit in the Court House which tells the story of our pre-contact stone tool collection in words, images and selected specimens, bringing to life this period of our history for the public to enjoy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Thomas Lesinski for his role in cataloging, researching and preserving and creating a public exhibit that highlights the history of Ingham County from the earliest times.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING KATHY PROUT**

**RESOLUTION # 19 –**

WHEREAS, Kathy Prout has been a leader in politics, a community leader and a figure in elections in the County of Ingham; and

WHEREAS, Kathy served honorably at the Lansing Area School District, Michigan State University and Lansing Community College for many years as a student advocate including foreign students; and

WHEREAS, Kathy continues to serve as a volunteer through the Retired and Senior Volunteer Program (RSVP) at the Capital Region International Airport greeting and welcoming thousands of visitors to the Lansing area each year; and

WHEREAS, Kathy was selected by the Capital Region International Airport CEO to serve on the Love Lansing Plan Focus Group; and

WHEREAS, Kathy continues to serve as a committed trustee at the Central United Methodist Church on the Capital Square to maintain the historic value; and

WHEREAS, Kathy has been a Republican Precinct Delegate for over fifty years serving in elections, recruiting candidates, and getting out the vote; and

WHEREAS, the Ingham County Board of Canvassers is responsible for canvassing and certifying elections held in the County; and

WHEREAS, Kathy began her service with Ingham County Board of Canvassers in 1999 where she most recently held the position of Vice Chair; and

WHEREAS, Kathy served proudly and honorably canvassing four presidential and four gubernatorial elections as well as over thirty county elections; and

WHEREAS, Kathy has contributed her knowledge and expertise while demonstrating her love for detail and election procedures, to the benefit of her colleagues and the citizens of the County of Ingham; and

WHEREAS, Kathy understood how very important accurate results in an election are and “You can be confident that the results tallied from an election in Ingham County are true”; and

WHEREAS, on October 31, 2019, Kathy Prout completed her years of service on the Ingham County Board of Canvassers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Kathy Prout for her 20 years of dedication and commitment as a member of the Board of Canvassers and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham County.

BE IT FURTHER RESOLVED that the Board wishes her continued success in all of her future endeavors.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING THE 37TH ANNUAL  
HISPANIC CHRISTMAS SYMPOSIUM**

**RESOLUTION # 19 –**

WHEREAS, the 37th Annual Hispanic Christmas Symposium, will be held on Thursday, December 19, 2019, hosted by Michigan Alliance of Latinos Moving Towards Advancement (MI-ALMA) and the Capital Area Hispanic Community Representatives; and

WHEREAS, the purpose of the Symposium is to provide an opportunity for individuals from different cultural backgrounds to interact in an informal setting and to share in the spirit of the season; and

WHEREAS, citizens of Ingham County are invited to join in to share in the Spirit of the Season; and

WHEREAS, since the first Symposium, this event has been used to honor the work of individuals within the community who work to uplift and promote the Hispanic community in the Greater Lansing area; and

WHEREAS, donations from the 2019 Symposium will benefit the Veterans of Foreign Wars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the 37th Annual Hispanic Christmas Symposium and congratulates Michigan Alliance of Latinos Moving Towards Advancement and the Capital Area Hispanic Community Representatives on the event.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in future endeavors.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.**

**RESOLUTION # 19 –**

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 20th of January, 2020 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION MAKING AN APPOINTMENT TO THE EQUAL OPPORTUNITY COMMITTEE**

**RESOLUTION # 19 –**

WHEREAS, several vacancies exist on the Equal Opportunity Committee; and

WHEREAS, the County Services Committee interviewed those interested in serving on the Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Alan Conceicao, 138 Lexington Avenue, East Lansing, 48823

to the Equal Opportunity Committee for a term expiring September 30, 2021.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

**RESOLUTION # 19 –**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 19, 2019 as submitted.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**INGHAM COUNTY ROAD DEPARTMENT**

DATE NOVEMBER 19, 2019

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>
2019-545	CONSUMERS	GAS/ROAD CUT	FITTING AVE	LANSING
2019-550	SCOTT CARR	LAND DIVISION	DIETZ RD	LOCKE
2019-554	MARSHA WILLIAMS	LAND DIVISION	O'BRIEN RD	STOCKBRIDGE
2019-570	GEORGE PETRIDES	LAND DIVISION	BARTON RD	WILLIAMSTOWN
2019-553	PATRIDGE TRUST	LAND DIVISION	BARRY RD	WILLIAMSTOWN
2019-575	CONSUMERS	ELEC – OH	FITCHBURG RD	LESLIE
2019-585	CONSUMERS	GAS	GROVENBURG RD	DELHI
2019-576	CONSUMERS	ELEC – OH	DEXTER TRAIL	STOCKBRIDGE
2019-578	LBWL	WATERMAIN	COLLEGE RD	DELHI
2019-577	ACD.NET	CABLE – OH/UG	JOLLY RD	MERIDIAN
2019-517	EVERSTREAM	ELEC – OH/UG	DIETZ RD	WHEATFIELD
2019-597	CONSUMERS	ELEC – OH	HASLETT RD	MERIDIAN
2019-604	CONSUMERS	GAS	WILLIAMSTON RD	WILLIAMSTOWN
2019-605	CONSUMERS	GAS	GUNN RD	DELHI
2019-601	FRONTIER	CABLE – UG	OBRIEN RD	STOCKBRIDGE
2019-596	GA HUNT	ROAD CUT,SANITARY	WILLOW ST	LANSING
2019-600	CONSUMERS	GAS	WALL ST	ONONDAGA
2019-603	CONSUMERS	ELEC – OH/UG	ACADEMIC WAY	MERIDIAN
2019-609	CONSUMERS	ELEC – OH	AURELIUS RD	ONONDAGA
2019-518	EVERSTREAM	CABLE OH/UG	VARIOUS	VARIOUS
2019-611	CONSUMERS	ELEC – OH	AURELIUS RD	DELHI

2019-607	CONSUMERS	GAS,ELEC –UG,BORE	NAUBINWAY RD	MERIDIAN
2019-586	MOORE FARMS	LAND DIVISION	HARPER RD	DELHI
			MANAGING DIRECTOR:	_____



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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Grebner, Sebolt, Koenig, Naeyaert

**Nays:** Stivers, Maiville    **Absent:** None    **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer

**Nays:** Schafer, Maiville    **Absent:** Morgan    **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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.**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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	
<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT  
2020 WAGE REOPENER WITH THE CCLP 911 NON-SUPERVISORY UNIT**

**RESOLUTION # 19 –**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the CCLP 911 Non-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 CCLP 911 Non-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 31– Sick Leave, Section 31.5 regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 35, Section 35.7, 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 CCLP 911 Non-Supervisory 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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT  
2020 WAGE REOPENER WITH THE ICEA PARK RANGERS UNIT**

**RESOLUTION # 19 –**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA Park Rangers 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 Park Rangers 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 the effective date of eligibility for dependent coverage in Article 22 – Health 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 the ICEA Parks Rangers 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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT  
2020 WAGE REOPENER WITH THE ICEA COUNTY PROFESSIONAL EMPLOYEES UNIT**

**RESOLUTION # 19 –**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA County 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 ICEA County 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 21, Leave of Absence, Section 4 regarding notice of sick leave use, and for 3) clarification of the effective date of eligibility for coverage in Article 17, Health Insurance, Section 3 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 County 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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT  
2020 WAGE REOPENER WITH THE CCLP ANIMAL CONTROL OFFICERS, VETERINARIAN  
TECHNICIANS AND ANIMAL CARE SPECIALISTS UNIT**

**RESOLUTION # 19 –**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists 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 CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists 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 28 – Sick Leave, Section 3 regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 22, Section 7, Hospitalization - 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 CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists 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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert

**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 19 –**

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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE BUSINESS TRAVEL AND REIMBURSEMENT POLICY**

**RESOLUTION # 19 –**

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:

- The business purpose of the trip;
- The date and place of the trip; and
- 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.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

**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 subject to this requirement.

## **N. Travel Arrangements.**

1. General. 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

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. 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.

**History:** 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015; -- Amended 2015, Resolution 15-276, Effective July 28, 2015

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.
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. 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.
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>). 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  
Control .....  
County  
Attorney .....  
55<sup>th</sup> District  
Court .....  
Drain  
Commissioner .....  
Health  
Center –  
Sparrow .....  
Health  
Center–St.  
Lawrence .....  
Grady  
Porter  
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  
Manageme  
nt .....  
Healthy  
Smiles  
Dental Cl .....  
Jail Medical  
-Sheriff's  
Ofc.....  
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  
 Island.....  
 Parks  
 Departme  
 nt .....

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**

**RESOLUTION # 19 –**

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.

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2020 BUDGET YEAR**

**RESOLUTION # 19 –**

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.

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

**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%
FOC	State of Michigan	Annual Access and Visitation Grant	10/01/19	09/30/20	\$5,000	\$5,100	\$100	2%
FOC	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%

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET**

**RESOLUTION # 19 –**

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>	2019 BUDGET 11/19/19	PROPOSED CHANGES	PROPOSED BUDGET
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

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

**GENERAL FUND REVENUES**

	<u>2019 Budget – 11/19/19</u>	<u>Proposed Changes</u>	<u>2019 Proposed Budget</u>
<b>Tax Revenues</b>			
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
<b>Intergovernmental Transfers</b>			
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
<b>Department Generated Revenue</b>			
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
<b>Total General Fund Revenues</b>	<b>87,812,526</b>	<b>0</b>	<b>87,812,526</b>

#### **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.



Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JESSY GREGG**

**RESOLUTION # 19 –**

WHEREAS, Jessy Gregg has served the community for many years actively engaged in local public service; and

WHEREAS, Jessy has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which she lives; and

WHEREAS, Jessy has served on the Ingham County Parks & Recreation Commission from February 14, 2017 to November 6, 2019; and

WHEREAS, Jessy served as the Secretary of the Ingham County Parks & Recreation Commission from January 16, 2018 to September 17, 2018; and

WHEREAS, Jessy served as the Vice-Chair of the Ingham County Parks & Recreation Commission from September 17, 2018 to November 6, 2019; and

WHEREAS, Jessy was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from her previous public service and personal experience; and

WHEREAS, Jessy exemplifies the best in public service through her caring commitment to her responsibilities and duties as an Ingham County Parks & Recreation Commission member; and through her desire to improve the Ingham County park system as a whole; and

WHEREAS, Jessy's efforts have contributed to the Parks Department's ability to provide exceptional service to the citizens of Ingham County; and

WHEREAS, throughout her term as a Parks and Recreation Commission member, Jessy has helped to advance, develop, and implement effective parks policies; and

WHEREAS, through her persistence, consideration, and reliability, she has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Jessy Gregg's work, and expresses its sincere appreciation to her for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Jessy Gregg its best wishes for continued success in all her future endeavors.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CONGRATULATING THE CAPITAL AREA DISTRICT LIBRARY**

**RESOLUTION # 19 –**

WHEREAS, each year the Library of Michigan Foundation and Library of Michigan present the State Librarian's Excellence Award and Citations of Excellence Award; and

WHEREAS, the State Librarian's Excellence Award and Citations of Excellence Award highlight the importance of services provided by Michigan libraries; and

WHEREAS, the Capital Area District Library is the recipient of the 2019 State Librarian's Excellence Award for superior customer service; and

WHEREAS, the State Librarian's Excellence Award evaluation factors include: demonstrating that the library provides superior service to its customers and community in a cost-effective manner, with a can-do attitude; always delivering on promises; and fulfilling the library's commitment to high standards of customer service; and

WHEREAS, Capital Area District Library programs that garnered the attention of the selection committee include: working with Ingham County Jail inmates; a 'Library of Things' which is a program that loans appliances, tools, games, and other things besides books at no charge; outstanding local history resources; a 'Girls that Code' program; and structuring meaningful community conversations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulate the Capital Area District Library as the recipient of the 2019 Librarian's Excellence Award.

