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HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
CHRIS TRUBAC
RYAN SEBOLT
THOMAS MORGAN
DERRELL SLAUGHTER
EMILY STIVERS
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 22, 2019
AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 1, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Veterans Affairs Committee – Interviews
2. MSU Extension – General Overview and [Update](#) on Activities
3. Veterans Affairs – Resolution to Authorize Acceptance of the 2019 County [Veteran Service Grant](#)
4. Health Department
 - a. Resolution to Amend the Collaborative Agreement with the [Capital Area United Way](#)
 - b. Resolution to Accept Funds for the [Healthy Start Grant](#)
 - c. Resolution Honoring [Sharon Verhougstraete](#)
5. Controller's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2019 Ingham County Budget
 - b. Resolution to Accept the 2018 – 2022 [Strategic Plan](#)
 - c. Resolution Updating Various [Fees](#) for County Services (*Discussion*)
6. Board Referral – Resolution #19-05 from the [Cheboygan County](#) Board of Commissioners Regarding the Revision of the Medicare Prescription Drug Bill of 2003

Announcements

Public Comment

Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

HUMAN SERVICES COMMITTEE

April 1, 2019

Draft Minutes

Members Present: Morgan, Naeyaert, Sebolt, Slaughter, Stivers, Tennis, and Trubac.

Members Absent: None.

Others Present: Sue Graham, Joan Clous, Susan Cockerill, Tim Morgan, Jared Cypher, Elizabeth Noel, Beth Foster, and others

The meeting was called to order by Chairperson Tennis at 6:31 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 18, 2019 Minutes

The minutes were amended as follows:

Ms. Noyer stated that it still was able to provide medical, pharmacy, and dental less than \$1,000 per person ~~monthly~~.

Commissioner Slaughter asked if ~~IHP would~~ **community enrollment partners** received a stipend for ~~helping out~~ **their work**.

Commissioner Morgan stated that it should be strongly considered that when rewritten, IHPC should be upfront and explicit to taxpayers about where funds were going regarding this millage. He further stated that it should also be considered whether there needed to be, **for example**, a separate mental health millage, so IHP millage funds were directed right to IHP and not used as a piggy bank for other health care matters.

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 18, 2019 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS AMENDED.

Additions to the Agenda

5. Fair Office
 - b. Resolution to Approve Reclassification and Title Change of Fair Manager to Fairgrounds Events Director

7. Board of Commissioners – Resolution Proclaiming April as “Autism Awareness Month” in Ingham County and Designating April 2 as “Ingham County For Autism Awareness Day”

Limited Public Comment

None.

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

2. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2019
3. Parks Department
 - a. Resolution to Authorize the Hawk Island Red Tail Enclosure Project
 - b. Resolution to Authorize a Contract with J.H. Construction Inc.
4. Health Department
 - a. Resolution to Authorize Amendment # 3 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - b. Resolution to Amend Agreement with Molina Healthcare
 - c. Resolution to Amend Agreement with Nextgen Healthcare for Patient Portal Templates
 - d. Resolution to Enter into an Agreement with Epividian
 - e. Resolution to Accept Opioid Linkages to Care Funding Cohort Award
 - f. Resolution to Authorize an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University
 - g. Resolution Honoring Ruby Rodgers
5. Fair Office
 - a. Resolution to Amend Resolution #19-006 to Authorize an Increase in Hours for a Part-Time Temporary Employee at the Ingham County Fairgrounds
7. Board of Commissioners – Resolution Proclaiming April as “Autism Awareness Month” in Ingham County and Designating April 2 as “Ingham County For Autism Awareness Day”

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Senior Citizens Advisory Board – Interviews

Susan Cockerill interviewed for a position on the Senior Citizens Advisory Board.

5. Fair Office

- b. Resolution to Approve Reclassification and Title Change of Fair Manager to Fairgrounds Events Director

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Jared Cypher, Deputy Controller, stated that following discussion last Human Services Committee meeting, staff went back and talked with Human Resources about the Fair Manager job description and made changes, chiefly, under employment qualifications. He further stated that under heading employment qualifications the education is now different (an Associate's plus 7 years' experience or a Bachelor's plus 5 years' experience).

Mr. Cypher stated that the changes bumped the job classification from Managerial Confidential (MCF) 12 to MCF 13 with new salary, listed in the memo for reference. He further stated that the memo illustrated the difference in the wages and the total cost, including benefits.

Mr. Cypher stated that there was also a change in title from "Fair Manager" to "Fairgrounds Events Director" in hopes of attracting better candidates with a more attractive job description.

Mr. Cypher stated that any change to the classification and compensation of this position must be approved by the Board of Commissioners, so that was why it was a late item.

Commissioner Sebolt stated that the name change was a good move for consistency's sake if nothing else, as that position managed a department, and other Department Heads were called Directors.

Commissioner Morgan proposed to change the job description, by striking accounting and adding management, or event management, and public relations to the Education Qualifications to broaden the scope.

Discussion.

Chairperson Tennis asked to hear from Human Resources on Commissioner Morgan's proposed changes.

Sue Graham, Human Resources Director, stated that perhaps the job description could focus on management experience.

Commissioner Stivers asked about striking accounting, stating that if the position did not call for an accountant specifically she would support striking it altogether or at least not have it listed as the first qualification. She further stated she supported the idea of adding management and mentioned a Public Management degree as a possibility to include.

Commissioner Naeyaert stated that she agreed with striking accounting and she thought that marketing and business or related field was broad enough to show public relations and other qualifications they were looking for.

Discussion.

Chairperson Tennis stated that he was worried that removing accounting altogether made the description less broad and he did not want to move too far from what Human Resources had recommended.

Commissioner Morgan stated that the Committee had already gone far afield of what Human Resources recommended by even discussing reclassification of the position.

Chairperson Tennis asked Commissioner Morgan if he could make a motion to that effect.

Commissioner Naeyaert stated she was frustrated with the fact that this was a late item to the agenda, and it happened frequently with resolutions from Human Resources. She further stated that she was worried if it had to come back to this Committee, it would take another three weeks before the position was posted and then would still have to go through the hiring process and fill the position before the Fair.

Chairperson Tennis stated that he did not think the change would slow the process down.

Commissioner Stivers asked if a revised version of the job description could be brought to the County Services Committee tomorrow.

Discussion.

Chairperson Tennis asked the Human Resources staff if they felt comfortable with what they had heard so far, to take another shot at the employment and education qualifications and broaden it to include management and public relations, and then take the revisions to the County Services Committee tomorrow.

Ms. Graham stated that that was possible, and she would be in attendance at the County Services Committee meeting.

Chairperson Tennis stated that with that the Committee could move forward and approve the resolution tonight with the understanding that changes would be made in other committees before coming in front of the full Board of Commissioners next week.

Commissioner Stivers stated she also would suggest proofreading the document for typos.

Chairperson Tennis suggested Commissioner Stivers could mark up a copy and give it to Mr. Cypher after the meeting.

Commissioner Morgan asked if the salary was listed when making external postings.

Chairperson Tennis stated the salary for a job was posted.

THE MOTION CARRIED UNANIMOUSLY.

6. Human Resources – County Compensation/Classification Plan and Hiring Process
(Discussion)

Ms. Graham introduced Joan Clous, Human Resources Specialist, as a subject matter expert.

Ms. Clous reviewed the materials provided to the Committee regarding the job reclassification process.

Commissioner Naeyaert pointed out that the Jackson County Fair did have several other positions in addition to their Fair Operations Manager, whereas the County had combined several similar positions into one here.

Ms. Clous continued with more packet overview. She went through the various job descriptions with highlighted changes to each version.

Ms. Clous further explained that there was a team of three Human Resources staff who went through and evaluated and discussed and scored what point range or level a particular task fell in. She further explained that by changing the requirements of this particular position, it increased the points which reclassified it a MCF 13.

Chairperson Tennis asked what visual concentration was (as seen on the Job Point Evaluation Table in the Packet).

Ms. Clous answered how much time the position spent paying attention to detail.

Discussion.

Ms. Graham stated that Appendix C would give context of how the pay grades worked.

Discussion.

Commissioner Sebolt stated that there was a County Policy that determined what was a reclassification or reorganization and wanted to know how this very technical, expert definition aligned with that County Policy.

Ms. Clous stated that an example of reorganization was when a department made a change to more than one position, while an example of a reclassification was when an employee could detail how their duties and responsibilities had changed during collective bargaining.

Chairperson Tennis stated that the Human Resources representatives mentioned that quantity of skill did not come into play for reclassification, but he wondered if it did for contract negotiations. He further provided some examples of road workers having to fill more pot holes and 9-1-1 operators fielding more calls and asked if that was ever reflected in what the positions were doing.

Ms. Clous stated that it would be looked at as far as working conditions and stress but not skills and classifications.

Chairperson Tennis wondered if there were other ways to reclassify and position, for example for physical effort or unpleasant work conditions.

Ms. Clous stated that some people did get points for work conditions and environments, like Road Department workers and Jail Medical staff for physical effort and danger, respectively.

Chairperson Tennis asked if a staff person was asked to increase their workload, it would not come into play with classification at all but might with the collective bargaining unit.

Discussion

Commissioner Sebolt asked if the County ever considered looking at new systems for evaluating.

Mr. Cypher stated that previously, the Hay Study, but it was never adopted.

Commissioner Morgan stated that he appreciated all the work that went in to these metrics, but that he felt like basic market economics dictated that if you had high turnover in a position, either the compensation was not high enough or the conditions were poor. He further stated that at the end of the day, prices were a function of supply and demand and hopefully in increasing the salary for the position, there would be less turnover.

Ms. Graham stated that it was not just the Grade, but also the Step that was in question when determining a salary.

Chairperson Tennis stated that Commissioner Grebner had come up with the Grebner Rule, which basically meant that the County budgeted for the long term by taking into account the highest Step for a position.

Chairperson Tennis thanked Ms. Graham and Ms. Clous.

Commissioner Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:18 p.m.

APRIL 22, 2019 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. Veterans Affairs – *Resolution to Authorize Acceptance of the 2019 County Veteran Service Grant*
This resolution accepts the 2019 County Veteran Service Grant. The grant award will be funded for up to \$99,117 of approved costs during the grant period, effective the date the CVSF Grant Agreement is signed by both Ingham County and the State of Michigan. The County will receive a direct payment of \$50,000 and the remaining \$49,117.00 will be paid on a reimbursement basis. It is important to note that pay grade reclassifications for Veteran Affairs Department staff were requested as a part of this grant award. Those requests are currently being evaluated by Human Resources, and any changes will be approved by separate resolution at a later date.

4. Health Department

a. *Resolution to Amend the Collaborative Agreement with the Capital Area United Way*

This resolution authorizes an amendment to the agreement with the Capital Area United Way for a term of October 1, 2018 through September 30, 2019 in an amount not to exceed \$23,532.84 to coordinate the Capital Area Behavioral Risk Factor Survey. The County will provide Capital Area United Way \$23,532.84 under the extended agreement. These funds are included in the 2019 budget.

b. *Resolution to Accept Funds for the Healthy Start Grant*

This resolution accepts funds from the United States Department of Health and Human Services to support the Healthy Start Grant. The grant award is up to the amount of \$5,470,000 from the USDHHS’s Division of HRSA for the period of April 1, 2019 through March 31, 2024. ICHD will subcontract with MPHI in an amount not to exceed \$94,892 to provide a comprehensive evaluation of ICHD’s Healthy Start initiative; and will also subcontract with Florida State University which will allow ICHD’s HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019. The following positions will be either maintained or established with funds from the HS grant:

Established Positions

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

New Positions to Establish

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

c. *Resolution Honoring Sharon Verhougstraete*

This resolution honors Sharon Verhougstraete for more than 20 years of dedicated service to Ingham County Health Department and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham County.

5. Controller's Office

a. *Resolution Authorizing Adjustments to the 2019 Ingham County Budget*

This resolution authorizes adjustments to the Ingham County budget for the first quarter of fiscal year 2019. The total increase to the General Fund is \$50,523.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2018, including many Human Services related projects. Some of the larger projects carried over from the 2016, 2017 and 2018 budgets include \$110,097 for the McNamara accessible boat launch, and \$80,289 Overlook Shelter Roof Improvements. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328, #17-109, #18-110, #18-186, and #18-533. The balance of these projects totals \$9,973,005.

The Health Department requested reimbursement of \$7,000 for expenses related to the Youth Commission. The use of fund balance uncommitted will be increased to balance these changes.

b. *Resolution to Accept the 2018 – 2022 Strategic Plan*

This resolution accepts the 2018–2022 Ingham County Strategic Plan as part of an annual review.

OTHER ITEMS:

1. Veterans Affairs Committee– Interviews

2. MSU Extension – General Overview and Update on Activities

5. Controller's Office

c. *Resolution Updating Various Fees for County Services (Discussion)*



Ingham County 2018 ANNUAL REPORT

BY THE NUMBERS



\$2,912,879,872 total economic impact in Ingham County



4861 youth participated in 4-H, early childhood or after-school programs



2,396 adults and youth participated in health and nutrition programs



MSU Extension website received 180,000 visits from Ingham County residents, 70% were first-time visitors



Ingham County students received \$60,924,188 in financial aid from MSU



MSU Extension has served Ingham County for more than 100 years



Over 8,000 gardening questions answered statewide

MESSAGE FROM THE DISTRICT DIRECTOR

In 2018, Michigan State University Extension partnered with Ingham County to continue strengthening youth, families, farmers, caregivers, homeowners, business owners, and communities. Your local MSU Extension staff and the statewide network of Educators worked through local partners to bring the university's research and resources directly to our county residents. This annual report gives examples of some of MSU Extension's accomplishments and the impact that we continue to have in the county – helping to improve the lives of its residents. We are grateful for the opportunity to serve our stakeholders and partners and we are especially grateful for the partnership that we have with Ingham County.



Bill Hendrian, District 8 Director

CONTACT



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**MICHIGAN STATE
UNIVERSITY**

Extension

Program Highlights



Infant and child nutrition is provided through programs such as Today's Mom.

MATERNAL AND INFANT HEALTH

MSU Extension Educator Sheilah Hebert works to bring information to the maternal and infant population. Families receive nutrition education regarding infant feeding. Sheilah oversees and facilitates presentations on breastfeeding and in one county enrolled 127 families to be provided ongoing support through their breastfeeding journey. The Today's Mom series partners with childbirth classes and provides take home groceries for the expectant mothers. Sheilah joined our local Lansing office last year and will expand her programming efforts in Ingham County.



Flowers in bloom at the Lansing Home and Garden Show.

SMART GARDENING

The Lansing Home and Garden Show is one of our major outreach efforts in the Ingham County area for Smart Gardening information. In 2018, Diane Brown and her consumer horticultural team reached over 500 contacts at the show, with the majority from Ingham, Eaton and Clinton counties. Master Gardeners worked together with consumer horticultural staff to share Smart Gardening information and concepts with the public. The consumer horticultural team presented eight hour long seminars during the show. Master Gardeners are also recognized each year. In 2018, sixty people attended the brunch and recruitment event.



MSU Extension educators provide the latest information about beef production to the community.

BREAKFAST ON THE FARM

This past year Ingham county was home to one of the Breakfast on the Farm events. BOTF gives participants a chance to learn a little about modern food production and connects consumers to the farmers who produce their food. Usually local farmers host the event, but last years event was hosted by the MSU Beef research farm and focused on beef production. MSU Extension Educators from several counties and campus specialist shared the latest information about beef production. Over 1,200 visitors enjoyed a variety of Michigan grown food while the Educators gave demonstrations and answered questions. Since 2009, this annual event has served over 88,000 people.

Program Highlights

FOOD SAFETY

Food safety plays a vital role in the health and nutrition of Michigan families. There are over 48 million people each year that are sickened from foodborne illness, 128,000 are hospitalized and 3,000 die. Our most vulnerable populations are young children, seniors and those with compromised immune systems. Michigan State University Extension educates consumers on safe handling, preparing and storage of food. In July, 2018, Joyce McGarry, Food Safety Educator, offered food safety materials to over 300 people at the Farmer's Market on the Capital lawn. Resources included understanding expiration dates, safe handling of fresh produce, use of a food thermometer and of course hand washing.



Food safety educator, Joyce McGarry (left), is joined by food safety colleagues to hand out essential food safety materials on the lawn of the State capitol.

S.A.F.E. TRAINING

Providing a safe and nurturing environment for youth is of paramount importance in our Extension programs. Ingham Extension educator, Christine Heverly, is a certified trainer of SAFE (Screening Applicants for Effectiveness): Guidelines for Preventing Child Molestation in Mentoring and Youth Serving Organizations. The SAFE curriculum compliments and enhances the MSU Extension Volunteer Selection Process by ensuring MSU Extension staff are able to identify signs of concern and know how to address difficult situations before they affect our youth audiences. Topics include informed intuition, red flags, predator grooming cycles and the overall screening process.



Safe and nurturing environments for our youth are critical and MSU Extension is ensuring that our volunteer process is secure and safe.

AMERICORPS GRANT

In 2018, Michigan State University received a grant from the Corporation for National and Community Service and the Michigan Community Service Commission for \$447,960 in order to fund an AmeriCorps program. From her Ingham County Extension office, Rachel Pucket, Program Manager, facilitates 19 AmeriCorps members across the state. 4-H STEAM (Science, Technology, Engineering, Arts, and Math) Corps members facilitate short term SPIN (special interest) or Tech Wizard clubs in order to improve youth attitudes towards science. Members also host family engagement events throughout the service year to further engage youth and families who were new to 4-H.



Rachel Pucket (far left) is pictured with the AmeriCorps members and their site supervisors.

Program Highlights



Tristan Warner, an Ingham County 4-H teen leader, teaches a 4-H youth member the proper way to trim hair on a beef steer's leg.



Youth learn how to make healthy "food art" as part of their Healthy Habits meeting.



A 4-H SPIN club member proudly shows off her chromatography snowflake.

4-H ANIMAL SCIENCE

Ingham County youth participated in eight animal science related workshops during 2018. These workshops were attended by 197 youth as well as a large group of our 4-H volunteers. Youth members learned teamwork, leadership and time management as they assisted in planning and hosting workshops. Workshop topics included Biosecurity, Showmanship for multiple species, Judging, Nutrition and Grooming. In addition to animal science youth also learned entrepreneurial skills through their livestock projects such as the business handshake and communicating with their auction buyers.

4-H HEALTHY HABITS

In 2018, Ingham County 4-H participated in the statewide 4-H Healthy Habits program, funded by a Walmart Foundation grant and aims to promote healthy living among youth. 4-H Program Coordinator, Eric Dobbastine, with the assistance of nine teen volunteers, delivered the program at three sites : Shabazz Public School Academy; Oak Park YMCA; and Attwood Elementary, as part of Highfields' "Reaching Higher" program. The program included a variety of activities that addressed physical, mental and emotional health. In total, the program reached more than 60 Lansing youth between kindergarten and seventh grade, representing an array of racial, ethnic and socioeconomic backgrounds.

4-H SPIN CLUBS

The Greater Lansing Islamic School is no stranger to 4-H programming or SPIN clubs. The theme this fall for Kindergarteners and First graders was everything STEAM. For 6 weeks youth would engage in new STEAM topics taught by 4-H STEAM Corps Member Ashleigh Apel. Topics included but were not limited to slime chemistry, pumpkin math, and chromatography snowflakes. Ashleigh also worked with students at Pattengill Middle School and Eastern BioTech. 7th and 8th graders formed their first ever afterschool 4-H club with a special interest in engineering design process. Each week they used their skills learned to design and ultimately build a car!

Program Highlights

LOCAL PRODUCE

Through a partnership between MSU Extension and Allen Neighborhood Center, Paige Utterback has delivered presentations to over 100 clients of the Bread Basket program. Bread Basket is a weekly food pantry in the Eastside neighborhood of Lansing and offers a wide variety of fresh produce for SNAP eligible adults. Paige has used the food pantry items to offer samples of healthy recipes, like smoothies and salsa. This partnership also allows MSU Extension to provide educational materials and recipe ideas at the outdoor market, which attracts a large portion of the local community. The Allen Farmers Market participates in the Double Up Food Bucks program, which offers dollar match for fruits and vegetables for clients that use their SNAP benefits at the market.



Paige Utterback uses local and fresh items from the food pantry to offer samples of healthy recipes.

STRONG PARTNERSHIPS

MSU Extension Community Nutrition Instructors, Paige Utterback and Anne Sheltroun, collaborated with Sparrow Hospital in Ingham county to provide Cooking Matters to 81 adults and 42 youth in 2018. Share Our Strength's Cooking Matters is a 6-week series that empowers low-income families with the skills to eat healthier, cook and grocery shop on a limited budget. The partnership between MSU Extension and the Greater Lansing Food Bank allowed for donated produce to be used in cooking demonstrations. A final report showed that 60% of adult participants improved in one or more areas of food resource management, and a 46% increase in vegetable consumption.



MSU Extension Instructors help "bring knowledge to life" through the many partnerships and collaborative efforts of community organizations.

CHILD NUTRITION EDUCATION

MSU Extension Community Nutrition Program Instructors Paige Utterback, Curtina Mysliwiec, and Zainab Faessal partnered with Gardner International Magnet School to teach Show Me Nutrition to over 800 students, from kindergarten to 8th grade. Students learned about how MyPlate can help them make healthier choices in the fruit, vegetable, grain, protein, and dairy food groups. Each class received a healthy snack to highlight the lesson for the day and many of the students tried new foods like mini-bananas. Due to the success of this partnership, Ms. Faessal and Mrs. Mysliwiec will be connecting with parents at the school through a 6-week adult series to help them reinforce healthy behaviors for themselves and their children at home.



Tina Mysliwiec uses visual aids and pictures to teach kindergarten students about nutrition.

FEATURED COUNTY STORY

Efforts to support regional food systems include building the capacity of local farmers while simultaneously addressing current food insecurity. Abigail's efforts as a Community Food Systems Educator aim to build the long term sustainability of the local food system while addressing immediate food insecurity concerns.