BE IT FURTHER RESOLVED, that the Board recognizes that the Capital Area District Library provides services that impact Ingham County communities daily and are consistently finding new and inventive ways to bring their resources to the residents.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Director Scott Duimstra and the staff of the Capital Area District Library.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION APPOINTING A 4-H REPRESENTATIVE TO**  
**THE INGHAM COUNTY FAIR BOARD**

**RESOLUTION # 19 –**

WHEREAS, a vacancy exists on the Ingham County Fair Board for a 4-H representative; and

WHEREAS, the 4-H Council has interviewed applicants and made a recommendation to the Board of Commissioners; and

WHEREAS, the Human Services Committee interviewed the candidate recommended by the 4-H Council.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints:

Candace Filonczuk, 5435 Bunker Road, Mason 48854

to the Ingham County Fair Board, as a 4-H representative, for a term expiring December 31, 2021.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** None **Approved 12/02/2019**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CONSENTING TO CONTINUED RESETTLEMENT OF REFUGEES  
IN INGHAM COUNTY**

**RESOLUTION # 19 –**

WHEREAS, Ingham County has welcomed refugees facing religious, ethnic and political persecution for several hundred years; and

WHEREAS, the world is currently facing one of the worst humanitarian crises in human history; and

WHEREAS, by definition, refugees are individuals who have been forced to flee their home country due to persecution based on their race, religion, ethnicity, political opinion, or social group; and

WHEREAS, resettlement is the last resort for refugees who cannot return to their home country and cannot rebuild their lives where they first fled; and

WHEREAS, the United States has the most extensive refugee vetting in the world; and

WHEREAS, Ingham County is currently the home of resettled refugees who will likely be joined by family members in the upcoming year; and

WHEREAS, churches, community organizations, families, and individuals have supported the arrival and integration of refugee families for several years; and

WHEREAS, refugees are a welcome addition to the local economy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners affirms the continued resettlement of refugees within borough limits and shall expressly confirm so in writing to the US Department of State, Bureau of Population, Refugees, and Migration upon passing of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Governor of Michigan and other local unit of government in Ingham County to consent to initial refugee resettlement as per the terms of Executive Order 13888.

BE IT FURTHER RESOLVED, that a copy of this resolution will be transmitted to Carol Thompson O'Connell, Acting Assistant Secretary of State, Bureau of Population, Refugees, and Migration.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/02/2019**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE HEALTH DEPARTMENT'S PLAN OF ORGANIZATION**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to update its Plan of Organization effective January 1, 2020 through December 31, 2022; and

WHEREAS, ICHD will be undergoing Local Public Health accreditation in 2020; and

WHEREAS, the department's on-site review begins March 2<sup>nd</sup> 2020, but ICHD is required to forward an updated Plan of Organization to the Michigan Department of Health & Human Services (MDHHS) prior to that review; and

WHEREAS, the Board of Commissioners approves the Plan of Organization for ICHD to be submitted to the Michigan Department of Health and Human Services (MDHHS) as part of the accreditation process; and

WHEREAS, MDHHS requires ICHD to update its Plan of Organization every three years; and

WHEREAS, the Board of Commissioners last approved the Plan of Organization in 2017 through Resolution #17-012; and

WHEREAS, the Plan of Organization has been updated to reflect personnel and program changes in the department over the past three years and the updated 2020 budget; and

WHEREAS, these changes include new Medical Directors for Public Health Services and Ingham Community Health Centers, a new Deputy Health Officer/Executive Director-Ingham Community Health Centers, and new Maternal & Child Health, Communicable Disease Control, and Health Promotion & Prevention Division Directors within the Public Health Services branch; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approves ICHD's updated Plan of Organization effective January 1, 2020 through December 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves ICHD's updated Plan of Organization, effective January 1, 2020 through December 31, 2022 as attached and authorizes the Board Chairperson to sign MDHHS' Local Health Department Plan of Organization Approval Form.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

# PLAN OF ORGANIZATION

January 2020



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## INTRODUCTION

The Plan of Organization (PO) of the Ingham County Health Department (ICHHD) was last [approved by the Michigan Department of Health and Human Services \(MDHHS\) as part of its accreditation process](#) in March 2017. In preparation for MDHHS' March 2020 accreditation visit, ICHHD is updating its PO to reflect any changes that have occurred since then. The department continues to be organized around three major branches: Public Health Services, Community Health Centers, and Community Health, Planning, and Partnerships. Linda S. Vail, MPA, continues to serve as Health Officer; and Nike Shoyinka, MD, MPH, now serves as Medical Director. The 2020 Plan of Organization will be approved by the Ingham County Board of Commissioners on December 10, 2019 and is now submitted for approval by the Michigan Department of Health and Human Services

The electronic version of this document contains hyperlinks to materials as requested by MDHHS. For correct viewing, please use the electronic copy on a device connected to the Internet. To view the documents, place the cursor over the hyperlink, hold down the Control key and click the mouse. If you have been provided a hard copy of the document, it will include printed copies of the requested materials.

## LEGAL RESPONSIBILITIES & AUTHORITY

### State and Local Statutory Authority for ICHHD

The Constitution of the State of Michigan includes the following declaration:

*“The public health and general welfare of the people of the State are hereby declared to be matters of primary public concern. The Legislature shall pass suitable laws for the protection and promotion of public health.”*

In 1978, the Public Health Code was passed by the Legislature and signed by the Governor. The “Code” establishes a State/Local system to carry out the responsibility to protect and promote public health. The Code establishes the Michigan Department of Public Health with the responsibility to:

*“...continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of*

*particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law.” (MCL 333.2221)*

The Michigan Department of Public Health is charged in the Public Health Code to:

*“ . . .promote an adequate and appropriate system of local health services throughout the state.” (MCL 333.2224)*

The Public Health Code requires every county to provide for a local health department. County Boards of Commissioners are required to organize county or district health departments (MCL 333.2413) and it charges the local health departments with the same basic responsibilities as are given to the State:

*“ . . .continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups. . .” (MCL 333.2433)*

County Boards of Commissioners must appoint a health officer who has the authority and responsibility to protect the public’s health:

*“A local health department shall have a full-time local health officer appointed by the local governing entity... [who] may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease.” (MCL 333.2428)*

The Michigan Administrative Code also defines the duties and responsibilities of Medical Directors of local public health departments.

- [Click here to view the Michigan Administrative Code](#)

Applicable State Law:

- [Click here to view the Public Health Code PA 368 of 1978](#)
- [Click here to view the Food Law PA 92 of 2000 as amended](#)
- [Click here to view the Natural Resources and Environmental Protection Act PA 451 of 1994](#)

- [Click here to view the Land Division Act PA 288 of 1967](#)
- [Click here to view the Condominium Act PA 59 of 1978](#)
- [Click here to view the Safe Drinking Water Act PA 399 of 1976](#)
- [Click here to view the Current Appropriations Bill \(2019\)](#)
- [Click here to view the Attorney General Opinions.](#) Enter numbers 6501 and 6415

The Ingham County Board of Commissioners has responded to this mandate by establishing ICHD as a unit of government and appointing a Health Officer to oversee the activities of the department. In addition, it has created the Sanitary Code of Ingham County which utilizes Michigan's public health code to empower the Health Officer to enforce public health laws. The Sanitary Code was adopted in 1973 and has been amended three times since then. The first amendment is incorporated into the Sanitary Code. Two other amendments created a point of sale program to ensure inspection and repair of well and septic systems, and directed complaints of foodborne illness to ICHD. Three county resolutions of public health significance—the licensing of tobacco vendors, eliminating smoking in public places, and prohibiting the sale of electronic smoking devices to minors —are not part of the Sanitary Code.

Applicable Local Law:

- [Click here to view the Sanitary Code of Ingham County.](#)
- [Click here to view ordinance eliminating smoking in public places and worksites.](#)
- [Click here to view Resolution Prohibiting Sale of Electronic Cigarettes](#)
- [Click here to view Food Borne Illness Reporting](#)
- [Click here to view Pollution Prevention Program](#)

### Governing Entity Relationship with ICHD

ICHD is a unit of government in Ingham County. Ingham County is governed by a fourteen-member Board of Commissioners, elected to two-year terms. The Board of Commissioners appoints the Health Officer to serve as the Director of ICHD and establishes through its annual budget process the personnel and other resources available to ICHD to carry out its statutory mission and any other duties assigned to it by the Board of Commissioners. ICHD's primary point of contact with elected officials is the Human Services Committee of the Board of Commissioners which oversees the Department's strategic and financial planning and contracting, and guides the Department on legislative matters.

The Board of Commissioners has established administrative policies for the operation of all County departments. These include the operation of the personnel functions and the financial management functions (i.e. budgeting, general ledger, and purchasing). These functions are overseen by the County Controller, who is appointed by the Board of Commissioners as the County's Chief Administrative Officer. ICHD is bound by these policies and utilizes the resources of the Controller's Office (i.e. Human Resources Department, Financial Services Department, Purchasing Department, Budget Office, and IT Department) to implement all such functions. Through its administrative processes, the Board of Commissioners negotiates agreements with several collective bargaining units and establishes a compensation plan for managers and confidential employees. Through these mechanisms, the job titles, classifications, wages and other terms of employment are established for all positions in ICHD. The Board of Commissioners charges the Human Resources Director, via the Controller, with the responsibility of implementing the collective bargaining agreements and the managerial compensation plan. The Health Officer utilizes these documents to employ and direct the staff of ICHD.

PA 30 of 1978 permits Counties to establish budget stabilization funds equal to fifteen percent of their budget. Ingham County utilizes this mechanism to the fullest extent possible in order to ensure continuation of County services, including public health services, in the event of a crisis.

Ingham County Board of Commissioners (2019)

Bryan Crenshaw, Chairperson  
Ryan Sebolt, Vice-Chairperson  
Robin Naeyaert, Vice-Chairperson Pro Tem

CELENTINO, VICTOR G., DISTRICT #1  
CRENSHAW, BRYAN L., DISTRICT #4  
GREBNER, MARK, DISTRICT #8  
KOENIG, CAROL, DISTRICT #9  
MAIVILLE, RANDY, DISTRICT #6  
MORGAN, THOMAS, DISTRICT #10  
NAEYAERT, ROBIN, DISTRICT #14  
POLSDOFER, MARK, DISTRICT #12  
SCHAFER, RANDY, DISTRICT #13  
SEBOLT, RYAN, DISTRICT #2  
SLAUGHTER, DERRELL DISTRICT #3  
STIVERS, EMILY DISTRICT #11  
TENNIS, TODD, DISTRICT #5  
TRUBAC, CHRIS DISTRICT #7

### 2019 Human Services Committee (Board of Commissioners)

Todd Tennis, Chairperson  
Chris Trubac, Vice Chairperson  
Thomas Morgan  
Robin Naeyaert  
Ryan Sebolt  
Darrell Slaughter  
Emily Stivers

The Board of Commissioners appoints the Ingham County Board of Health. The Board of Health serves as an advisory body, assisting ICHD staff and the Board of Commissioners.

### Ingham County Board of Health

*Lynn Stauff, MPA, Chairperson*  
*Jan Bidwell, MSW, Vice Chairperson*

Denise Chrysler, JD  
Nickell Dixon, PhD  
Dilhara Muthukuda, BS, MPH  
Molly Polverento, MEd, CPH  
Nino Rodriguez, PhD  
Gary Rowe, MS, RS  
Abby Schwartz, BA, MPH  
Commissioner Derrell Slaughter

- [Click here to view Board of Health Bylaws](#)

ICHD operates a network of Federally Qualified Health Centers (FQHC) funded under section 330(e) of the Public Health Services Act and/or through the Act's Health Care for the Homeless

provision, section 330(h). This designation is important because it enables these Health Centers to obtain grants made available only through the Act.