The issue: Local diversified vegetable, fruit, and meat farmers need to develop profitable, viable businesses in order to support their livelihoods and investing in environmentally sustainably farming practices. Many Ingham County residents also struggle to meet their food security needs and depend on the support of federal programs, like school meals, federal food assistance programs, and other local initiatives.

MSU Extension Actions Summary: MSU Extension helps strengthen food production in Ingham by providing support for local farmers and community gardeners. MSU Extension provided support to the Lansing Grown initiative, which brought urban farmers together to create a local brand and expand their marketing capacity. Abigail also partnered with the Greater Lansing Food Bank Garden Project to host an urban soil health field day in Lansing, focused on building urban and community gardener capacity to incorporate good soil management practices into their gardens. Urban farmers and community gardeners have interest in soil health and sustainable agriculture and in need of education programming the fits the scale of their agricultural endeavors. Abigail also initiated several programs in Ingham county libraries to establish seed libraries, allowing area gardeners to access free seeds to alleviate the financial burden of growing your own food and create community around urban agriculture.

Abigail Harper also works to support regional food system supporting structure. In 2018, Harper served as co-lead of the Capital Area Food Council, a tri-county effort that brings together food systems stakeholders to create a backbone for supporting local food systems development. In 2018, she partnered with students at MSU in data collection to better communicate the value of the local food system as well. She also co-led a training for farmers market managers to share strategies for creating successful, profitable, accessible farmers markets.

To help meet immediate food security needs, MSU Extension partners with Northwest Initiatives, the nonprofit Weekend Survival Kits and Lansing Public Schools SodexoMAGIC Food Service to coordinate the Weekend Survival Kits Program with ten Lansing School District Elementary and Middle Schools. Weekend Survival Kits are supplemental nutrition kits provided to food insecure students to help alleviate hunger on weekends when they don't have access to school meals programs. Roughly twice a month during the school year, teams of 30-40 volunteers get together to pack kits. In 2018, the program served between 900 and 1300 students per week, making sure children arrive to school Monday morning nourished and ready to learn.



Ingham County MSU Extension is fortunate to have Educator Abigail Harper on staff. Abigail enjoys working with and serving local youth and adults as a community food systems educator. Abigail helps connect local farmers with dinner tables, schools and institutions; she looks for ways to reduce food insecurity; and she supports local food councils to develop a stronger regional food system.



Students from the Food Systems project at Northwest Initiative sell their produce at the Lansing Grown Pop-up market in July of 2018. Photo by Abby Harper, MSU Extension.

MSU Extension staff located in Ingham County

Ashley Apel	4-H AmeriCorps SPIN	517-887-4581	apelashl@msu.edu
Diane Brown-Rytlewski	Horticulture Educator	517-676-7292	rytlews1@msu.edu
Eric Dobbrastine	4-H Program Coordinator	517-676-7293	dobbras1@msu.edu
Jessica Eberhard	District 7&8 Support	517-676-7207	eberha47@msu.edu
Zainab Faessal	Community Nutrition Associate	517-887-4536	faessalz@msu.edu
Lori Guy	Office Manager	517-676-7297	guylor@msu.edu
Abigail Harper	Community Foods Educator	517-676-7298	harperab@msu.edu
Bill Hendrian	District 8 Director	231-843-4395	hendria2@msu.edu
Alena Henry	County Support	517-887-4588	henryal7@msu.edu
Christine Heverly	Children & Youth Educator	517-676-7291	sisungch@msu.edu
Jessica Huegli	County Support	517-676-7207	jhuegli@msu.edu
Jessica Lillehoj	4-H Program Instructor	517-676-7292	lilleho1@msu.edu
Joyce McGarry	Food Safety Educator	517-676-4587	mcgarryj@msu.edu
Tina Mysliwicz	Community Nutrition Instructor	517-887-4578	goinsc@msu.edu
Rachel Puckett	AmeriCorps Program Director	517-676-7207	pucket21@msu.edu
Anne Sheltroun	Community Nutrition Instructor	517-887-4574	sheltro4@msu.edu
Paige Utterback	Community Nutrition Instructor	517-887-4579	utterba1@msu.edu
Glenda Weiss	4-H Program Coordinator	517-676-7303	weissgle@msu.edu

Additional MSU Extension staff serving Ingham County

Roger Betz	Farm Management Educator	517-439-9301	betz@msu.edu
Katie Courtade	CYI / 4-H Supervising Educator	616-527-5357	courtad3@msu.edu
Faith Cullens	Dairy Educator	989-224-5249	cullensf@msu.edu
Lori Eccles	HNI Supervising Educator		
Kevin Gould	Beef Educator	616-527-5357	gouldk@msu.edu
Fred Springborn	Crops Educator	989-831-7509	springb2@msu.edu
Becky Henne	Health & Nutrition Educator	517-543-4468	henner@msu.edu
Brenda Long	Housing & Financial Educator	616-527-5357	longbr@msu.edu
Erica Rogers	Environmental Mgmt. Educator	989-875-5296	roger392@msu.edu
George Silva	Crops Educator	517-543-4467	silvag@msu.edu
Diane Smith	Product Center Educator	989-875-5293	dismith@msu.edu
Eric Walcott	Government & Public Policy	517-353-9106	walcott3@msu.edu
Casey Zangaro	Swine Educator	989-875-5292	zangaroc@msu.edu

Collaboration Across MSU Extension

MSU Extension is an organization comprised of individuals with broad knowledge of subject matters related to a particular discipline, such as field crops, nutrition, or youth development. Having four MSU Extension Institutes gives the ability to bring together cross-disciplinary expertise to address issues that are multifaceted and complex. For example, MSU Extension Educators and Program Instructors have worked together on physical and financial health issues, agricultural and stress issues, economic and community development and conservation issues, and issues that span generations.

Your local office is housed with experts in particular fields. Individuals may serve in the Agricultural and Agribusiness Institute, the Children and Youth Institute, the Health and Nutrition Institute or our Community, Food and Environment Institute. However, even if you do not have a local expert for the issue that you need addressed, MSU Extension has the unique functionality of drawing from a statewide pool of experts to make sure that you have the information that you need. In addition, the MSU Extension website www.msue.msu.edu is maintained and updated on a regular basis. We are always looking for ways to collaborate with each other to apply knowledge to the critical issues you face.

Through successful partnership and collaboration with Ingham County, MSU Extension is able to continue its local presence and to provide vital educational resources and programming in such areas as community and economic development, agriculture, land use, health and nutrition, and youth development.

Thank you Ingham County!

MICHIGAN STATE
UNIVERSITY | **Extension**

MISSION:

Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jeffrey W. Dwyer, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The 4-H Name and Emblem have special protections from Congress, protected by code 18 USC 707.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Ingham County Department of Veteran Affairs (Director of Veterans' Affairs)
DATE: 04/08/2019
SUBJECT: Authorization to accept grant funding
For the meeting agendas 04/22/2019 & 4/24/2019

BACKGROUND:

House Bill 5536 has amended Public Act 192 of 1953, which allows a county board of commissioners to create a county department of veterans' affairs, to do the following:

-- Establish the "County Veteran Service Fund". -Require the Michigan Veterans Affairs Agency to create and operate a grant program to provide grants to counties for county veteran service operations. -- Prescribe the formula for determining the total disbursement for each grant. -- Prescribe the conditions a county department of veterans' affairs would have to satisfy to receive a grant, such as maintaining a minimum level of county funding for veteran service operations and establishing remote access to the United States Department of Veterans Affairs computing systems.

ALTERNATIVES:

N/A

FINANCIAL IMPACT:

The grant award will be funded for up to \$99,117 of approved costs during the grant period, effective the date the CVSF Grant Agreement is signed by both Ingham County and the State of Michigan. The County will receive a direct payment of \$50,000 and the remaining \$49,117.00 will be paid on a reimbursement basis.

STRATEGIC PLANNING IMPACT:

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.
Strategy 1. Strive to make facilities and services user-friendly, task q. implement an electronic filing system for veteran benefit claims.

OTHER CONSIDERATIONS

Pay grade reclassifications for Veteran Affairs Department staff were requested as a part of this grant award. Those requests are currently being evaluated by Human Resources, and any changes will be approved by separate resolution at a later date.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE
2019 COUNTY VETERAN SERVICE GRANT**

WHEREAS, House Bill 5536 has passed and The Michigan Veterans Affairs Agency has accepted the Ingham County Application for the 2019 County Veteran Service Fund Grant for the project title “Empowerment Initiative”; and

WHEREAS, the grant award will be funded for up to \$99,117 of approved costs during the grant period; and

WHEREAS, Ingham County will receive a direct payment of \$50,000 and the remaining \$49,117 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that Ingham County accepts the 2019 County Veteran Service Fund Grant in the amount of \$99,117 effective the date of execution through September 30, 2019, to be used for the purpose of increased veteran service operations, technological advantages, marketing and salary increases.

BE IT FURTHER RESOLVED, that any changes to classification and compensation for Veterans Affairs Department staff consistent with this grant will be approved by a separate resolution.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 9, 2019
SUBJECT: Resolution to Amend the Collaborative Agreement with the Capital Area
United Way
For the meeting agendas of April 22nd and April 24th, 2019

BACKGROUND

The Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity and physical activity, and neighborhood safety. Data from the Capital Area BRFS is essential to the Healthy! Capital Counties community health assessment done in collaboration with two neighboring health departments and the four local hospitals in the region. Data from the Capital Area BRFS is also central to the Community Indicators Project, a core component of Ingham County Health Department's (ICHD's) strategy for informing the community about health status.

ICHD and Capital Area United Way (CAUW) executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project. The collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-016, #14-226, #15-176, #16-405, #17-325, and #18-028, and collaborative activities have continued since the agreement's inception. Under this agreement the CAUW has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS. This resolution will authorize an amendment to the agreement with CAUW and enable data collection to continue.

This amendment extends the agreement for a term of October 1, 2018-September 30, 2019. The amount of the amended contract shall be up to \$23,532.84.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHD will provide Capital Area United Way \$23,532.84 under the extended agreement. These funds are included in ICHD's 2019 budget.

STRATEGIC PLANNING IMPACT

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County and the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

This information allows ICHD to monitor the health and well-being of residents throughout the county.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the collaborative agreement with the Capital Area United Way for a term of October 1, 2018 through September 30, 2019 at an amount up to \$23,532.84.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH THE
CAPITAL AREA UNITED WAY**

WHEREAS, the Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity and physical activity, and neighborhood safety; and

WHEREAS, data from the Capital Area BRFS is essential to the Healthy! Capital Counties community health assessment done in collaboration with two neighboring health departments and the four local hospitals in the region; and

WHEREAS, data from the Capital Area BRFS is central to the Community Indicators Project, a core component of Ingham County Health Department's (ICHD's) strategy for informing the community about health status; and

WHEREAS, ICHD and Capital Area United Way (CAUW) executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-016, #14-226, #15-176, #16-405, #17-325, #18-028 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the CAUW has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS; and

WHEREAS, this resolution will authorize an amendment to the agreement with CAUW and enable data collection to continue; and

WHEREAS, the amendment shall extend the term of the agreement from October 1, 2018 through September 30, 2019; and

WHEREAS, the amount of the amended contract shall be up to \$23,532.84 and the funds to support this collaboration are included in ICHD's 2019 budget; and

WHEREAS, the Health Officer has recommended that ICHD continue its collaborative agreement with the CAUW.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the CAUW for a term of October 1, 2018 through September 30, 2019 in an amount not to exceed \$23,532.84 to coordinate the Capital Area BRFS.

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.

Agenda Item 4b

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: 4/2/2019
SUBJECT: Resolution to accept funds from the USDHHS for the Healthy Start Grant

For meeting agendas of April 22nd, April 23rd, and April 24th, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept grant funds in the amount of \$5,470,000.00 from the United States Department of Health and Human Services (USDHHS) for ICHD's Healthy Start (HS) program. Healthy Start is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes to areas with high annual rates of infant mortality. In Resolution #14-413, the Board of Commissioners accepted a grant in the amount of \$3,532,933 and authorized an agreement with the USDHHS's Division of Health Resources and Services Administration (HRSA) for the HS grant effective September 1, 2014 through March 31, 2019. ICHD has again been awarded funding from the USDHHS's Division of HRSA to continue and expand its HS Program for the period of April 1, 2019 through March 31, 2024 in the amount of \$5,470,000.

Year one funding (4/01/2019 through 3/31/2020) totals \$1,070,000 and years two through five (4/1/2020 through 3/31/2024) support the project at \$1,100,000 annually which will allow ICHD's HS program to continue working towards its goals. ICHD will also subcontract with the Michigan Public Health Institute (MPHI) in an amount not to exceed \$94,892 for providing a comprehensive evaluation of ICHD's HS initiative and with Florida State University which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019. Additionally, these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

These Grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The grant award is up to the amount of \$5,470,000 from the USDHHS's Division of HRSA for the period of April 1, 2019 through March 31, 2024. ICHD will subcontract with MPHI in an amount not to exceed \$94,892 to provide a comprehensive evaluation of ICHD's Healthy Start initiative; and will also subcontract with Florida State University which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019.

The following positions will be either maintained or established with funds from the HS grant:

Established Positions

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

New Positions to Establish

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept \$5,470,000.00 in funds from the United States Department of Health and Human Services to support the Healthy Start Grant effective April 1, 2019 through March 31, 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDS FOR THE HEALTHY START GRANT

WHEREAS, Ingham County Health Department (ICHD) wishes to accept grant funds in the amount of \$5,470,000.00 from the United States Department of Health and Human Services (USDHHS) for ICHD's Healthy Start (HS) program; and

WHEREAS, HS is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes to areas with high annual rates of infant mortality; and

WHEREAS, in Resolution #14-413, the Board of Commissioners accepted a grant in the amount of \$3,532,933 and authorized an agreement with the USDHHS's Division of Health Resources and Services Administration (HRSA) for the HS grant effective September 1, 2014 through March 31, 2019; and

WHEREAS, ICHD has again been awarded funding from the USDHHS's Division of HRSA to continue and expand its HS Program for the period of April 1, 2019 through March 31, 2024 in the amount of \$5,470,000; and

WHEREAS, year one funding (4/01/2019 through 3/31/2020) totals \$1,070,000 and years two through five (4/1/2020 through 3/31/2024) support the project at \$1,100,000 annually which will allow ICHD's HS program to continue working towards the program goals; and

WHEREAS, ICHD will also subcontract with the Michigan Public Health Institute (MPHI) in an amount not to exceed \$94,892 for providing a comprehensive evaluation of ICHD's HS initiative and with Florida State University which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019; and

WHEREAS, these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

WHEREAS, these grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$5,470,000 from the USDHHS, HRSA for the period of April 1, 2019 through March 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from USDHHS HRSA in the amount up to \$5,470,000 for the period of April 1, 2019 through March 31, 2024 for the Healthy Start grant.

BE IT FURTHER RESOLVED, that subcontracts are authorized with MPHI in an amount not to exceed \$94,892 to provide a comprehensive evaluation of ICHD's Healthy Start initiative, and with Florida State University, which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019.

BE IT FURTHER RESOLVED, that these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

BE IT FURTHER RESOLVED, that these grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

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

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING SHARON VERHOUGSTRAETE

WHEREAS, Sharon Verhougstraete began her career in 1998 with Ingham County Health Department (ICHD) in the Office For Young Children (OYC) as an Account Clerk; and

WHEREAS, as an Account Clerk, Sharon was responsible for greeting clients, answering phones, ordering supplies and receipting payments; and

WHEREAS, Sharon performed back-up receptionist duties for the Tobacco Licensing program for several years in a compassionate and professional manner that was recognized and appreciated by her peers; and

WHEREAS, Sharon coordinated duties related to OYC's Lansing Scholarship Program which involved a careful review of all applications semi-annually with awards being given out to those providers who met the criteria of the scholarship; and

WHEREAS, Sharon was in charge of reviewing monthly attendance forms from the child care providers and processing requests for disbursements which often required a challenging and demanding process of follow-up with providers that Sharon handled with patience and composure; and

WHEREAS, Sharon began dividing her time as an Account Clerk between OYC and Billing and Reporting in 2010 to assist the billing team with special projects where she eventually transitioned to a full-time Account Clerk in 2013; and

WHEREAS, as a full-time Billing and Reporting Clerk, Sharon mastered a variety of tasks including primary responsibility for commercial insurance claims, payments and follow-up as well as generating patient statements for services in a caring and confident manner; and

WHEREAS, Sharon's positive interaction with patients and staff demonstrated her diverse knowledge of many topics and subjects which allowed her to not only perform her duties accurately and timely but also allowed her to contribute to assisting many co-workers and colleagues in achieving the same; and

WHEREAS, Sharon's skills, initiative, and positive support of her team members will be missed by her colleagues; and

WHEREAS, with more than 20 years of dedicated service to the Ingham County Health Department, Sharon is retiring from her position as Billing & Reporting Clerk.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sharon Verhougstraete for more than 20 years of dedicated service to Ingham County Health Department 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 of Commissioners wishes Sharon continued success in all of her future endeavors.

Agenda Item 5a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 11, 2019

RE: First Quarter 2019 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2019. The total increase to the General Fund is \$50,523.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2018. Some of the larger projects carried over from the 2016, 2017, and 2018 budgets include \$110,097 for the McNamara accessible boat launch, \$80,289 Overlook Shelter Roof Improvements, and \$435,928 for jail chiller replacement and \$209,410 jail locking system, \$159,226 for Circuit Court's courtroom technology replacements with ongoing major imaging/scanning projects, \$380,518 for Circuit Court, \$121,268 Probate Court, and \$236,432 for the Clerk. 9-1-1 Emergency Dispatch requested \$300,000 of 2017 funds for the VESTA 9-1-1 phone system upgrade and \$80,000 training room remodel. The IT department had a number of unfinished projects including \$162,447 for network redesign, and \$160,000, and others that total \$183,397. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328 and #17-109, #18-110, #18-186, and #18-533. The balance of these projects totals \$9,973,005. A total of \$112,100 in computer replacement budgeted in 2018 are also appropriated to 2019.

In the adopted budget the Animal Control expenses were reduced in the General Fund by \$58,511 but the corresponding revenue to balance from the Animal Control Millage was not adjusted. The Animal Control also requested \$27,613 of unspent operating funds to be carried over for the purchase of a truck. The Remonumentation Grant was increased by \$9,260 resulting in an increase in revenue and expense. The Controller Office requested \$6,650 to cover unexpected expenses for training on the MUNIS system. The Health Department requested reimbursement of \$7,000 for expenses related to the Youth Commission. The use of fund balance uncommitted will be increased to balance these changes.

Circuit Court requested \$17,048 for the purchase of replacement scanners for the Family Support due to the old scanners having difficulty supporting the new version of OnBase.

A vehicle in the Road Department budget has been totaled and replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Road budget of \$23,500.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$341,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

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

2019 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Community Agency Funding	(8,550)
Current Contingency Amount	\$341,450

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET

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

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

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

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:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2019 BUDGET 03/11/19</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$86,167,265	50,523	\$86,217,788
201	Road	26,631,154	23,500	26,654,654
205	Animal Control Millage	487,830	(58,511)	429,319
215	Friend of Court	6,044,680	20,000	6,064,680
221	Health	20,516,715	7,000	20,523,715
228	Trails & Parks Millage	4,415,026	10,119,160	14,534,186
245	Public Improvements	690,480	1,322,666	2,013,146
261	9-1-1 Emergency Phone	8,609,642	459,123	9,068,765
561	Fair	1,134,599	214,500	1,563,599
595	Jail Commissary Fund	772,959	46,000	818,959
631	Building Authority Operating	4,087,877	153,932	4,241,809
636	Innovation & Technology	5,402,468	863,544	6,266,012
664	Mach. & Equip. Revolving	1,086,437	802,781	1,889,218

GENERAL FUND REVENUES

	<u>2019 Budget –</u> <u>03/11/19</u>	<u>Proposed</u> <u>Changes</u>	<u>2019 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	51,995,716	0	51,995,716
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,210,267	0	6,210,267
Convention/Tourism Tax - Liquor	1,409,713	0	1,409,713
Court Equity Funding	1,462,712	0	1,462,712
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	0	0	0
Use of Fund Balance - Uncommitted	2,031,774	99,774	2,131,548
Department Generated Revenue			
Animal Control	1,258,447	(58,511)	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 Court - General Trial	2,148,487	0	2,148,487
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	657,720	0	657,720
Purchasing	0	0	0
Register of Deeds	2,298,237	0	2,298,237
Remonumentation Grant	85,000	9,260	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	410,996	0	410,996
Total General Fund Revenues	86,167,265	50,523	86,217,788

GENERAL FUND EXPENDITURES

	<u>2019 Budget – 03/11/19</u>	<u>Proposed Changes</u>	<u>2019 Proposed Budget</u>
Board of Commissioners	618,642	0	618,642
Circuit Court - General Trial	9,167,583	0	9,167,583
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	1,616,078	0	1,616,078
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	824,457	0	824,457
County Attorney	474,525	0	474,525
County Clerk	1,153,296	0	1,153,296
Controller	979,481	6,650	986,131
Equalization/Tax Services	765,751	0	765,751
Human Resources	843,944	0	843,944
Prosecuting Attorney	6,975,094	0	6,975,094
Purchasing	247,588	0	247,588
Facilities	1,933,489	0	1,933,489
Register of Deeds	869,568	0	869,568
Remonumentation Grant	85,000	9,260	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
Ingham 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
Animal Control	2,424,954	27,613	2,252,567
Emergency Operations	235,620	0	235,620
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,835,086	7,000	5,842,086
CHC	3,733,299	0	3,733,299
Jail Medical	1,680,962	0	1,680,962
Medical Examiner	676,225	0	676,225
Substance Abuse	708,102	0	708,102
Community Mental Health	2,061,941	0	2,061,941
Department of Human Services	1,972,497	0	1,972,497
Tri-County Aging	97,724	0	97,724
Veterans Affairs	618,664	0	618,664
Cooperative Extension	406,589	0	406,589
Parks and Recreation	1,637,189	0	1,637,189
Contingency Reserves	341,450	0	341,450
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,710,158	0	1,710,158
Total General Fund Expenditures	86,167,265	50,523	86,217,788

General Fund Revenues

Remonumentation Grant	Increase of \$9,260 in grant funds for remonumentation.
Animal Control	Decrease revenue transfer of \$58,511 in from 205 Animal Control Millage Fund to balance due to reduction in expenses.
Use of Fund Balance-Uncommitted	Increase of use of fund balance \$99,774 due to revenue and expense changes.