Under the Public Health Services Act, federally funded Community Health Centers must be governed by a Community Health Center Board. As a public entity FQHC, Ingham County is a co-applicant for HRSA funding with the CHC Board. The majority of the members of the CHC Board must be clients of the Community Health Center. This CHC Board oversees the implementation of the Section 330 grants and the operation of the network of Community Health Centers operated by ICHD. The Community Health Center Board partners with ICHD and the Board of Commissioners to implement health services for Ingham County residents through the network of community health centers. These services provide assurance that uninsured, under-insured, and low-income Ingham County residents have access to an organized system of health care.

Ingham Community Health Center Board

*Todd Heywood, Chairperson*  
*Jennifer Hanna, Vice Chairperson*  
*Sam Inglot, Secretary*

Katreva Bisbee  
Jeffrey Brown  
Amy Fountain  
Floresio Hernandez  
Hope Lovell  
Mary Molloy  
Rachel Ruddock  
Robert Stark  
Commissioner Todd Tennis  
Anshu Varma  
Daphine Whitfield

- [Click here to view CHC Bylaws](#)

### Indemnification of Employees for Civil Liability

Ingham County is insured through the Michigan Municipal Risk Management Authority (MMRMA). Coverage is extended to all County elected officials and employees, including Health Department employees, for acts and omissions while in the course of their employment and within their scope of authority. MMRMA provides for civil defense, and coverage of any civil judgment or settlement over and above the County's deductible. Ingham County purchases malpractice insurance for health care providers who require it. We purchase malpractice insurance for physicians and dentists from The Doctors Company.

### Delegation of Food Service Sanitation Program Responsibilities

ICHD contractually assigns partial authority to implement food service sanitation program responsibilities to Michigan State University for establishments on their property. These include the residence halls, stadium, ice arena, the Kellogg Hotel and Conference Center, the MSU Union, Sparty's Cafes, the Wharton Center, the Breslin Center, the International Center, the Agriculture Pavilion, Cowles House, the Dairy Store, the Golf Courses, and all other fixed, temporary, mobile and vending services. The Department's contract with MSU requires it to enforce 2000 PA 92, MCL 333.12534, MCL 722.113 and MCL 333.12506 and Chapter IV of the Ingham County Sanitary Code. The agreement requires MSU to keep records of inspections and violations as required by law, outlines when and how MSU must communicate with ICHD and details how ICHD shall oversee MSU's work. The agreement stipulates that all program enforcement and quality assurance shall be performed by ICHD.

- [Click here to view Ingham County Resolution to extend 2010 Michigan State University's food service sanitation contract through December 31, 2020.](#)
- [Click here to view 2010 Michigan State University's food service sanitation contract.](#)

### "Exposure Plan for Blood Borne Pathogens" and the "Chemical Hygiene Plan"

- [Click here to view ICHD Exposure Control Plan](#)
- [Click here to view ICHD's Workplace Injury Policy](#)
- [Click Here to view ICHD's Chemical Hygiene Plan](#)



## LOCAL HEALTH DEPARTMENT ORGANIZATION

### LHD Organizational Structure

The Health Officer of a local health department is appointed by the governing board of the jurisdiction she or he serves. The Michigan Department of Health & Human Services verifies that a health officer meets the minimum qualifications outlined in the Administrative Code (325.13001). The Health Officer acts as the chief administrative officer of the local health department and must “Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law.” The most serious of these powers relate to the declaration of “imminent danger to health or lives” which could lead to orders to restrain a condition, practice or person, and the issuance of emergency orders and procedures to include involuntary detention and treatment of persons in the event of an epidemic. Linda S. Vail, MPA, was appointed Health Officer on April 7, 2014. Adenike Shoyinka, MD, MPH was appointed by MDHHS as the Provisional Medical Director on April 8, 2019 for a term of July 1, 2019 through July 1, 2022. To assure that a proper representative of ICHD is always available to exercise the powers and duties of the Health Officer, the following Chain of Command is established in ICHD’s Continuity of Operations Plan and through the adoption of this Plan of Organization supported by the Ingham County Board of Commissioners and by the Director of the MDHHS:

- a. *Debbie Edokpolo, MSW, Deputy Health Officer -Public Health Services*
- b. *Joel D. Murr, MPA, Deputy Health Officer-Administration*
- c. *Anne Scott, MPH, Deputy Health Officer/Executive Director Community Health Centers*

In the event that the chain of command is activated, there will be no official Acting Health Officer. However, the above list identifies the person authorized to act with the authority vested in the Health Officer via statute, rule or policy.

The Accounting Unit is managed by the Chief Financial Officer. Eric Thelen, MBA has been the Chief Financial Officer since 2014. The Accounting Unit is responsible for operating the financial aspects of ICHD including budgeting, accounting, billing and reporting, purchasing and also supports certain County wide functions like payroll. Accounting, like the rest of the County, utilizes MUNIS financial information system to generate reports to keep Department managers informed about their budget position.

Administrative functions for the Department are overseen by Joel D. Murr, MPA, the Deputy Health Officer-Administration, who leads the Community Health, Planning, and Partnerships work and acts as the Public Information Officer and the HIPAA Privacy Officer.

**Health Department Administrative Staff:**

*Linda S. Vail, MPA, Health Officer*

*Debbie Edokpolo, MSW, Deputy Health Officer-Public Health Services*

*Joel D. Murr, MPA, Deputy Health Officer-Administration*

*Anne Scott, MPH, Deputy Health Officer-Executive Director Ingham Community Health Centers*

*Eric Thelen, MBA, Chief Financial Officer*

*Adenike Shoyinka, MD, MPH, Medical Director*

*Priti Pathak, MD, Interim Medical Director-Ingham Community Health Centers*

*Jessica Yorko, BA, Health Promotion & Prevention Manager*

*Rod McNeill, MHA, Environmental Health Director*

*Sumeer Qurashi, MD, MPH Communicable Disease Control Manager*

*Sally Meyer, MPH, Maternal & Child Health Director*

**Medical Direction**

Adenike Shoyinka, MD, MPH, serves as the Medical Director providing medical direction and support to ICHD's administrative operations. Priti Pathak, MD, is the Interim Medical Director for the Community Health Centers and oversees the Health Center's standing orders and laboratories.

The position of Medical Examiner has been part of the functions of ICHD for many years. Since 2011, the Medical Examiner services for the county have been sub-contracted to Sparrow Hospital and are under the oversight of Michael Markey, MD. Dr. Markey is the Medical Director of Sparrow Forensic Pathology Services and now serves as the Medical Examiner for Ingham County.

- [Click here to view the Resolution to Amend the Agreement with Sparrow Hospital for ME Services](#)
- [Click here to view agreement to re-appoint Dr. Michael Markey to the position of Chief Medical Examiner](#)

**Department Structure**

ICHD is organized into three overarching branches. One branch is Public Health Services where traditional and contemporary public health activities are located as well as Registration and Enrollment. The second branch is Community Health Center Services, which houses our network of Federally Qualified Health Centers. Community Health, Planning, and Partnerships is the third branch and provides services and programs that bridge both Public Health and Community Health Center services.

The Deputy Health Officer for Public Health Services is Debbie Edokpolo, MSW. Public Health Services contains most of the public health functions that would be found in any other Health Department. There are approximately 127 FTEs working in Public Health Services which has a budget of \$16,855,655 and is divided into four divisions: Health Promotion and Prevention; Environmental Health; Communicable Disease Control; and Maternal and Child Health.

Jessica York, BA, directs the Health Promotion and Prevention division which include the Breast and Cervical Cancer Control Navigation Program (BCCCNP), Pathways to Care, Substance Use Disorder services, and Registration and Enrollment services with a budget of \$2,730,643.

Rod McNeill, MHA, directs the department's Environmental Health division and oversees programs to prevent health and safety issues as they relate to the total environment. It has approximately 21 FTEs working in Public Health Services which has a budget of \$2,510,123.

Environmental Health operates three program areas: Food and Facilities Programs (which includes the food service sanitation program), Land and Water Programs (including the water supply services and on-site sewage programs), and Prevention and Response programs.

Sumeer Qurashi, MD, MPH manages the Communicable Disease Control division which includes Immunizations, the HIV/STI Prevention Program, and the TB/LTBI programs with a budget of \$4,768,172.

Sally Meyer, MPH, directs the Maternal and Child Health Division which includes Children's Special Health Care Services, Family Outreach Services, Native American Outreach Program, Nurse Family Partnership, Strong Start, Healthy Start, Vision and Hearing, Maternal Infant Health Program, Childhood Lead, and Women, Infants, and Children (WIC) with a budget of \$6,846,717.

Anne Scott, MPH, serves as the Deputy Health Officer/Executive Director of the Ingham Community Health Centers. The Ingham Community Health Centers operate the network of Federally Qualified Health Centers described above and the supportive services related to them. The health centers serve approximately 24,000 unduplicated individuals per year with a budget of approximately \$28 million dollars. There are 190 FTEs of County employees, including FTEs directly employed and approximately 38 contractual providers (physicians, dentists, nurse practitioners, and physician assistants). Priti Pathak, is the interim Medical Director for the Health Centers. Dr. Pathak also serves as the director for the clinical laboratories. The Health Centers provide primary care, OB/GYN and pediatric health care services, adolescent health care, infectious disease specialty services as well as adult and

pediatric oral health care, and medical services at the Ingham County Jail and Youth Center. Most of those served are people who are eligible for Medicaid; people who do not have health insurance; or people who are enrolled in the Ingham Health Plan. Kelli Zurek, RN, Clinical Services Manager oversees jail and youth center medical within ICHD. The health centers must remain compliant with federal, state, and local funding sources and guidelines.

Joel D. Murr, MPA, serves as the Deputy Health Officer-Administration and oversees ICHD's Community Health, Planning, and Partnerships (CHPP) programs. CHPP works to power data-informed decision-making and to address social determinants of health, while developing partnerships and engaging in planning to promote wellness and health equity throughout Ingham County. Programs include: Community Health Assessment (CHA), Public Health Emergency Preparedness, Environmental Justice, Health Equity and Social Justice, Healthy Communities and AmeriCorps. This branch also oversees ICHD's Public Information, Grants administration, and Information Technology programs that are supported by a team of Analysts and Electronic Health Records trainers.

- [Click here to view ICHD Organizational Chart](#)

#### **Documentation of Approval of Local Health Department (LHD) Plan of Organization**

The Ingham County Board of Commissioners approved the Plan of Organization of ICHD on December 10, 2019.

#### **Operating Budget and FTEs for Public Health Services**

The annual operating budget of ICHD for 2020 is \$51,914,715 and was approved in the County's General Appropriations Resolution # 19-433. The Public Health Services portion totals \$16,855,655. There are 350.25 full time equivalent positions employed in the Department at this time of which 122 are in the Public Health Services branch. The link below will take you to the controllers recommended budget. Please note the approved 2019 County Budget is not published online at this time but is expected to be out by the time of our 2020 site review. ICHD's budget summary is on page 4-40 of this document. The section outlining FTEs is on page 4-52.

- [Click here to view Controller's Recommended Budget for 2020](#)
- [Click here to view Ingham County 2020 General Appropriations Resolution](#)

### Information Technology Capacity

The effective use of information technology is a priority for ICHD. Technology at ICHD is supported by Ingham County's Innovation and Technology Department (ITD) and has support staff directly in the ICHD building. There are more than 350 computer users in seven different buildings using a Gigabit fiber backbone between IT and ICHD, and multiple high speed connections reaching out to the remote sites. Every branch uses the enterprise email system. Each division also utilizes specialized applications appropriate to its needs. ICHD began redeveloping its website in 2014 and launched an updated, client-focused design in 2015. In addition, ICHD utilizes social media such as Facebook, Twitter and Instagram to distribute public health information and to gather input from stakeholders.

- In 2011 an Electronic Health Records (EHR) system was implemented as required by the Affordable Care Act. EHR improves service delivery to ICHD clients and allows ICHD Clinical Services to move from paper-based records to a more efficient means of information storage and sharing. ICHD has been implementing EHRs in Public Services Division in the last year. In December 2013, the Board of Commissioners approved the creation of two Electronic Health Specialist positions to assist in the training of the EHR use across the department. In addition, two Health Analysts maintain the EHR system back end, database, and create reports.
- ICHD is a member of the Great Lakes Health Connect (GL-HC). Health Information Exchange GL-HC is a community collaborative developed by and for physicians, employers, academic institutions, hospitals, health plans, community members, public health and community mental health service providers with the support of the State of Michigan and the federal government. GL-HC is committed to the exchange of patient health information through a secure web-based environment, promoting patient safety and improved quality of care and the advancement of research initiatives.
- Financial Services uses the County's MUNIS system to automate financial and personnel administration.
- The Environmental Health division (EH) uses diverse GIS applications to collect and analyze geospatial data including Arc/GIS. It also electronically tracks and stores data regarding EH program inspections in the area of food, water, sanitation, vector issues, permits, complaints and pollution prevention and makes this available to the public over the Internet. EH uses a paperless system for storing and retrieving well and septic reports.

- The Immunization clinic uses the EHR to track immunizations. Records are transferred via the HIE (GL-HC) to the Michigan Care Improvement Registry (MCIR).
- Emergency Preparedness uses the Michigan Health Alert Network, Epi-X, and other applications geared to help prepare and react to emergency events.
- The Communicable Disease Control division also uses MCIR, Epi-X and the Michigan Health Alert Network. It uses the Michigan Disease Surveillance System to receive and update cases of reportable diseases.
- Community Health Assessment (CHA) uses the data collected by each group to report to the community on the overall health of Ingham County. It has also utilized LiveStories, Policy Map, Arc/GIS and tableau to access public health and related data and visualize it in a format that the public and other audiences can use. The CHA group also uses SAS, SPSS, and Stata software to analyze public health data.

Laptops, tablets and smartphones are used by staff on the Department's wireless network and when they are out in the community. Leadership team members utilize mobile technology to be more available to their staff or to be more accessible during an emergency.

The Innovation and Technology Department performs the backup and disaster recovery procedures. Backups happen nightly and are stored in multiple locations. Servers are in limited access secured rooms and all workstations lock after a period of time. ITD uses multiple firewalls, anti-virus software, and spam filtering software to help reduce potential risks to data and infrastructure. Employees are given a Technology Use Policy and Computer Security Policy to help ensure IT security.

- [Click here to view Use of County Resources \(Including IT\) Policy](#)

#### Accounting and Auditing

*Documents related to department finances are attached below: the 2018 Comprehensive Annual Financial Report (produced at the end of each fiscal year when all audits are complete); the Ingham County Single Audit. The attached documents detail findings and Ingham County's response/corrective action addressing those findings.*

*ICHHD did not have any significant issues or other findings that required corrective action.*

- [Click here to view Ingham County 2018 Comprehensive Annual Report](#)
- [Click here to view Ingham County Single Audit 2017](#)

## MISSION, VISION, AND VALUES

ICHHD regularly shares its mission, vision, and values with stakeholders and employees through its website, annual report, and on-site signage. As part of a strategic planning process for the department for 2017-2020, ICHHD worked with a consultant, Mary Kushion, in late 2016 to evaluate and update the department's existing mission, vision, and values. Prior to October 2016, ICHHD's Mission Statement reflected the Department's statutory responsibilities and authority derived from the Public Health Code, while the updated mission serves to provide a succinct description to which the public can more closely relate. ICHHD's administration reviewed the existing Mission, Vision, and Values as part of its strategic planning process for 2020-2022 and chose to leave it unaltered.

### Mission

#### **Prior to October 2016**

*The ICHHD has the statutory responsibility to protect and promote the public's health. The Department shall administer programs to prevent and control environmental hazards, prevent and control disease and prevent and control health problems in vulnerable populations. The Department will assess and monitor the health status of Ingham County, identify major health problems, and develop strategies through a community based process to achieve the highest level of health possible for Ingham County residents.*

#### **Adopted October 2016**

*To protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.*

### Vision

*Excellence in health and well-being for all, honoring our diverse community.*

## Core Values

We frequently refer to the Core Values in describing how we want to relate to our clients and each other. The Core Values are displayed prominently on the website, in social media, and in public and work areas of all the Department's facilities. The values are:

***Health Equity & Social Justice:*** We improve the health of the entire community by working toward a fair and just distribution of the social opportunities needed to achieve well-being, challenging inequities and barriers to social, economic, and environmental opportunity.

***Respect for Others:*** We see the value of all people, and express this through respectful attention to their unique strengths and challenges.

***Service Excellence:*** We are here to serve people to the best of our ability, seeing beyond our own needs to meet theirs.

***Accountability:*** We are accountable for the quality, integrity and validity of our work.

***Continuous Mutual Learning:*** We are committed to learning through the experience and insight of others.

***Innovation:*** We seek new approaches and progressive solutions to problems, embracing change and accepting reasonable risk

The Mission Statement, Vision and Core Values are publicized on ICHD's website and in other documents including the strategic plan.

- [Click here to view ICHD's website](#)
- [Click here to view ICHD's 2017-19 Strategic Plan](#)

## LOCAL PLANNING AND COLLABORATION INITIATIVES



## Priorities

### **Community Priorities**

Beginning in 2011, ICHD, in conjunction with Barry-Eaton District Health Department, Mid-Michigan District Health Department, Sparrow Health System, McLaren Greater Lansing, Hayes Green Beach Hospital, and Eaton Rapids Medical Center, conducted a community health assessment- Healthy!Capital Counties- that included Clinton, Eaton, and Ingham Counties. This regional community health assessment, although it encompasses three counties, contained county and sub-county level statistics. In 2017, the aforementioned organizations, participated in a third cycle of community health assessment and published an updated Community Health Assessment in 2018. The community strategic priorities (generated with community and institutional input) developed as a result of that assessment are:

- a. Access to Health*
- b. Behavioral Health*
- c. Chronic Disease Prevention and Management*
- d. Obesity Prevention*
- e. Financial Stability and Economic Mobility*

### ***Community Health Improvement Plans (CHIP) based upon Cycles 2 and 3 of Healthy Capital Counties***

Cycle 2 of Healthy! Capital Counties resulted in a Community Health Improvement Plan to address the priority areas identified by the community.

- [Click here for the Cycle 2 CHIP](#)

Cycle 3 of Healthy! Capital Counties created an updated CHIP based upon its priorities rooted in data from the Community Health Assessment Healthy! Capital Counties 2018 report. The community was invited to join ICHD in developing, sharing, implementing and improving the plan over the next three years. The Plan uses the Human Ecological Model that recognizes that community improvements should be addressed at various levels along the human ecological spectrum. Therefore, stakeholder representation and strategies are best if they recognize and include all these levels.

This CHIP was developed for 2019-2022 following a ceremony for H!CC findings, an asset mapping process and prioritization for the capital region of Clinton, Eaton and Ingham counties. Priorities for this cycle are similar to the previous cycle and include: 1) Access to Health, 2) Behavioral Health, 3) Chronic Disease, 4) Obesity, and 5) Financial Stability and Economic

Mobility. The plan recognizes that everyone's contribution is important to help advance and monitor the implementation of the plan.

This is the second iteration of a coordinated effort at community health improvement planning, following the CHIP process in 2016 and the final implementation update on the previous cycle. In this round the planning process was weaved into the regional assessment more tightly with a regional steering committee to determine community assets, identify priorities, then develop common goals and objectives. Some strategies included in this plan are also regional in nature and others are more specific to Ingham County or a neighborhood within. Monitoring of implementation will follow a similar process as the last cycle with tracking the progress twice a year and interim reporting. The community at large will be informed about the interim updates through a presentation.

### *Description of Process*

Planning for this cycle of the CHIP process was initiated in the last cycle of the Community Health Assessment process with a health equity approach. Stakeholders from the tri-county region were engaged during the assessment and reviewed the findings from quantitative, qualitative and asset mapping data. Then a special event was organized to prioritize the issues for the next Community Health Improvement (CHI) planning phase. The priority areas identified in this cycle are:

- Access to Health
- Behavioral Health
- Chronic Disease Prevention and Management
- Obesity Prevention
- Financial Stability and Economic Mobility

For this cycle it was decided by the CHA steering committee that a closer tie and organic transition from the CHA to the CHIP would allow community stakeholders to better understand how the two projects are seamlessly connected. It would also cut back on costs of duplication in meetings for stakeholders who work at a regional jurisdiction level.

The CHI planning committee was formed in March 2019 with public health department members of the CHA Steering committee from Clinton, Eaton and Ingham counties. The planning committee reviewed the proposed human ecological model to use for this CHIP and generated draft goals and objectives for each priority area, then developed a list of stakeholders. The planning committee decided to recruit participants from various sectors and position levels in the human ecology spectrum. Broad participation of community partners was important to ensure that health improvement strategies would have a broad support to be

implemented. Eventbrite and other social media tools were used to announce the first steering committee meeting for this CHIP cycle which was held in May 20th, 2019.

The purpose of the meeting was to introduce stakeholders to the CHA-CHI process, generate enthusiasm about the accomplishments from the previous CHIP cycle, then have a group discussion to validate or give feedback to the planning committee on drafted goals and objectives. The groups were assigned according to priority areas and participants were asked to choose the group they felt they could mostly contribute to. A scoping discussion followed to determine current community strategies that address the priority area for the group and initiate potential new partnerships to further the impact of strategies. The meeting ended with group facilitators sharing table discussion summaries and asking partners to sign in to a follow up meeting when partners who are developing specific strategies for this CHIP cycle would come back to review all the strategies gathered from stakeholders and assess the gaps and timeline.

Since the May and June meetings at ICHD, some hospital partners have completed their design of a similar planning process and shared it to be incorporated into the county level reports since they will be working at the tri-county level.

- [Click here for the Cycle 3 CHIP](#)

### **County Priorities**

Since 1993 the work of Ingham County Government has been guided by a strategic plan reviewed by the Board of Commissioners. As part of the planning process, ICHD provides input to the Controller's Office. The Commissioners accept or modify the recommendations and incorporate them in the Strategic Plan. Commissioners use the plan to guide appropriations, budgetary and personnel decisions. The plan contains the County's mission and vision statement and 14 overarching, long-term objectives. Those long-term objectives are:

- 1. Enhancing Access to County Records;*
- 2. Providing a Quality Transportation System, including Roads;*
- 3. Providing a suitable and ecologically sensitive drainage system*
- 4. Providing Recreational Opportunities;*
- 5. Fostering Economic Well-Being;*
- 6. Promoting Environmental Protection, Smart Growth, and Conservation;*
- 7. Preventing and Controlling Disease;*
- 8. Promoting Accessible Health Care;*

9. *Assisting in Meeting Basic Needs;*
10. *Fostering Appropriate Youth Development;*
11. *Supporting Public Safety;*
12. *Assuring Fair and Efficient Judicial Processing;*
13. *Providing Appropriate Evidence-Based Sanctions for Adult Offenders; and*
14. *Providing Appropriate Evidence-Based Treatment and Sanctions for At-Risk Juveniles.*

Four of the 14 objectives in the Strategic Plan are directly related to public health.