General Fund Expenditures

Remonumentation Grant	Increase of \$9,260 in grant expenses for remonumentation.
Health	Increase transfer in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Controller	Additional funds of \$6,650 requested for attendance for the MUNIS Continuous Education Program out of state expenses.
Animal Control	Re-appropriate operating funds of \$27,613 for purchase of truck not expensed in 2018.

Non-General Fund Adjustments

Road (F201)	Increase revenue and expense budgets in the amount of \$23,500 to recognize insurance proceeds to cover a truck that was totaled.
Animal Control Millage (F205)	Decrease transfer to Fund 101 due to reduction in expenses in the amount of \$58,511 and increase 205 Fund balance.
Friend of Court (F215)	Re-appropriate funds for the following projects; Reinforcement of Doors (\$12,500), Install Card Readers (\$7,500) for CIP 2018.
Health (F221)	Increase transfer from Fund 101 in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, and 18-533 (\$9,973,005). Re-appropriate funds for McNamara accessible boat launch (\$110,097) from CIP 2016, Pump House Building (\$3,315), Restrooms Refurbishment (\$2,743), Gravel/Millings Burchfield & Lake Lansing (\$30,000) from CIP 2017.

Public Improvement (F245)	Re-appropriate funds for Overlook Shelter roof/restrooms (\$80,289), gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring (\$17,293), and Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$20,213), and Steam Repairs VMC (\$20,000) from CIP 2017, Indoor Firearms Range (\$5,000), Lock Replacement Jail (\$8,156), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$25,000), Jail Roof Repairs (\$33,847), Training Center Roof (\$21,096), Lock Repair Parts (\$14,689) all from CIP 2017, Jail Heat Pumps/Piping (\$40,671), and Replace Jail Water Softener (\$25,000) from CIP 2016, RTU Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$435,928), Jail Locking System (\$209,410), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$85,000), and Clock Tower Repairs (\$208,200) from CIP 2018.
9-1-1 Emergency Phone (F261)	Re-appropriate funds for the following projects; Radio system battery replacement (\$20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 (\$300,000) from the CIP 2017. Re-appropriate Training Room Remodel (\$80,000), Test Servers Inform CAD and Mobile (\$35,323), Inform CAD API (\$8,600), Inform Browser (\$15,200) from CIP 2018.
Fair (F561)	Re-appropriate funds for the following projects; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000), Replacement of Fair Laptop, (\$4,500) from 2018 CIP.
Jail Commissary Fund (F595)	Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access (\$10,000), Court Room Gates (\$10,000), and Main Interior Security Door (\$6,000) for CIP 2018 Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$25,000), Parking Lot Repairs (\$91,709), Door Replacement (\$22,000), and DHHS Data Room AC replacement (\$2,008) from CIP 2018.

Innovation & Technology
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2018; Network Redesign (\$162,447), wireless project (\$160,000), Network Analysis Tools (\$25,000), Microsoft Licensing (\$15,000), SAN License (\$20,000), Phone Software (\$15,000), Web Software Licensing (\$25,000), Web Site Revamp (\$30,000), Network Security Assessment (\$40,000), Wiring Project (\$10,000) and Phone System Upgrade (\$3,397).

Mach/Equip. Revolving
(F664)

Re-appropriate Circuit Court's imaging/scanning project (\$380,518), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), Courtview training (\$5,000), and key card holder (\$2,600) from CIP 2014 and 2015, computer, keyboard, monitor (\$1,171) and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$159,226) from 2018. Animal Control's bullet proof vest (\$4,490), Toughbook (\$19,205) from 2016, 2017 and 2018 CIP. Equalization's Software for Online Mapping (\$10,000) from 2018 CIP. District Court's Lobby Furniture CIP 2016 (\$2,592) and Two Way Radios CIP 2017 (\$1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2018 for the following departments; Innovation & Technology (\$4,236), Sheriff (\$19,100), Health Dept (\$76,000), and Prosecuting Attorney (\$17,000). To appropriate (\$17,048) for the purchase of replacement scanners for the Circuit Court's Family Support due to the old difficulty supporting newest version of OnBase. Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$10,608) from CIP 2018. Re-appropriate Probate Court's Courtroom Upgrades (\$20,564) and the Prosecuting Attorney's Scanner Replacements (\$18,500) from CIP 2018.

TO: Law & Courts, Human Services, County Services, & Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: April 8, 2019
SUBJECT: Ingham County Strategic Plan
For the meeting agendas of 4/18, 4/22, 4/23 and 4/24

BACKGROUND

Ingham County’s current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original, with one exception. Last year, the resolution was updated to reflect years 2019-2023. We recommend reverting back to 2018-2022 to give the 5-year plan a specific end date, then at that time the County can review progress and prepare a new 5-year plan if warranted.

ALTERNATIVES

The Board of Commissioners could opt not to make any changes to the 2018 – 2022 plan.

FINANCIAL IMPACT

There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

STRATEGIC PLANNING IMPACT

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. *Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.* Key implementation task f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

OTHER CONSIDERATIONS

Review of the 5- year strategic plan is necessary to ensure that the strategies and goals remain current. An update to the action plan is included for your information.

RECOMMENDATION

I recommend approval of the attached resolution after review by the Board of Commissioners to incorporate any necessary changes.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 1. Strive to make facilities and services user-friendly

a. Submit to the electorate a new health services millage that broadens the population served beyond what the current millage allows.	<u>Board of Commissioners</u> Controller TOOA	4th quarter of 2018	The Human Services Committee opted not to consider this until the current millage comes up for renewal.
b. Expand Medicaid enrollment activities throughout Ingham County.	<u>Health Department - Health Promotion and Prevention</u>	Ongoing	Medicaid enrollment activities continued in 2018. Registration and Enrollment's location was enhanced to better serve clients as part of the HSB's May 2018 renovation.
c. Renovate the Health Department space at the Human Services Building and find a permanent home for the River Oak Clinic.	<u>Health Department</u> Controller Facilities Purchasing	2nd quarter of 2018	HSB centralized check-in and waiting room renovation project was completed in June 2018. 2019 CIP Requests reflect preparation to move the River Oak Clinic.
d. Expand programming to identify and address the prevalence of STDs in the community, particularly HIV/AIDS.	<u>Health Department</u>	Ongoing through 2022	A Ryan White Care Coordination Grant in the amount of \$581,172 was awarded to Ingham County in 2018.
e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.	<u>Health Department</u>	Ongoing through 2022	Sparrow-VOA Clinic provided additional access to healthcare. Mobile health clinic partnership with Sparrow increased access to healthcare.
f. Maintain and improve existing parkland, facilities, and features.	<u>Parks</u> Purchasing Controller Board Of Commissioners Purchasing Zoo MSU Extension	Ongoing	The Parks Department continues work on approved CIP projects. These projects include roof replacement at Hawk Island and Lake Lansing South, improvements to splash pad features, adding canoes/kayaks/trailers, etc.
g. Work to improve accessibility for visitors of all ages and abilities.	<u>Parks</u> Zoo Animal Control	Ongoing	The Parks Department was awarded two grants for Burchfield Park and McNamara Landing. The grant for McNamara Landing will provide for a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility. The Overlook Shelter grant will provide for the installation of a new ADA shelter, parking improvements, accessible pathway, etc. at Burchfield Park. In addition, we have a new ADA wheelchair at Lake Lansing South to provide beach access for any park visitor.
h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.	<u>Parks</u> Board Of Commissioners Purchasing	Ongoing	A fourth round of millage applications were reviewed and 16 new projects were awarded that will address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. The grant for McNamara Landing to install a new EzDock kayak launch will also enhance access to a blueway trail connecting to Burchfield Park. In addition, we have purchased kayaks for Hawk Island and Burchfield Park.
i. Construct a new 50,000 sq. ft. exposition center and replace the grandstands at the Fairgrounds.	<u>Fair</u> Controller Board Of Commissioners Purchasing	Last quarter 2019 (Fair)	Exploring a variety of methods to get the project completed by late 2019.
j. The Drain Commissioner's office will continue its program of maintenance and improvement of the important public drain infrastructure	<u>Drain Commissioner</u>	Ongoing	Maintenance and improvement of drain infrastructure is an ongoing activity.
k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.	<u>Health Department</u> Purchasing	Ongoing	Household Hazardous Waste collection program continued. See activity indicators for metrics.
l. Provide for ongoing potable water and wastewater inspections through the Health Department.	<u>Health Department</u>	Ongoing	Ongoing. Environmental Health staff provided input and advocacy around proposed changes to the statewide septic code.
m. Monitor environmental hazards and seek to prevent and mitigate pollution.	<u>Health Department</u>	Ongoing	Ongoing
n. Diversify programs/activities at the Ingham County Fair.	<u>Fair</u> Controller Board Of Commissioners Purchasing MSU Extension	Ongoing	Develop relationships with a variety of different clubs, organizations and businesses throughout the county. Create opportunities for the underserved populations that we don't typically reach.