- Promote environmental protection, smart growth, and conservation. Develop and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.
  - Public health services that support this objective include the Pollution Prevention Program, SARA Title III Local Emergency Planning Committee, well and septic programs, wellhead protection, recycling projects; medication disposal; developing and expanding tools to facilitate the use of health impact assessments among local municipalities; our ongoing support of the Capital Area Health Alliance in its work of engaging and encouraging local businesses and organizations to adopt business practices more conducive to health; and our continued collaboration with the Land Use and Health Resource Team.
- Prevent and control disease. The health of the community will be enhanced by assuring that the capacity exists to monitor the existence of communicable diseases and potential outbreaks and to conduct prevention activities such as education and immunizations.
  - Public health services that support this goal include: the work of Communicable Disease Control, Immunizations, the Lead Prevention Program, Breast and Cervical Cancer Control and Navigation, the Tobacco Control, HIV/STI prevention, tuberculosis control and Environmental Health Programs such as sanitation, vector control, food safety and indoor air quality.
- Assure accessible health care. An increase in Medicaid eligible individuals, as a result of the Affordable Care Act (ACA), has offered the opportunity for ICHD's Community Health Center Network to increase its proportion of Medicaid enrollees. Consequently, the CHC has had to expand its capacity in order to take full advantage of this opportunity. The patient centered medical home status (PCMH) of our community health centers ensures a high level of communication and interaction between our providers and the clients we serve.

- Services that support this goal include: opening the New Hope, Birch Health Center, Relocating River Oak Health Center, and Forest Health Center; our school-based health centers; mobile clinic partnerships with Sparrow Health; and our CHCs that have obtained PCMH status.
- Assist in meeting basic needs. In conjunction with state, local, and nongovernmental resources, the ability of individuals to obtain support for meeting basic needs will be enhanced.
  - Public Health services addressing this goal include dental care, adolescent health services, WIC, Pathways, and Registration and Enrollment.
- Foster appropriate youth development. Intervention programs on behalf of youths and families which serve as an alternative to violence and emphasize adolescent health and opportunity will be enhanced.
  - Public Health Services addressed by this goal include adolescent health services, Strong Start/Healthy Start's Fatherhood Initiative, and Family Outreach Services.

- [Click here to view 2018-22 Ingham County Strategic Plan](#)

### **ICHHD's 2017-2019 Strategic Plan**

#### *Background*

Under the direction of the Health Officer, the department's leadership team identified the need to have a strategic plan in place to inform and guide their activities for the foreseeable future. They also desire to submit their application to the Public Health Accreditation Board (PHAB) to become nationally accredited. One of the 3 pre-requisites for the PHAB application is a department-specific strategic plan and as such, in July of 2016, the Ingham County Health Department embarked on its strategic planning process.

#### *The Strategic Planning Process*

We held our first planning session on July 14, 2016 with the health department's leadership team. During the initial session, which was facilitated by an outside consultant, the team received an overview of the strategic planning process, learned what the Public Health Accreditation Board's requirements are for a strategic plan and reviewed the proposed plan development timeline. Various documents were reviewed in preparation for the initial meeting and included the following:

- Annual Reports (2013, 2014 and 2015)

- ICHD Mission/Vision and Values
- ICHD Activity Indicators
- ICHD Performance Measures
- Controller's Annual Request
- CHIP Core Groups
- Ingham County Health Center's Homeless Needs Assessment
- Ingham County Strategic Plan (2016 Working Draft)

The leadership team reviewed its mission and vision statements. The agency's mission statement, being relatively new, was not amended, but the group worked to review and revise its vision statement. The team also conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. (See Table 1) As a result of the SWOT analysis and documentation review, the team, through an affinity diagram process, came up with the initial 5 strategic directions:

- Communication
- Information Technology
- Workforce Development
- Funding
- Culture and Vision

Also, it should be noted that the Community Health Center Network is included in the strategic planning process, but also has a requirement to conduct a strategic planning process with its board of directors as required by the federal government. To address the primary care needs of the medically underserved residents of Ingham County, ICHD formed the Community Health Care Services unit in the 1970s. This unit is home to the Ingham Community Health Centers (IHC), which operate primary care centers in locations throughout the City of Lansing. ICHD was the first public-entity administered FQHC in the state. IHC services are designed and coordinated to serve the area's most vulnerable populations. It also stands as a testimony to the Health Department and the community's commitment to improve health, reduce health

disparities, and address a multitude of significant health and social issues, including access to quality health care. (Source: Performance Measures for the Health Department)

### *Alignment with Ingham County Health Department Plans*

#### Connection to the Healthy! Capital Counties Health Improvement Plan

As previously mentioned, the Ingham County Health Department is an active participant in the Healthy! Capital Counties project which is convened and co-facilitated by three local health departments (Ingham County Health Department, Barry-Eaton District Health Department and Mid-Michigan District Health Department). The Community Health Improvement Plan (CHIP) from Cycle 2 of Healthy! Capital Counties currently had 4 priority areas: Access to Primary Care, Quality Health Care, Chronic Illness, Mental Health, and Financial Stability.

ICHD had responsibilities in 4 of the priority areas and although we do not have a primary role or responsibility to implement the strategies for the Mental Health priority area, we serve a supportive role through collaborative efforts with Community Mental Health and through the Community Health Center's Behavioral Health Services.

The specific responsibilities assigned to the ICHD within the CHIP are included in the strategic plan and are identified by notation.

#### *Connection to Quality Improvement, Workforce Development and Performance Management*

As a governmental public health agency accountable to the local and state authorities, but also to the taxpayers, it is important to be good stewards and to utilize our resources as effective and efficient as possible. The strategic plan outlines our process to improve and enhance our operations.

The agency's QI Committee works with agency staff and provides assistance with identified quality improvement initiatives. We will consistently monitor our progress and identify opportunities for quality improvement initiatives. The strategic plan is the foundation for our performance management system which is monitored through our internal performance dashboard. We have already identified opportunities for QI initiatives at the outset of our plan. We recognize additional QI opportunities will present themselves as the strategic plan's activities such as surveys and improvement efforts are identified.

The strategic plan has devoted one of its strategic directions to Workforce Development and we are making it a priority to develop and implement our Workforce Development Plan.

The “Admin + Division Directors Team” will oversee the implementation, monitoring, and revisions of the strategic plan and is committed to sharing the progress, barriers and successes with our staff, our stakeholders, and our constituents.

- [Click here for ICHD’s 2017-2019 Strategic Plan](#)

### Priority Projects

Each long-term objective related to public health in Ingham County’s Strategic Plan can be linked with specific activity areas. These activities are listed below:

#### **Promote Environmental Protection, Smart Growth, and Conservation.**

- a. Toxicology Programs – This program includes radon testing, mercury spill response, residential indoor and outdoor air testing, clandestine drug laboratory response, sites of environmental contamination evaluation, and issues of other potential polluting materials.
- b. Food and Facilities Programs – A Food Safety Program is involved with conducting inspections of restaurants, temporary food services, and vending machines and handling consumer complaints. Food handlers receive educational classes and information. Inspections are also done for day care centers, adult foster care homes, mobile home parks, campgrounds, tattoo parlors, and swimming pools.
- c. Land and Water Programs – These programs involve private water supply systems, on-site septic systems, vacant land evaluations, private home transfer evaluations, evaluations for remodeling, wells, surface water monitoring, and sanitary complaints. Private home transfers come under the new Point of Sale (POS) program.
- d. Prevention and Response Programs – These programs include pollution incident prevention plans, SARA III-Community Right to Know, solid waste management, recycling, plan review for new businesses, hazardous waste inspections, household hazardous collections, Emergency Management Planning and Response and the Community Surface Water Monitoring Program.
- e. Land Use and Health Resource Team (LUHRT) - LUHRT contributed to the establishment of a food policy council in this region, and passage of several complete streets policies. ICHD employees continue to support Safe Routes to



School projects and ICHD's Healthy Communities Coordinator works to institutionalize a health impact assessment (HIA) (called the Health in All project) process by developing an online decision making tool for planners.

### **Prevent and Control Disease**

- a. Communicable Disease Control – The Disease Control Office is charged with the responsibility for surveillance, epidemiological investigation, and prevention and control of communicable diseases in Ingham County. The tuberculosis (TB) prevention and control program activities are part of the Communicable Disease Control Division.
- b. HIV/STI Prevention, Control, and Care Program – ICHD's HIV/STI program is a comprehensive, integrated, and multifaceted program focused on preventing the transmission of sexually transmitted infections (STIs), particularly HIV. Primary prevention, education, individual risk reduction, counseling, and testing are provided at no cost to county residents. Ongoing STI education is provided to department staff, schools, college students, health care workers, faith based groups, and employees at worksites.
- c. Lead Prevention Program –We continue to provide case management utilizing public health nursing and environmental screening follow-up to children identified with elevated blood lead levels. ICHD partners with Refugee Development Center to reach refugee families to educate them about childhood lead.
- d. Immunization Clinic – Immunization program activities include routine childhood and adult vaccines, administering Vaccines for Children (VFC) and MI-VFC programs, administering the School Immunization Reporting System (SIRS), educating private providers on immunization practices and vaccine storage and handling, operating a mass immunization campaign for influenza, providing immunizations in the event of a disease outbreak, providing international travelers with health information and vaccines and regional coordination of vaccination clinics as needed.

### **Assure Accessible Health Care**

The goal of our entire health center network is to assure accessible healthcare. To meet the needs of the community, different health centers target different barriers or hard to reach

populations in order to improve accessibility. All of our centers provide services to people regardless of financial means and immigration status, but some centers focus on additional barriers. BIRCH Health Center is located in the main office of Community Mental Health Agency of Clinton, Eaton, and Ingham (CMHA-CEI) so that persons with moderate to severe mental health problems can obtain primary care without traveling to another site. At Forest Community Health Center we host CMHA-CEI providers to serve persons with mild to moderate mental health problems in the place where they receive their primary care. Forest Community Health Center houses a Dental Clinic. Cedar Community Health Center-Pediatrics and Cedar Community Health Center Women's Health are located in the same building with other popular maternal and child health programs (i.e. WIC and Immunizations). Our school-based health centers and free-standing teen centers offer health services to teen and young adults in a convenient and familiar setting.

- a. River Oak Community Health Center opened in August of 2015 and offers the following services: Adult and Child Healthcare, Internal medicine, Preventive Care, Disease Management, Women's Health, Behavioral Health Counseling, Substance Abuse Screening, Nutrition Counseling, Immunizations, Community Resource Support, Pharmacy Assistance, and a Mobile Bus to serve the homeless. River Oak Community Health Center received level 3 recognition as a Patient Centered Medical Home (PCMH). PCMH status has allowed our Community Health Center (CHC) network to provide a wider range of support services to its patients including social work, access to patient records through an electronic patient portal, and on-going communications with patients through newsletters, emails, etc. In addition, this practice model includes staff dedicated to quality assurance and improvement. River Oak providers relocated to Forest Community Health Center in Fall 2019.
- b. The Mobile Dental Center brings preventive and restorative dental services directly to schools and offers care regardless of insurance status or ability to pay. The program prioritizes rural and low-income schools, but all in-county schools may participate. In 2015, a \$500,000 grant from the Human Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services funded the fully-equipped, accessible bus in addition to other equipment.
  - a. Public Health Nursing - public health nurses provide a variety of services and activities within the community including disease prevention and outbreak control, education, case management and care coordination, and dissemination of community resources.
  - b. Pathways to Care: Pathways to Care is a home visiting program staffed by Community Health Workers who assist Medicaid-eligible, adult community members in

overcoming obstacles related to accessing necessary care. The purpose of the program is to support clients to live longer, healthier lives by improving their access to preventive health services covered by Medicaid. Community Health Workers serve as liaisons between clients, community, and medical and social service systems to streamline health care services. Pathways to Care benefits clients by:

- Enhancing participants' ability to communicate effectively with healthcare providers
  - Providing culturally and linguistically appropriate health information and resources
  - Advocating for individual and community health
  - Providing referral and follow-up services
  - Care coordination
- c. Breast and Cervical Cancer Control Navigation Program (BCCCNP): BCCCNP provides breast and cervical cancer screening, diagnosis, treatment and system navigation at no cost to women who qualify. Both breast and cervical cancers are highly treatable if detected early. Nevertheless, many women, particularly women of low economic status, die unnecessarily because of these cancers. BCCCNP is now able to provide services to women under 40 who are in need of diagnostic screening and treatment services.
- d. Registration and Enrollment (R&E): R&E staff assess the eligibility of families and individuals and assists them in applying for a variety of health programs including:
- Healthy Kids program
  - MIChild health insurance program
  - Healthy Michigan Plan
  - Maternal Outpatient Medical Services (MOMS)
  - Breast & Cervical Cancer Control Navigation Program (BCCCNP)
  - Ingham Health Plan (IHP)
  - Ingham County Prescription Discount Card

ICHHD is a certified navigator organization assisting consumers with health coverage options available through the marketplace.

- e. Maternal & Child Health Services –
- i. *Strong Start, Healthy Start*: ICHHD is an affiliate of the national Healthy Start Initiative. This grant program is to improve perinatal health outcomes and reduce racial and ethnic disparities in perinatal health outcomes. The Ingham County Strong Start Healthy Start initiative uses community-based approaches

to service delivery, and facilitates access to comprehensive health and social services for women, infants, and their families.

- ii. *Nurse Family Partnership*: Nurse-Family Partnership helps vulnerable first-time mothers and their babies. Through ongoing home visits (until the child is two years old) from registered nurses, mothers receive the care and support they need to have a healthy pregnancy, provide responsible and competent care to their infants and toddlers, and become more economically self-sufficient.
- iii. *Maternal Infant Health Program (MIHP)*: Support and education is offered to mothers in their homes, and transportation to medical visits is provided. Additionally, advocates link women to other community resources and supports to prepare them for the birth of their child.
- iv. *Children's Special Health Care Services* - The program provides in home intensive case management for medically fragile children who receive private duty nursing care in the home. These services enable children to remain in their own homes and out of the most costly acute or long term care settings.

### **Assist with Meeting Basic Needs**

- a. *Maternal & Child Health Services –*
  - i. *Strong Start, Healthy Start*: (referred to in above section)
  - ii. *Nurse Family Partnership*: (referred to in above section)
  - iii. *Family Outreach Service*: Family Outreach Services (FOS) is one of the home visiting programs of the Public Health Services Division the program uses non-medical public health professionals (called Advocates) to assist families in their psycho-social needs.
  - iv. *Maternal Infant Health Program (MIHP)*: (referred to in above section)
  - v. *Women, Infants, and Children (WIC) Program* - The principal goal of the WIC program is to eliminate nutritional deficiency as a contributing factor in neonatal death, low birth weight, and other significant health problems of children and pregnant or breastfeeding mothers. Clients are eligible for the program for several reasons including poor diet, low iron, weight abnormality, and other risks as defined by the State WIC Office.
- b. Social supports in the Community Health Centers: Social workers and Community Health Workers are embedded within the clinical settings and connect patients and clients to resources to meet their basic needs including food and shelter.

## **Foster Appropriate Youth Development**

- a. School –Based Health Centers: School-based health centers (SBHCs) are primary care clinics based on school campuses and represent a partnership between the school district and ICHD. ICHD operates two SBHC in two local high schools:
  - i. Eastern Health Center
  - ii. Sexton Health Center
- b. Hearing and Vision Screening Program: The goal of the hearing program is to prevent childhood hearing loss or to initiate steps to alleviate and reduce the trauma of hearing loss. The goal of the vision program is to promote eye health of children and the specified populations through prevention, identification, treatment, and health education. The technicians who conduct the screenings are trained and regularly evaluated by the Michigan Department of Health and Human Services to assure that the tests are administered properly. Children who do not pass the hearing or vision screening tests are referred for evaluation to a physician or optometrist. Families who need assistance with the securing of hearing aids, other adaptive equipment, or eyeglasses are referred to the appropriate community resource.
- c. Willow Health Center – This service addresses the health needs of Ingham County adolescents with an emphasis on pregnancy prevention, reducing infant mortality and providing screening and counseling for youth at risk.

## **Community Partnerships and Collaborative Efforts**

### **Community Partnerships**

To accomplish its mission of protecting and promoting public health, ICHD works with many groups and organizations in the community. Health outreach partners identify uninsured residents and assist those who are eligible with enrollment in Medicaid, insurance plans, or other benefit programs such as the Ingham Health Plan. They also help those they serve to

establish a medical home of their choosing and to use the coverage available to them for basic primary and preventive care. Outreach partners also connect residents with other useful services and resources while helping strengthen social connections in neighborhoods. Outreach Partners with ICHD include:

- [Allen Neighborhood Center](#)
- [Capital Area Community Services](#)
- [Care Free Medical Clinic](#)
- [Cristo Rey Community Center](#)
- [Family & Community Development Services](#)
- [Northwest Initiative](#)
- [Southside Community Coalition](#)
- [St. Vincent Catholic Charities](#)

ICHD collaborated with a variety of local and regional groups and organizations that are engaged in protecting the health and safety of mid-Michigan residents and creating a healthy living environment. These organizations include:

- a. **Mobile Health Clinic:** In 2016, ICHD began partnering with Sparrow and Dean Transportation to provide the Lansing-area's only Mobile Health Clinic, going on location to residents to provide free basic health services. The mobile clinic, housed in a bus renovated by Dean Transportation, is open to anyone and provides adult and childhood immunizations, flu shots, education, referrals, diabetes checks, and screenings for blood pressure, cholesterol, lead, glucose, and much more.
- b. **Healthy Lifestyles Committee** – Part of the [Capital Area Health Alliance \(CAHA\)](#), the goal of the Healthy Lifestyles Committee is to promote healthy behaviors and thus reduce illness. Another goal is to encourage residents to "Choose Health".
- c. **[Ingham Substance Abuse Prevention Coalition \(ISAPC\)](#)** – is dedicated to reducing the harm caused by addiction and substance abuse in Ingham County. ISAPC is made up of a broad array of community stakeholders, assesses the needs of specific populations at highest risk of substance use/abuse, shares relevant local data, prioritizes needs, and plans implementation of evidence-based strategies to prevent and reduce substance use/abuse.
- d. **The Land Use and Health Resource Team** is a collaborative effort in the tri-county area involving planners, university faculty, business, and public health. The purpose of the LUHRT is to educate and engage the community on the impact of the built

environment on health and facilitate positive urban policy and environment changes.

- e. *Power of We Consortium (PWC)* – ICHD is part of the Power of We Consortium (PWC) staffed by the Capital Area United Way, an inclusive planning and implementation multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promote systems reform in Ingham County. The PWC is often referred to as a “community collaborative” or a “network of networks” and capitalizes on the power of social capital (such as trust, civic involvement, and connection) and diversity to achieve positive results for the community.
- f. *Social Justice Project* - Through the Social Justice Project, Ingham County is participating in national efforts to transform public health practice by moving its focus “upstream” toward the root causes of health inequity. The Social Justice Project has facilitated both internal and external dialogues to bring the concept of health inequity to the forefront of community improvement efforts. The Department offers internal Health Equity/Social Justice workshops to all employees. In addition, the Department is an active participant in Michigan Power to Thrive a landmark project which partners local public health with community organizers to address the social determinants of health. As the site of a Refugee Resettlement site, the department remains committed to addressing the needs of immigrant populations. As a member of the Immigrant and Refugee Resource Collaborative (IRRC), members of the collaborative have helped improve the provision of English as a second language. Projects such as former grants with Michigan State University have assisted us in understanding the needs of immigrants, refugees, and language minorities in the Capital Area, promote greater understanding, and help improve services, making it possible for these groups to participate fully in our community at all levels. Partnerships with other non-profits such as the Lansing Latino Health Alliance have aided the department in addressing the needs of special populations.

- [Click here to visit Michigan Power to Thrive](#)

### **Collaborative Efforts**

ICHD, in addition to initiating community partnerships, also collaborates in community activities that benefit the health and wellbeing of Ingham County residents. Some of these collaborations include:

- a. *Healthy! Capital Counties* - Healthy! Capital Counties (H!CC) is a regional community health assessment and prioritization project undertaken by the four hospital systems

- (Sparrow Health Systems, McLaren Greater Lansing, Hayes-Green Beach, and Eaton Rapids Medical Center) and the three local health departments (Barry-Eaton District Health Department, ICHD, and Mid-Michigan District Health Department) serving Clinton, Eaton, and Ingham counties.
- b. *Mid-Michigan Health in All* – Is collaboration between, ICHD, Tri-County Regional Planning Commission, and MSU to develop and encourage the use of health impact assessment tools by local and regional planning commissions in their decision making process. Health impact assessments (HIA) allow planning boards and other entities to evaluate the direct or indirect impact on individual and community health of a proposed project.
  - c. *Ingham Opioid Abuse Prevention Initiative*: First convened in early 2015, the Ingham Opioid Abuse Prevention Initiative came together in the wake of a sharp spike in opioid-related deaths in the Greater Lansing area. The cross-sector group includes law enforcement, emergency medical services, local hospitals, treatment facilities, and community groups. They aim to increase understanding of the growing problem of opioid abuse, and ultimately, to decrease the number of overdoses and opioid-related deaths. Ingham County has seen an eight-fold increase in opioid-related deaths since 2006. While the group members were all aware of the local opioid addiction problem prior to the formation of the group, they were not sharing information or collaborating to address the problem. Today, surveillance data is sourced from the group on a monthly basis which allows the work group to make data-driven decisions. The group is currently building public awareness of opioid abuse, examining policy changes, and pursuing additional opportunities for collaboration with syringe services programs.
  - d. *BIRCH Health Center* - BIRCH (Building Inter-professional Relationships for Community Health) Health Center is a joint effort between ICHD and Community Mental Health Agency of Clinton, Eaton, and Ingham (CMHA-CEI) to provide medical care to patients who also receive mental health services.
  - e. *Ingham County Pathways to Care* – Pathways to Care (PTC) is a program within the Health and Promotion Division of the Ingham County Health Department. This program is modeled after the evidence based Pathways to Better Health program. The purpose for Pathways to Care is to support Medicaid eligible participants to live longer, healthier lives by:
    - Identifying and enrolling participants eligible for Medicaid funded programs
    - Improving access and accessibility to preventive health services covered by Medicaid
    - Serving as a liaison between community, medical and social service systems to streamline health services



## SERVICE DELIVERY

### Locations and Hours

ICHD's main campus in south Lansing (5303 S. Cedar St., Building #3, 2nd Floor, Lansing, MI 48911) offers traditional public and population health services including Emergency Preparedness, Health Education, Nutrition, Immunizations, WIC, some communicable disease control programs including tuberculosis services, public health nursing including maternal and child health services, and environmental health services including onsite sewage, food service sanitation and pollution prevention programs. Regular office hours are Monday – Friday 8 a.m. to 5 p.m. The Immunization Clinic is open Monday, Tuesday, and Friday 9:30 a.m. to 4:00 p.m., Wednesday 9:30 a.m. to 5:30 p.m., and Thursday 1:00 p.m. to 4:00 p.m. The Immunization Clinic offers appointments for Ingham County residents and limited walk-in appointments are available on a first come first serve basis.

Clinical pediatric services are offered at the main campus (Cedar Community Health Center) through two clinics: Cedar Pediatrics and Women's Health Center. Clinical Services are also offered off campus (Community Health Centers) through the following clinics: The BIRCH Health Center, Eastern Health Center, Forest Health Center, New Hope, River Oak Health Center, Sexton Health Center, and Willow Health Center. The clinics utilize social workers, nutritionists, nurse practitioners, physician assistants and physicians to provide comprehensive primary care services to low income residents, through extended hours described below.