Key Implementation Tasks	Lead Responsibility/ Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
o. Apply contemporary transportation infrastructure philosophies, such as complete streets, to all road construction projects.	<u>Road Department</u> Board of Commissioners Parks Purchasing	Ongoing	2018 Road projects that involved complete streets philosophy. Jolly, Dobie-Meridian Rds--adding paved shoulders; Jolly at Okemos Intersection--Sidewalk gap fill-ins & ADA upgrades; Cedar St, Holt-Aurelius Rds--To be reconstructed with bike lanes, on-street parking, cross walks, new sidewalks and ADA upgrades.
p. Ensure there is no waiting list for the TCOA meals on wheels program in Ingham County.	<u>Tri-County Office on Aging</u> Board of Commissioners		TCOA was awarded a 3% increase over last year's MOW request, as well as an additional \$11,930 to be put toward this strategy for ending the wait list.
q. Implement an electronic filing system for veteran benefit claims.	<u>Veterans Affairs</u>		Veterans Affairs is able to report county service delivery and outcomes by utilizing a more efficient county-solution VetraSpec system. VetraSpec is a secure, online, veteran's claims management software solution built for veteran service officers and state departments.
r. Increase the number of families are served through the DHHS special needs account.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of special needs clients served by DHHS is projected to increase from 125 in 2017 and 2018 to 180 in 2019.
s. Work with DHHS to fix their handbook and administrative rules to eliminate confusion.	<u>Circuit Court - Juvenile Division</u> Michigan Department of Health and Human Services Board of Commissioners Controller		The Juvenile Division has attended all training and forums related to the Child Care Fund. Additionally, the Deputy Court Administrator and the Michigan Association of Family Court Administrators have met regularly to address concerns as they arise. It should also be noted that in September of 2017, the Juvenile Division participated in an on-site review by the Child Care Fund audit team. It was determined that the Juvenile Division was effective in reporting costs that were accurate, allowable and appropriate according to state laws, regulations and departmental policy.
t. Reduce the amount of time spent by each child in the foster care system.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of days of Family Foster Care is projected to decrease from 38,077 in 2017 down to 28,470 in 2019.
u. Maintain the minimal level of Law Enforcement /Road Patrol response in the Sheriff's Office primary service area within the current revenue stream.	<u>Sheriff's Office</u>	Remain at current level through 2020	Formal Reorganization of ICSCO in 2018/2019 with the proposed addition of one new Field Services Sergeant position. This position has been added and made a noticeable improvement to operations. Sheriff's Safer Schools Initiative
v. Continue to take the lead in organizing interagency cooperation and obtaining state and federal grant funding to protect Ingham County against all hazards, including an emphasis on terrorism, natural disasters and accidents.	<u>Homeland Security Office</u> Purchasing MSU Extension MSP EOC Lansing SEOC MSU EOC □		Strong partnerships have been established and are maintained with our local, state, regional and federal partners
w. Continue work to stem the epidemic of Opioid/Heroin related deaths and crime.	<u>Health Department</u> Prosecuting Attorney Sheriff's Office Tri-County Metro Squad Circuit Court - Juvenile Division FAN Lansing/Mason Area Opiate Task Force TCOA	Ongoing/Annual	The Ingham Opioid Abuse Prevention Initiative continued to meet and follow the strategic plan that it developed. Activities include collaborating with the County Jail and Community Mental Health to develop plans of care for inmates with Substance Use Disorders. Ingham County has retained Weitz & Luxenberg to pursue legal action against manufacturers and distributors of opioids.
x. Continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence.	<u>Prosecuting Attorney</u> Tri-County Metro Squad	Ongoing/Annual	ICPO works with police and law enforcement partners to prosecute violent crimes, much of which is the result of the illegal drug trade. In the absence of sensible gun legislation at the state and national level, it is local police and prosecutors who are on the front lines addressing gun violence. Many of our homicides result from the illegal drug trade and we support efforts to reduce illegal drug activity, in our community and throughout the State of Michigan.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
a. Provide additional resources to the task force focusing on the epidemic of opiate addiction in Ingham County.	<u>Health Department</u> Sheriff's Office Prosecuting Attorney MSU Extension TOCA	Ongoing through 2022	The Health Department secured \$70,000 in funding from the Blue Cross Blue Shield of MI Foundation to support the activities of the Ingham Opioid Abuse Prevention Initiative and is utilizing these funds in 2018. CMH has begun distributing Narcan to at-risk individuals upon their release from the Ingham County Jail. The Sheriff has had several mobile pill collections at community events.
b. Partner with non-profit agencies and local governments to communicate the availability of quality pre-natal care to minority populations.	<u>Health Department</u>	Ongoing through 2022	The Maternal and Child Health Division's Maternal and Infant Health, Nurse Family Partnership, and Strong Start Healthy Start programs continued to work with community partners to improve birth outcomes.
c. Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)	<u>Controller</u> Circuit Court District Court Prosecuting Attorney	<u>Following Deadlines as set by MIDC</u>	Compliance Plan including 54A, 54B, and 55th District Courts and 30th Circuit Court submitted to MIDC. Plan accepted by MIDC and funding from State of Michigan granted. Implementation planning for a County Public Defender Office is underway.
d. Continue and consider expansion of the network of various Ingham County Specialty Courts (Domestic Violence, Mental Health, Substance Abuse, and Veterans Courts).	<u>District Court</u> Circuit Court Prosecuting Attorney Sheriff's Office Circuit Court - Juvenile Division	Ongoing	The court continues to work with other courts and community partners to enhance and expand existing specialty court programs.
e. Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.	<u>District Court</u> Community Corrections Advisory Board Sheriff's Office Circuit Court Prosecuting Attorney	Ongoing	The court focus is on rehabilitation and sentences are designed for what is best for the defendant and the community

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

a. Preserve important farmland and open spaces through purchase of development rights.	<u>Farmland and Open Space Preservation Board</u> Purchasing MSUE	Annually	Since it began, the program has protected just over 5300 acres of farmland and open space land in the county with permanent conservation easements. The millage was renewed for an additional 10 years in 2018.
b. Maintain a master road improvement plan that prioritizes road projects to achieve "excellent" road conditions.	<u>Road Department</u>	Ongoing	With the MTF revenue increase, the Road Department proposes maintenance paving and chip-sealing on approximately 100 miles of primary road in 2019. Also in 2019 the increased MTF will provide several miles of full resurfacing. With the recent past financial constraints, no primary roads have been fully rehabilitated or re-paved without federal aid and/or special state or other funding.
c. Develop a standardized reporting system for Community Agencies.	<u>Controller</u>	2nd quarter of 2018	A standardized reporting system is expected to be in place for 2019.
d. Identify acceptable response time ranges to develop plans to address any shortfalls in meeting the acceptable time ranges for calls for service.	<u>Sheriff's Office</u> 9-1-1 Center	Annual Basis	Pending reorganization would add one additional unit to respond / improve response times to CFS Sheriff's Safer Schools Initiative. Sheriff has assigned a deputy to each rural township and has worked to develop interagency relationships.
e. Identify appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population.	<u>Community Corrections Advisory Board</u> Prosecuting Attorney Sheriff's Office Circuit Court/Pretrial Services District Court Private Service Providers	Develop definition of recidivism by Oct. 1, 2017 Establish baseline by collecting data for 1 year - October 1, 2018	Due to the scope of this project and time constraints this FY, the Action Plan has been revised. The overall scope and feasibility of defining and tracking recidivism will be explored by June 30, 2019. Based on the results, an Implementation Plan and Timeline will be developed by September 30, 2019; Use of structured sentences that include evidence-based program models shown to reduce participant recidivism will continue to be utilized.
f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.	<u>Controller</u>	12/31/2017	A new 5-year strategic plan was adopted by the Board of Commissioners in 2017. Progress is reported annually during the budget process and periodically throughout the year at liaison committee meetings.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
<i>Strategy 4. Ensure employees provide complete and courteous response to resident questions and inquiries.</i>			
a. Periodically offer FOIA training opportunities to all employees.	<u>Board of Commissioners</u> Animal Control Prosecuting Attorney		Key users have participated in training for new releases of the FOIA software.
b. Provide responsive customer service and public engagement.	<u>Controller</u>		Methods to further implement this strategy will be explored in 2019. Facilities Department sent out a satisfaction survey in January 2019.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 5. Provide opportunities to gather feedback on County services from the public.

	<u>Board of Commissioners</u> Innovation and Technology Animal Control Circuit Court Sheriff's Office		Every public meeting is a chance to gather feedback. However, an example of specific engagement with the public is the sessions held by the Sheriff to educate the public on the Jail millage.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 1. Promote key services through the local media.

a. Increase resident awareness of parks, park activities, accomplishments, and opportunities.	<u>Parks</u> Board of Commissioners Zoo	Ongoing	The Parks Department issues press releases and frequently posts to Facebook to keep the public up to date on park information. The Friends of Ingham County Parks have developed in conjunction with the Parks Department staff, a Voluntary Park Patron Optional Decal – Fundraising Proposal. This will help the Friends build a membership base of park supporters and donors.
b. Secure funding for mass media campaign around education, prevention, and treatment of HIV and STIs.	<u>Health Department</u> Board of Commissioners	Apply for funding by Q4 2018	The Health Department was awarded \$20,000 for a media campaign as part of its 2018 grant for Ryan White Care Coordination funds. The Health Department secured \$5,000 for a Hepatitis A Campaign and began implementing it in May 2018.
c. Provide public relations and media training for Commissioners, department heads, and staff.	<u>Controller</u>	Ongoing	Training opportunities are ongoing and encouraged county-wide (ICMA Webinars). Media training scheduled for February 27 Department Head meeting.

Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 2. Provide opportunities for residents and service recipients to share their experiences about County services.

a. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.	<u>Controller</u> Board of Commissioners	Ongoing	Committee Chair updates are included on the agenda for every Board of Commissioners meeting.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 3. Consider ways to brand and unify County messaging

a. Create and maintain a social media presence for County programs and services.	<u>Controller</u> All Interested Departments	Ongoing	A social media policy was approved by the Board of Commissioners in 2018. The web site update is ongoing.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 4. Assure ease of access to information on and maintenance of the County Web site.

a. Make county records available on-line whenever practical.	<u>Innovation and Technology</u>	12/1/2020	Website update is in progress, this will be the first step in providing more information online.
b. Route all requests for public documents through the FOIA Coordinator.	<u>Board of Commissioners</u>		While FOIA request procedures are available on the webpage, we are still attempting to have all customers use the FOIA software when requesting information.
c. Continue support for online mapping and property search queries through the Equalization Department.	<u>Equalization/Tax Mapping</u> Innovation and Technology	Annually	This is addressed annually in the budget.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
d. Support efforts to allow on-line fee payment for vital records.	<u>County Clerk</u> Innovation and Technology	2nd Quarter - 2019	Two challenges must be addressed: ability to verify identity and no-cost or low-cost payment processing. The current vendor is developing an ID verification module with an expected rollout in 2019. After rollout, the Clerk will determine if it meets our needs. The Clerk plans to work with the Treasurer to develop no-cost payment processing solutions.
e. Create an electronic, public directory of all County services with contact information.	<u>Innovation and Technology</u>	12/1/2018	Website update is in progress, anticipated rollout is before the end of the year.
f. Assign an employee in each department with responsibility for keeping the intranet up to date.	<u>Innovation and Technology</u>		IT can recruit a point person and coordinate but cannot enforce updates to happen. It will need to be escalated if greater measures need to be taken.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 1. Maintain the County's financial reserves at adequate levels.

	<u>Controller</u>	Ongoing	The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/17 total \$27.9 million. This equates to 12% of the \$233.3 million in total budgeted expenditures for 2018. As of 12/31/17 the General Fund has \$11.8 million more than the policy's minimum target and the Public Improvement Fund has \$8 million more than the policy minimum. The Budget Stabilization Fund is \$240,959 above its minimum target level.
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 2. Continue to monitor adherence to the County's financial reserve policy

	<u>Controller</u>	Ongoing	The County's policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 3. Develop options for service levels depending on the County's fiscal health.

a. Set reasonable fees for document searches and duplication.	<u>Board of Commissioners</u>		Fees are set by resolution on an annual basis.
b. Build capacity to meet growing demands to investigate, educate and control the incidence of sexually transmitted infections in our community.	<u>Health Department</u>		Ryan White Care Coordination Grant awarded in 2018.
c. Increase the immunization rate among children 19-35 months old and 13-17 years old through community outreach/collaborations to increase knowledge and awareness about immunization.	<u>Health Department</u>		Immunization activities continued. The Board of Health has included <i>Promote ICHD Adolescent & Adult Vaccination Activities</i> as one of its Strategic Priority areas. Vaccinated residents at the Ingham County Youth Center monthly.
d. Consider the 9-1-1 Advisory Committee recommendation to submit to the electorate a supplemental 9-1-1 Operational Millage to build up a fund balance to upgrade or replace the current Public Safety Communications System.	<u>Board of Commissioners</u> 9-1-1 Center	Increase start in 2018 and continue for several years. Radio system must be replaced/upgraded by 2021.	The Board of Commissioners decided to move forward with a ballot question in November 2018 to increase the 9-1-1 surcharge to fund a full radio replacement, per Resolution 18-322. The ballot question was approved by voters and the radio replacement project is underway.
e. Supplement the CCAB Plans and Programs through local funding given the limited resources available.	<u>Community Corrections</u> <u>Advisory Board</u> Circuit Court Prosecuting Attorney	2018	CMH-CATS, Jail and Community Corrections worked together to propose programming that could potentially be funded through the Justice Complex Millage. A proposal was submitted for community-based programming.
f. Expand diversion program to divert non-violent economic crime from the traditional Courts dockets.	<u>Prosecuting Attorney</u>		We are working to further expand the eligibility of diversion cases. If marijuana is legalized in the State of Michigan, a significant number of our annual Diversion cases would no longer be filed. We are planning for this eventuality by looking at additional cases and offense categories for which Diversion programming is an appropriate solution.

Key Implementation Tasks	Lead Responsibility/ Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
g. Expand evidence based juvenile programming to adequately address the increased Family Division caseload should 17 year olds become part of their responsibilities.	<u>Circuit Court - Juvenile Division</u> Prosecuting Attorney	Annually	The Juvenile Division attempts to support this goal by reorganizing a Juvenile Court Officer position to a second Family Center Supervisor. The Family Center currently has the infrastructure to treat juveniles through their 18th birthday. This new position will be able to make decisions in the face of a critical incident at the Family Center. Currently there is one Supervisor working 12:00 pm to 8:00 pm. This new Supervisor position will provide necessary coverage from 7:30 am – 3:00 pm, while the other Supervisor will work 12:30 pm – 8:30 pm.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 4. Periodically review and revise policies and contracting procedures to reflect current best practices.

a. Coordinate County infrastructure improvement projects such as roads and drains.	<u>Road Department</u> Drain Commissioner	Ongoing	Road department sends Drain office lists of upcoming road projects early each year and several times throughout design process for coordination including avoidance of duplicate traffic and pavement disturbance. Road department also routinely sends Drain office copies of any larger permit applications to alert Drain office of larger utility impacts that may affect county drains.
b. Provide regular reports to the County Board on the use of debt service, updates on Tax Increment Financing and other financing tools.	<u>Controller</u> Financial Services	Ongoing	The County has a debt service policy, updates done annually through the audit and other financial reporting.
c. Continue periodic reports to the County Board on management and financial issues outside of the budget process.	<u>Controller</u> Financial Services Human Resources Purchasing	Ongoing	Updates have been or will be provided on Purchasing and contracts policies, and new IT security training has been implemented.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

a. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).	<u>Controller</u> Innovation and Technology Purchasing Sheriff's Office	Ongoing	Ongoing
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 6. Identify long and short-term funding priorities and financing options for capital projects.

a. Lend full faith and credit to viable drainage projects within parameters of the County's debt financing policy.	<u>Board of Commissioners</u>		In 2018 the County pledged full faith and credit for the Ferley Drainage District Bonds.
b. Lend full faith and credit to viable public infrastructure projects.	<u>Board of Commissioners</u>		The Board of Commissioners is supporting ongoing expansion and renovation projects at the Medical Care Facility, CMH and Animal Shelter.
c. Promote brownfield redevelopment.	<u>Economic Development</u>		For 2018 the County has contracted Economic Development Services to the Lansing Economic Area Partnership (LEAP).
d. Create a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of benefit.	<u>Facilities</u> Innovation and Technology Parks		The Facilities Director has met with Parks and they are doing a Facilities Condition Assessment of the assets within all 3 major parks. This should be concluded by the spring of 2019.
e. Develop a policy to ensure adherence with the approved Capital Improvement Program when reviewing capital funding requests.	<u>Controller</u> Innovation and Technology	4th quarter 2019	The timeline has been adjusted and extended to 2019.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 7. Identify efficiencies through regional collaboration, consolidation and service sharing that promote accountability, transparency and controlling costs.

a. Support the Ingham Conservation District in its efforts to promote natural resource stewardship.	<u>Board of Commissioners</u> Ingham Conservation District Parks	12/31/2017	The 2019 budget included a contract for services with the Ingham Conservation District of just over \$8,000.
b. Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division Health Department.	<u>MSU Extension</u> Tri-County Regional Planning Commission Health Department Parks	Ongoing	MSU Extension Greening Michigan Institute educators and resources may provide education and information.
c. Support regional and local convention and tourism activities	<u>Controller</u> Fair Parks	Ongoing	80% of Hotel/Motel tax proceeds continue to be allocated to the Greater Lansing Convention and Tourism Bureau.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
d. Support regional and local economic development groups	<u>Controller</u> Fair Parks	Ongoing	The County is a dues paying member of LEAP and maintains a contract with LEAP for economic development services.
e. Improve the timing of Child Care Fund reimbursements received from the State of Michigan.	<u>Circuit Court - Juvenile Division</u>		The Juvenile Division intends to develop and maintain a Child Care Fund Annual Plan and Budget through a strong collaboration with the Ingham County Budget Office and the Financial Services Department. Reimbursement will be timely if the Child Care Fund Annual Plan and Budget is properly constructed. The Annual Plan and Budget will be developed this summer with proper coordination between departments.
f. Implement a legislative solution to fix the unfunded mandate caused by the reduction in DHHS worker caseload ratios from 15:1 to 13:1.	<u>Michigan Department of Health and Human Service</u> Controller Board of Commissioner Circuit Court - Juvenile Division		Work towards a legislative solution to contain foster care costs is ongoing.
g. Continue the contracts with MSU to continually evaluate the effectiveness of the Juvenile Court Programming including millage-based programs.	<u>Circuit Court - Juvenile Division</u>	Annually	The newly created Clinical Mental Health Professional conducts quarterly fidelity assessments of evidence based curriculums utilized by the Juvenile Division. In January 2018, a formal continuous quality improvement (CQI) plan was instituted to assist with program evaluation and continued implementation for Juvenile Division programming. This evaluation will provide information regarding each program's fidelity to its model. This information will be shared with the relevant agency/personnel along with recommendations to ensure that all programming continues to implement best practices.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 8. Monitor and address unfunded liabilities.

	<u>Controller</u>	ongoing	The County continues to contribute required MERS payments and obligations toward OPEB.
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Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 1. Support well-trained IT managers and staff current with emerging trends and best practices.

	<u>Innovation and Technology</u>	Ongoing	Training and conference opportunities are being provided to staff.
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Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 2. Annually budget for countywide IT projects including updates to existing software applications.

a. Continue to replace all state-owned computer hardware with county-purchased hardware as well as purchase supporting MS/Windows licenses.	<u>Innovation and Technology</u> Friend of the Court	12/1/2019	Reviewing inventory to ensure all are identified and replaced by deadline. Licenses will be purchased to cover.
b. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.	<u>Innovation and Technology</u>	Ongoing	As issues arise, communication is sent via Helpdesk email or from CIO to advise depending on immediacy/severity of issue.
c. Schedule quarterly face-to-face meetings with the IT director, department heads, elected officials and County Services Committee.	<u>Innovation and Technology</u>	8/1/2018	First meetings to be scheduled for Q3 2018, will take feedback to determine optimal logistics - groups, one on one, etc.
d. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and assessment of related needs with cost estimates.	<u>Innovation and Technology</u>	6/1/2018	In starting this project it was discovered that this is a much larger project than anticipated. It will take much longer to do an effective job of creating that inventory of everything IT.
e. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.	<u>Innovation and Technology</u>	12/1/2018	Evaluation document being developed, and key criteria/metrics being established.
f. Develop a five-year IT growth plan with associated costs.	<u>Innovation and Technology</u>	6/1/2019	As this is dependent on having a good review document, the date on this has been pushed out as well.
g. Create an up-to-date IT emergency management plan including the security of private data.	<u>Innovation and Technology</u>	4/1/2018	First draft is completed, will need annual review to ensure it is up to date.

Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 3. Establish consistent standards for department website design, information postings and monitoring.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
	<u>Innovation and Technology</u> Board of Commissioners Controller	6/1/2018	Slight delay on this due to obtaining feedback and consensus from the various stakeholders. Still on track to be completed as part of the website redesign process.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 1. Review recommendations of the Space Utilization Study for Ingham County.

a. Use the Animal Control Millage to build a new Animal Control Replacement facility on existing county property in Mason.	<u>Facilities</u> Animal Control Purchasing Building Authority	End of 2018/4th Quarter 2018	Both the a CM and A&E firm has been selected. Construction is underway and completion of the project is anticipated for early summer of 2019.
b. Develop strategies to finance with new revenue a modern new Ingham County Jail that is more humane, efficient and cost effective with appropriate security levels, programming and staffing.	<u>Board of Commissioners</u> Courts Sheriff Controller Facilities	August 2018	The County is requesting that the voters consider a millage that would replace the current county jail, the Sheriff's administrative offices and court facilities located in Mason. This construction would be financed with bonds which would be paid for by the proceeds of the millage over the next 20 years. The County is also requesting additional programming funds over the same time period in order to expand services that would treat substance addictions and mental illness at the jail, and also to reduce re-incarceration among arrested persons. Voters approved the millage, and planning for the new justice complex and expanded programming is underway.
c. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.	<u>Facilities</u> Parks Purchasing	12/31/2017	This was started in 2017 and should be completed in 2019.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 2. Plan physical space needed for future storage needs.

a. Develop a data retention policy.	<u>Innovation and Technology</u>	Ongoing	Need information on legal requirements. Controller's office working with attorneys.
b. Evaluate future storage capacity needs for electronic data.	<u>Innovation and Technology</u>	12/1/2018 Within guidelines effective 1/1/2018	Corrected typo in second date, needs to be after the first date.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

a. Coordinate road projects with other infrastructure improvement projects, such as drains, in order to minimize transportation disruption and public inconvenience.	<u>Road Department</u> Drain Office	Ongoing	See Goal C, Strategy 4a
b. Explore methods to so share and/or consolidate District Court programming, operations and /or facilities.	<u>Controller</u> Law and Courts Committee 55th District Court State Court Administrator	Ongoing	This is ongoing. Meetings occurred in 2018 and are scheduled into the future.
c. Evaluate and plan for adult caseload reduction if the state legislation is approved to move 17-year-olds	<u>Circuit Court</u> Sheriff's Office		Thus far, the State has been unable to fund Raise the Age Legislation so the legislation has not been passed. For purposes of evaluating and planning adult caseload reduction, the county has averaged six 17-year-olds a month.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 4. Consider environmentally-friendly construction strategies.

a. Maintain a database of drain infrastructure conditions to prioritize drain improvement projects designed to extend their useful life.	<u>Drain Commissioner</u> Innovation and Technology		Maintenance of a database of drain infrastructure is an ongoing activity.
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Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 1. Attract and retain employees who value public service.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
a. Develop an employee succession plan with a timeline for anticipated retirements.	<u>Human Resources</u>	HR data provided on 1/1/2018. Dept. review meetings to be complete step 1 by 3/31/2018. Analysis of initial feedback and summary of needs by 6/30/2018. Begin process of building plan in 3rd quarter.	Complete delivery of HR data to departments by 7/31/18. Dept. review meetings to be completed by 9/30/2018. Analysis of initial feedback and summary of needs by 12/31/2018. Begin process of building plan in 1st quarter 2019.
b. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.	<u>Human Resources</u> Board of Commissioner Equal Opportunity Committee	Currently data provided quarterly to EOC.	Ongoing. 1st and 2nd quarter data provided to EOC as of July 2018.