### **Main Campus:**

#### Cedar Community Health Center-Pediatrics

Human Services Building  
5303 S. Cedar St.  
Lansing, MI 48911  
Phone: 517-887-4305

#### Hours of Operation

M-Th: 8am-7pm  
F: 8am-5pm

Pediatrics provides the following services to children 0-17 years of age and older:

- Primary Pediatric Health Services
- Well Child visits
- Immunization Services

- Sick visits and follow up
- Nutritional Services
- Behavioral Health Services
- On-Site Medical Social Worker

Cedar Community Health Center Women's Health

Human Services Building

5303 S. Cedar St.

Lansing, MI 48911

Phone: 517-887-4320

Hours of Operation

M-Th: 8am-7pm

Friday: 8am-5pm

Women's Health provides the following services to women 18 years of age and older:

- Primary care health services
- Prenatal services
- Obstetrics
- Family planning (Title X)
- Maternal Infant Health Program
- Gynecology services including
- Minor surgical procedures
- Pregnancy testing
- Nutritional counseling
- Behavioral health counseling

**Off Campus:**

BIRCH Health Center

812 E. Jolly Rd.

Suite 112

Lansing, MI 48910

Phone: 517-244-8030

Hours of Operation

M-F 8am-5pm

BIRCH (Building Inter-professional Relationships for Community Health) Health Center is a joint effort between ICHD and Community Mental Health Agency of Clinton, Eaton, and Ingham (CMHA-CEI) to provide medical care to patients who also receive mental health services. The center is a family practice community health center located in the Community Mental Health. The Health Center began operations in April 2013. Birch Health Center is located in the Community Mental Health building on the 1st floor. Birch Health Center provides the following services to adults 18 years of age and older:

- Servicing CMH patients
- General family practice services
- Annual physicals
- Gynecological services
- Minor office procedures
- Behavioral health counseling
- Nutritional services
- Preventative health services

Forest Community Health Center

2316 South Cedar Street  
Lansing, MI 48910  
Phone: 517-887-4302

Hours of Operation

M-Th: 8am-7pm

F: 8am-5pm

Effective September 8, 2019: M-F: 8am-7pm

Forest provides the following services to adults 18 years of age and older:

- Primary care health services
- Preventative services
- Chronic disease management
- Minor office procedures
- Gynecological services
- Specialty referrals
- Ryan White HIV Care Services for adults age 18 and older (16-17 year old upon consultation)
- Case management

- Behavioral health consultation
- Nutrition counseling

Forest provides the following dental services to people of all ages:

- Dental Cleanings
- Dental X-rays
- Dental Fillings
- Tooth Extractions
- Oral Cancer Screenings
- Debridement
- Minor Surgical Procedures
- Mobile Dental Center

Forest Community Pharmacy

Hours of Operation

M-Th: 8:30am-5:30pm

F: 8:30am-5pm

**Public Health HIV/STI Services are also located at Forest**

New Hope Community Health Center

430 N. Larch St., Suite 1

Lansing, MI 48912

Phone: 517-887-4400

Fax: 517-244-7161

Hours of Operation

M-F: 8 am-5 pm

Primary Health Care

After hours clinical advice is available 24 hours a day, 7 days a week for current Health Center patients by calling (517) 244-8060.

Eastern Health Center

220 N. Pennsylvania, Room 112

Lansing, MI 48912

Phone: 517-244-8014

## Hours of Operation

M-F 7am-4pm

Eastern Health Center is located in the Eastern High School building on the 1st floor. Eastern Health Center provides the following services for students at Eastern High School and all students in the Lansing School District:

- Primary medical care
- Treatment of minor illnesses
- Treatment of minor injuries
- Physicals
  - Sports, camp, and work
  - Well visits
- Immunizations, including flu shots
- Chronic disease management
  - Asthma
  - Diabetes
- Hearing/Vision screenings
- Referrals for specialty care
- HIV counseling and testing
- Pregnancy tests
- Sexually Transmitted Infection
  - Diagnosis
  - Treatment
- Mental health screenings
- Crisis intervention
- Counseling
- Case management
- Referrals for additional mental health services

## Sexton Health Center

102 S. McPherson Ave.

Lansing, MI 48915

Phone: 517-244-8041

## Hours of Operation

M-F 7am-4pm

Sexton Health Center is located in the Sexton High School building. Sexton Health Center provides the following services for students at Sexton High School and all students in the Lansing School District:

- Primary medical care
- Treatment of minor illnesses
- Treatment of minor injuries
- Physicals
  - Sports, camp, and work
  - Well visits
- Immunizations, including flu shots
- Chronic disease management
- Asthma
- Diabetes
- Hearing/Vision screenings
- Referrals for specialty care
- HIV counseling and testing
- Pregnancy tests
- Sexually Transmitted Infection
  - Diagnosis
  - Treatment
- Mental health screenings
- Crisis intervention
- Counseling
- Case management
- Referrals for additional mental health services

Willow Health Center

306 W. Willow St  
Lansing, MI 48906  
Phone: 517-702-3500

Hours of Operation

M-Th: 10am-7pm

F: 8am-5pm Willow Health Center is located in the Willow Plaza. Willow Health Center provides the following services to adolescents ages 10-21:

- Primary Medical Care
- Treatment of Minor/Chronic Illnesses
- Physicals (school, sports, work, and yearly)

- Health Education (every visit)
- Immunizations
- Counseling Services
- Referrals to Agencies and Services Within the Community
- Birth Control Options
- Contraceptive Supplies
- Emergency Contraception
- HIV Counseling and Testing
- Physical Exam
- Pregnancy Testing
- Sexually Transmitted Infection Checks

## REPORTING AND EVALUATION

### Evaluation

Ingham County government is extremely concerned about accounting for the work of its employees. As mentioned in section 4B of the Plan of Organization, each long-term objective in Ingham County's Strategic Plan has specific activities associated to it. The County has developed metrics it calls activity indicators, which it uses to benchmark the performance of ICHD and other County units. The Board of Commissioners and the Controller's Office require ICHD to develop activity indicators in every area of its work, to report annually on them, and to forecast future levels of activity. Over the years ICHD has incorporated the some of its activity indicators into its annual report so that those indicators would be available, not just to the Controller and the Board of Commissioners, but the public, department employees, and anyone exposed to the annual report.

Many of the evaluative methods involve presumptive associations or activities correlated to outcome measures. Additionally, performance monitoring systems that generate feedback to the County Commissioners and ICHD on public health activities are important activities.

### *Performance Management Activities*

The Quality Improvement Committee is responsible for performance management activities for Public Health Services and Community Health Planning and Partnerships/Administration. Ingham County Health Department (ICHHD) has collected data on Performance Measures and Activity Indicators since 2008. Each of the four Public Health Services (PHS) divisions and Administration/Community Health, Planning, and Partnerships (CHPP) has collected the

information and reported it on an annual basis to the department's governing entity, the Ingham County Board of Commissioners (BOC), through the Controller's Office and the department's annual report.

## Performance Standards

Beginning in 2018, ICHD created formal Quality Improvement and Performance Management Plans for the Public Health Services and Community Health, Planning, and Partnerships branches that charge the Quality Improvement (QI) Committee to implement its Performance Management System. One key task for this group is to monitor the achievement of organizational objectives. The QI Committee monitors progress on the activities that support Ingham County's strategic plan, the department's strategic plan, and the Community Health Improvement Plan (CHIP) developed from the 2015 and 2018 Healthy! Capital Counties Community Health Assessments. These three documents contain the department's performance standards, including goals, targets and indicators.

## Performance Measurement

The Performance Management System utilizes dashboard reports to measure the progress of internal performance standards and measures for Ingham County's and ICHD's strategic plans, as well as determine the need for policy or program changes. The PHS Division Directors collect data for their programs in dashboards. This is the same information that they have traditionally reported up to the Board of Commissioners through the Controller's Office as part of the budget creation process. They report the relevant data to administrative support staff who populate dashboards. This data informs progress on Ingham County's strategic plan for reporting to members of the QI Committee, ICHD administration, and the Board of Commissioners. Progress on ICHD's strategic plan is reported to the Deputy Health Officer-Administration by the champions for each area that are identified in the plan. Progress on the CHIP is collected from the responsible parties identified in the CHIP by the Health Analyst-Healthy Communities.

## Progress Reporting

The QI Committee is responsible for analyzing data related to performance standards and measures for Ingham County's strategic plan. The group looks at annual trends for data for each of the performance standards and measures as well as trends for quarterly updates of the data throughout the year. Results are recorded in the minutes of the QI Committee meetings and recorded on the shared drive. The members of the QI Committee will share the reports with the



Administrative team as necessary, but at least annually. The Deputy Health Officer-Administration or the champions identified in the plan shares progress on the department's strategic plan at least quarterly to the Leadership Team. Progress on the department's strategic plan is included in the annual report. The annual report is shared with employees, stakeholders and the Board of Commissioners. The Health Analyst-Healthy Communities reports on progress on the CHIP to stakeholders, CHIP participants, and the QI Committee annually. They also share the report with the Power of We Consortium.

## Quality Improvement

The QI Committee reviews performance measures from the PHS and CHPP/Admin branches. Performance measures that are not at or above their pre-determined targets are investigated further, and resulting information used to develop QI priorities. These priorities are then communicated to solicit or prioritize QI projects related to those priorities.

ICHD continues to strive to translate a variety of quality improvement activities conducted over the past decade into a formalized and institutionalized strategy. The department endeavors to create a sustainable culture of quality improvement, and has a Quality Improvement Committee drawn from the Leadership team and frontline staff; this team is responsible for raising the competence of ICHD staff on quality improvement techniques (e.g. Model for Improvement, the 5 Why's, process mapping, etc.) as well as serve as a resource for staff wanting to conduct quality improvement activities.

## Communication

ICHD employs health communication, risk communication, social marketing and public relations strategies to promote health across Ingham County. In 2014 ICHD hired a full time Health Communications Specialist. This has allowed the Department to plan and focus its communication activities. It has also allowed staff to develop communication-based interventions and messaging based upon behavioral and social learning theories to positively influence the health behaviors and health beliefs of county residents. To reach county residents, ICHD engages in strategic communications, which include paid and earned media across digital and traditional platforms, to support ICHD's mission, goals and objectives, strategic plan and community health needs assessment. ICHD analyzes and solicits data via survey tools and focus groups to inform communication strategies (formative evaluation) and evaluates the overall outcomes of communications through social media and web metrics in addition to measuring health outcomes (summative evaluation).

## Infographics

Chickenpox: <http://hd.ingham.org/portals/hd/Images/cd/Chickenpox.jpg>

Pertussis: <http://hd.ingham.org/portals/hd/Images/cd/Pertussis.jpg>

Early Childhood: <http://hd.ingham.org/Portals/HD/Images/MCH/GLBFIInfoGraphic.pdf>

## Billboards/Campaigns

Marijuana Harm Reduction Campaign “Weed Facts”:

<http://hd.ingham.org/SeekingCare/SubstanceUse/Marijuana.aspx>

Hepatitis A Billboards and Printed Materials:

<http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/HepatitisA.aspx>

## Reporting

ICHD utilizes a number of different mediums to communicate to the Community and the Board of Commissioners on the health status of the community and its activities. Below is a list of various types of communication techniques and our information dissemination activities in each.

### Large meetings (e.g. town hall meetings)

- Healthy! Capital Counties (H!CC) community prioritization activities
- Capital Area Health Alliance meetings
- CMH-CEI’s Elected and Appointed Officials Luncheon

### Small meetings (e.g. department meetings)

- Quarterly Brown Bags meetings
  - Leadership Team Assembly
  - Board of Commissioners meetings
  - Human Service Committee meetings
  - Meeting with various community partners
  - Board of Health meetings
- 
- *Annual report:* The Department releases annual reports. These reports are distributed widely in the Community and are also presented to the Board of

Commissioners. The annual report provides detailed information about each of the activity areas described in the Services section, Part 5 of the Plan of Organization, and also reports on some of the activity indicators. In addition the annual report informs the community about Health Department services and how to access them. Although these documents are available online, we find that distributing printed documents is still an effective means of communication, so we still do a small print run.

- [Click here for 2016 Annual Report](#)
- [Click here for 2017 Annual Report](#)
- [Click here for 2018 Annual Report](#)

#### E-mail

- *In Good Health*: This is a monthly informational departmental newsletter that is sent out to all departmental staff.
- *Data Book*: recognizing that not all health information or demographic information is available in the Behavioral Risk Factor Survey Report and that information is also essential to health policy decisions, planning, and grant development, we have developed another statistical resource document for community stakeholders and county officials: the Data Book. The Data Book provides information on demographic, mortality, pregnancy, natality adult and child health data for residents of Ingham County. It is available online and is updated as new information for each topic becomes available.
  - [Click here to view Data Book](#)
- *Healthy! Capital Counties*: Healthy! Capital Counties is a regional collaborative community health assessment involving four local hospital systems and three local health departments. The intent of Healthy! Capital Counties is: to conduct a common community health assessment; develop common community priorities; and have the priorities guide community health improvement activities in Clinton, Eaton, and Ingham counties. All documents related to Healthy! Capital Counties are online on the project's website.
  - [Click here to view the Healthy! Capital Counties Community Health Profile](#)

## Internet and Social Media

- Social Media: ICHD maintains Facebook, Twitter, and Instagram accounts that it uses to engage the entire community. These tools can play a critical in public health practice. For example, Facebook played a critical role in data collection in February 2016 during a Norovirus outbreak at the Kellogg Hotel and Conference Center. Via Facebook we were able to disseminate information about the outbreak and direct people who may have visited the Kellogg Center at the time to an online survey to collect information about the outbreak.
  - [Click here to view ICHD Facebook page](#)
  - [Click here to view ICHD Twitter page](#)
  - [Click here to view the ICHD Instagram page](#)
- ICHD Website: ICHD is continuing to update its website in order to make it more accessible to the community. The architecture was revised to improve search functions and usability for county residents.
  - [Click here to view ICHD website](#)

## HEALTH OFFICER AND MEDICAL DIRECTOR

### Procedure for Appointment

The Health Officer is appointed by the Ingham County Board of Commissioners. After a national search conducted by the Human Resources Department of Ingham County, finalists are interviewed by a selection committee from the Board of Commissioners. After ranking the candidates, the selection committee makes a final recommendation to the full Board. The Health Officer submits qualifications for the Medical Director to MDHHS prior to their appointment. MDHHS verifies that the Health Officer and Medical Director meet the minimum qualifications established in the Administrative code.

- [Click here to view resolution appointing Linda Vail as Health Officer](#)

### Correspondence Regarding Appointment

1. Health Officer:

- [Click here to view letter approving the appointment of Linda Vail as Health Officer](#)

2. Medical Director:

- [Click here to view letter approving the appointment of Dr. Shoyinka as Medical Director.](#)

LOCAL HEALTH DEPARTMENT (LHD)  
PLAN OF ORGANIZATION

**APPROVAL FORM**

This approval form is to be signed by the Health Officer and the chairperson of your agency's local governing entity. Completion of this form is required and submitted to MDHHS with the LHD Plan of Organization. If this Plan of Organization or the Health Officer changes subsequent to submission to the MDHHS Office of Local Health Services, this approval form must be re-signed by the appropriate local authorities referenced herein and re-filed with the MDHHS Office of Local Health Services.

I have reviewed the Plan of Organization for INGHAM COUNTY HEALTH DEPARTMENT.

(insert local health department name)

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the local health department. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: Linda S. Vail, MPA

Health Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Local Governing Entity Chairperson Name: Commissioner Bryan Crenshaw

Local Governing Entity Name: Ingham County Board of Commissioners

Mailing Address: P.O. Box 319, Mason, MI 48854

Chairperson Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**

**RESOLUTION # 19 –**

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 (IHC) 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 IHC 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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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)**

**RESOLUTION # 19 –**

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**



## 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**

<b>Covered Services*</b>	<b>Member Copay**</b>
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.

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**

**RESOLUTION # 19 –**

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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 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.

<b>Proposed Essential Services to close gaps in Ingham County:</b>
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**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.

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

Category	Amount	Individuals*
<b>Assessment and Treatment Planning</b>		
Assessments	\$192,395.30	216
Treatment Planning	\$1,899.78	7
Recovery Support Services	\$67.68	2
<b>Community-Based Mental Health Treatment and Supports</b>		
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
<b>Families Forward Children's Services</b>		
Home Based Services	\$25,741.50	23
Respite	\$3,312.21	4
Wraparound Services	\$8,251.04	2
<b>Community Services for Developmentally Disabled</b>		
Community Living Supports	\$528,209.15	246

<b>Category</b>	<b>Amount</b>	<b>Individuals*</b>
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
<b>Psychiatric and Residential Care</b>		
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
<b>Total (Oct. 2018-Sept. 2019)</b>	<b>\$1,754,458.31**</b>	<b>2,189*</b>

\*Individuals may be duplicate if receiving services in multiple categories

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

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**

**RESOLUTION # 19 –**

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPTURERX**

**RESOLUTION # 19 –**

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING OFF-SEASON FEES FOR THE INGHAM COUNTY FAIR**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Fairgrounds plans to host off-season events managed by Fairgrounds staff; and

WHEREAS, the first of these events is set to occur in February 2020; and

WHEREAS, there is not a current fee structure for such events; and

WHEREAS, it is necessary to establish fees for admission and vendors; and

WHEREAS, that the Ingham County Fair wishes to impose a fee not to exceed \$10.00 per person for public admission to off-season events managed by Fairgrounds staff; and

WHEREAS, that the Ingham County Fair wishes to impose a fee not to exceed \$350.00 per vendor selling goods or promoting services at off-season events managed by Fairgrounds staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Fairgrounds to impose fees not to exceed \$10.00 per person for admission and not to exceed \$350.00 per vendor.

BE IT FURTHER RESOLVED, that these event fees will be effective for events held from January 1, 2020 through December 31, 2020.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Morgan, Slaughter, Stivers, Naeyaert

**Nays:** None **Absent:** Sebolt **Approved 12/02/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING BRYCE ALFORD AS THE RECIPIENT OF THE  
MICHIGAN A.P.C.O. 2019 RADIO FREQUENCY TECHNOLOGIST OF THE YEAR AWARD**

**RESOLUTION # 19 –**

WHEREAS, the Michigan Chapter of Association of Public-Safety Communications Officials (APCO) has awarded their 2019 Radio Frequency Technologist of the year award to Ingham County 9-1-1 employee Bryce Alford; and

WHEREAS, Bryce was nominated for his exemplary performance, commitment to Ingham County, and knowledge of our radio system; and

WHEREAS, Bryce was described in the submission for this award by his Manager, “We are in the process of putting in a new radio system. We are moving from our Harris radio system to the State radio system. Bryce has been through a similar process before when we went to the Harris system. His knowledge and prior experience is invaluable in helping us navigate any pitfalls. He has taken the lead in helping to find storage facilities for our new equipment, negotiate new tower lease agreements, working with the tower owners, working with vendors, and being that point of contact when questions arise.”; and

WHEREAS, Bryce has served the communities here in Ingham County for 36 years; Bryce has been with the Ingham County 9-1-1 Center since June of 2012; and

WHEREAS, prior to that, Bryce was a sworn officer of the Ingham County Sheriff’s Office and retired from that department at the rank of Lieutenant; and

WHEREAS, Bryce was presented his award at the APCO Annual Meeting in Frankenmuth, October 17<sup>th</sup>, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Bryce Alford as the recipient of the 2019 Michigan APCO, Radio Frequency Technologist of the year award and joins the 9-1-1 Center staff and members of APCO in applauding Bryce for his exemplary service to Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Bryce for his expertise and commitment to Ingham County.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE MEMBERSHIP CRITERIA FOR THE INGHAM COUNTY  
INDIGENT DEFENSE SYSTEM COLLABORATIVE COMMITTEE**

**RESOLUTION # 19 –**

WHEREAS, in 2017, as authorized by Resolution 17-075, the Ingham County Board of Commissioners created the Ingham County Indigent Defense System Collaborative Committee to develop and submit a plan that met the minimum statutory standards and a cost analysis to the Michigan Indigent Defense Commission (MIDC) as required by the Indigent Defense Commission Act; and

WHEREAS, the Committee continues to meet in order to address issues and questions related to the implementation of the Ingham County Public Defenders Office; and

WHEREAS, the Committee membership includes the Chair of the Law & Courts Committee of the Ingham County Board of Commissioners; and

WHEREAS, the Committee membership may also include as ex officio members up to two additional members of the Law & Courts Committee; and

WHEREAS, Ingham County Commissioners not serving on the Law & Courts Committee may wish to serve on the Ingham County Indigent Defense System Collaborative Committee.

THEREFORE BE IT RESOLVED, that the ex-officio membership of the Ingham County Board of Commissioners be amended from up to two additional members of the Law & Courts Committee, to up to two additional member of the Board of Commissioners.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019



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**

**RESOLUTION # 19 –**

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.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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, the Board of Commissioners will not regard this as setting a precedent for future employment actions.

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.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 12/03/2019**

**FINANCE: Yeas:** Grebner, Tennis, Polsdofer, Schafer, Maiville  
**Nays:** Crenshaw **Absent:** Morgan **Approved 12/04/2019**

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.

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**

**RESOLUTION # 19 –**

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.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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)**

**RESOLUTION # 19 –**

WHEREAS, on October 7, 2019, the Michigan Supreme Court, State Court Administrator's Office awarded the 30<sup>th</sup> 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.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING TRAINING-OF-TRAINERS FOR EFFECTIVE PRACTICES  
IN COMMUNITY SUPERVISION**

**RESOLUTION # 19 –**

WHEREAS, the 30<sup>th</sup> 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 30<sup>th</sup> Judicial Circuit Court Juvenile Division has partnered with the Juvenile Division from the 5<sup>th</sup> Judicial Circuit Court, 7<sup>th</sup> Judicial Circuit Court and 20<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> Judicial Circuit Court Juvenile Division employee to receive said training.

BE IT FURTHER RESOLVED, that the 30<sup>th</sup> 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 30<sup>th</sup> Judicial Circuit Court Juvenile Division according to the number of participants as follows: the 5<sup>th</sup> Judicial Circuit Court Family Division \$7,100.00, 7<sup>th</sup> Judicial Circuit Court Family Division \$3,550.00, 20<sup>th</sup> 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 5<sup>th</sup> Judicial Circuit Court Juvenile Division, the 7<sup>th</sup> Judicial Circuit Court Juvenile Division, and the 20<sup>th</sup> 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.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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**

**RESOLUTION # 19 –**

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 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; and

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 not to exceed \$70,000.00

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.

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR ACCEPTANCE OF THE CHILD AND PARENT LEGAL  
REPRESENTATION GRANT FROM THE MICHIGAN DEPARTMENT OF HEALTH AND  
HUMAN SERVICES**

**RESOLUTION # 19 –**

WHEREAS, on December 2, 2019, the Michigan Department of Health and Human Services informed the 30<sup>th</sup> Judicial Circuit Court Juvenile Division that they were awarded an allocation of \$214,808.00 through the Child and Parent Legal Representation Grant for Fiscal Year 2020; and

WHEREAS, the allocation is based on anticipated Fiscal Year 2020 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2020, MDHHS approval, and State Administrative Board approval; and

WHEREAS, funds from the grant must be used to improve the legal representation of children and adults who have had neglect and abuse actions filed with the Court; and

WHEREAS, funds from the grant will be used to reimburse attorneys and Lawyers Guardian Ad Litem for specific trainings; and

WHEREAS, funds from the grant will be used to pay annually for the Lawyers Guardian Ad Litem to have access to web based legal research and court rules; and

WHEREAS, funds from the grant will be used to compensate court appointed attorneys to represent parents and children in vertical and collateral cases to create early permanency for the child; and

WHEREAS, funds from the grant will be used to recruitment of new attorneys through a Mentorship Program; and

WHEREAS, funds from the grant will be used to increase the reimbursement rate for Family Team Meetings and encourage participation in Foster Care Review Board proceedings by providing financial compensation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Department of Health and Human Services for the sum of \$214,808.00

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

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

**LAW & COURTS:** The Law & Courts Committee will meet on 12/05/2019

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

**Nays:** None **Absent:** Morgan **Approved 12/04/2019**