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

Strategy 2. Regularly solicit employee feedback and suggestions for workflow improvements.

a. 6mo. And 12 mo. Survey on workflow	<u>Controller</u>	Deadline extended to 7/1/2019	These three tasks will be assigned to the Human Resources Department. In 2019 there will be discussions regarding a reorganization of the entire Central Services operation.
b. Staff Meeting include workflow reviews and process mapping exercise (if dept. does not have staff meetings, provide workflow questionnaire for soliciting a response)	<u>Controller</u>		
c. Electronic suggestion box	<u>Controller</u>		

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

Strategy 3. Encourage employee creativity and innovation.

a. Develop formal and informal employee recognition programs	<u>Human Resources</u> Board of Commissioners Controller	Launch by 1/1/2019	HR draft plan to Controller by 9/30/18.
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Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 4. Support employee and professional development.

a. Continue monthly department head meetings to share information.	<u>Controller</u>	Ongoing	Monthly department head meetings were held throughout 2018. Bimonthly meetings are scheduled for 2019.
b. Communicate policy and procedure changes and other updates to department heads and employees within one week of adoption.	<u>Board of Commissioners</u> Controller Human Resources	Ongoing	New policies and amended policies are added to the webpage once adopted and are also emailed to departments heads.
c. Conduct training that will help employees better understand and respond to resident questions and inquiries.	<u>Human Resources</u>	FY 2019	FY 2019
d. Conduct training on services specific to departments.	<u>Human Resources</u>	Ongoing	Ongoing
e. Develop a countywide training program that promotes respect for diversity.	<u>Human Resources</u>	3rd quarter 2019	3rd quarter 2019

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2018 – 2022 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational, and strategically sound; and

WHEREAS, the Ingham County Board of Commissioners adopted the 2018-2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2018–2022 Ingham County Strategic Plan as presented and modified by the Board membership.



Ingham County Strategic Plan



Vision
Mission
Values
Overarching
Priorities
Goals
Strategies
Success
Indicators

February 2017

Prepared for Ingham County, Michigan by Management Partners



Table of Contents

Background	1
Vision and Mission.....	2
Values	3
Overarching County Priorities	4
Goals and Strategies.....	5
Service to Residents.....	6
Communication	7
Management, Finance and Governance.....	8
Information Technology	9
Facilities and Infrastructure.....	10
Human Resources and Staffing.....	11
Conclusion.....	12



Background



Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

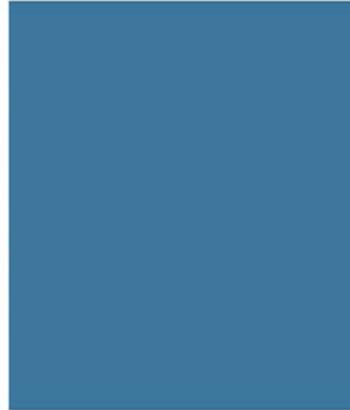
Strategic Planning Process and Workshops

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.



Vision and Mission



A vision statement is aspirational. It reflects a desired future for the County.

OUR VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.

OUR MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.



Values



Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.

OUR VALUES

While providing County services and doing our work we value:

- ❖ *Quality resident services;*
- ❖ *Accountability and fiscal responsibility;*
- ❖ *Diversity, equity and inclusion;*
- ❖ *Honesty, integrity and ethics; and*
- ❖ *Creativity and innovation.*



Goals and Strategies (2018 – 2022)



A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.

The Commissioners developed goals and strategies that address six strategic issue areas:

- ❖ Service to Residents
- ❖ Communication
- ❖ Facilities and Infrastructure
- ❖ Information Technology
- ❖ Management, Finance and Governance
- ❖ Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.



Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	



Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.



Strategies

1. Strive to make facilities and services user-friendly.
2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
4. Ensure employees provide complete and courteous responses to resident questions and inquiries.
5. Provide opportunities to gather feedback on County services from the public.



Communication



Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.
2. Provide opportunities for residents and service recipients to share their experiences about County services.
3. Consider ways to brand and unify County messaging.
4. Assure ease of access to information on and maintenance of the County Web site.



Management, Finance and Governance



Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County's financial reserves at adequate levels.
2. Continue to monitor adherence to the County's financial reserve policy.
3. Develop options for service levels depending on the County's fiscal health.
4. Periodically review and revise policies and contracting procedures to reflect current best practices.
5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
6. Identify long and short-term funding priorities and financing options for capital projects.
7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
8. Monitor and address unfunded liabilities.



Information Technology

Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.



Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.
2. Annually budget for countywide IT projects including updates to existing software applications.
3. Establish consistent standards for department website design, information postings and monitoring.



Facilities and Infrastructure



Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.
2. Plan physical space needed for future storage needs.
3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
4. Consider environmentally-friendly construction strategies.



Human Resources and Staffing



Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.
2. Regularly solicit employee feedback and suggestions for workflow improvements.
3. Encourage employee creativity and innovation.
4. Support employee and professional development.



Conclusion



This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice- Chairperson

Randy Maiville
Vice Chairperson Pro Tem

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2 (2016)
Ryan Sebolt, District 2 (2017)

Bryan Crenshaw, District 4

Todd Tennis, District 5

Penelope Tsernoglou, District 8 (2016)
Mark Grebner, District 8 (2017)

Carol Koenig, District 9

Brian McGrain, District 10

Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14





TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 9, 2019

SUBJECT: 2020 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2020 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2019, park annual, and zoo winter seasonal fees on October 1, 2019, and for all other departments on January 1, 2020. As noted in the fee schedule, seasonal fees will continue through March 31, 2020.

The first attachment (Attachment A) offers analysis of proposed fees for 2020. The annual average United States' consumer price index was used to do the calculation. This rate of 2.4% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2019 cost as calculated in last year's fee update process.
4. The 2020 cost, which was calculated by multiplying the 2019 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2020 calculated fee is based on the 2019 cost multiplied by the target percent.

7. Although many fees were proposed to remain unchanged in 2020, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all cases, the Controller agreed with recommendations of the department head as follows:
 - a. CS: The Clerk's Office would like to maintain the 2019 rates for most of their fees in 2020. The Clerk indicated that small incremental changes would delay check out for customers and compared to other counties they already charge on the high end. However, Lines 1 and 5, Clerk Byrum recommends adopting these fee increases as they are a better reflection of the actual cost of performing these tasks (e.g., employee costs, record storage costs, technology costs).
 - b. CS: The Equalization Department agrees with some fees: Lines 50-62, Paper Copies – The fees remain the same as 2019, as they feel the fees are way too high already. Lines 64-88 – Fees we have been collecting that were just not on our list in the past.
 - c. CS: The Zoo Lines 90, 92, and 93, Resident Daily and Resident/Nonresident Annual Parking; they would like to keep the same as 2019 to keep the same costs as parking as the Parks Department. Line 99, Non-Resident Senior – They would like to keep it the same so that the senior rate is a \$2.00 discount off the adult admission. Line 102-103, All Adults and Children (November-March) – The cost to run the zoo in the winter is much higher so they would like to increase the fee and increase the target % to 35% to cover the additional costs. Line 105, School Groups & Charitable Organizations Any Shelter - They want to defer this cost increase until it is raised by \$5.00 to \$30.00.
 - d. CS: The Register of Deeds would like to keep fees the same for 2020 as they are set by the vendor and they feel they are already on the high side.
 - e. HS: The Health Department agrees with most fees except the following: Environmental Health – Line 39 fee is set by the State. New Fees: Lines 56 and 69 Environmental Health fees based upon one hour of staff at \$100.00 per hour on both fees.

- f. HS: The Parks Department agrees with some of the proposed fees with the following exceptions: Lines 102 and 104, Resident and Non-Resident Annual Fee – a one-dollar increase creates inefficiencies at the park entrances and they want to stay consistent with the Zoo. Line 188, Season Pass Disc Golf – They don't agree with fee increase because they are the only course in the area that charges. Line 172-176, Dog Park Passes – They have already printed signs, applications, website, brochures, etc. too costly to reprint for increases so small. Line 185, Snow Tube Hill – They changed the fee from \$100.00 to \$300.00 last year so they would like to not increase just yet. Line 198 -PA, Chairs or Music Stands – Too small of an increase to reprint signs and documents. Line 199, Snow Shoe Rental Adult – Added last year and haven't had much interest so they are thinking they started out with too high of charge so they want to reduce it.
 - g. HS – The Fair is now part of the County fee process for the first time. The Interim Fair Manager has met with the Fair Board regarding our proposed fees and they agree with all of the fees as we suggest.
 - h. L&C: Animal Control agrees on increasing some of the fees with a few exceptions as follows: Lines 1-15, 21-22, and 24 – Enforcement/Adoption - They feel these increases are costly for reprinting and literature, confusing to the public, and the fees are already on the high end.
 - i. L&C: The District Court does not recommend any fee increase for 2020.
 - j. L&C: The Sheriff agrees with all fees recommended with the exception of one change as follows: Line 36 Day Jail Rate – As discussed with the Board at a recent meeting the fee will now be \$8.00 per day. This will be much easier to collect than the high fees.
 - k. L&C: The Circuit Court Family Division recommends all fee increases with a few changes as follows: Lines 61-63- Truancy/Residential Placement/Youth Center Costs – They have been charging these fees that just were not on list for some reason. Line 67 – Tether- This is the same tether that has been on the fee schedule; it was just noticed that the rate is based on the sliding scale and not a set cost.
 - l. L&C: The Friend of the Court does not want to increase the bench warrant fee in Line 70. This fee has been increased over the years and these fees are very difficult to collect and have a very high outstanding balance.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2020 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2019 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$XXX in additional revenue in 2020.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

DRAFT

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2020 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2019, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2019.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2020 County Fees Analysis
Human Services Committee

FEES PROPOSED TO CHANGE ARE IN BOLD

Attachment A

Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
1 Comm. Health	GC Prob Tech	\$21.86	2.4%	\$22.38	100%	COST	\$22.38	COST	COST	1,000	\$0
2 Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$15.46	2.4%	\$15.83	100%	\$15.00	\$15.83	\$15.00	\$15.00	25	\$0
3 Comm. Health	INS Vaccination Verif Form I-693	\$38.65	2.4%	\$39.58	100%	\$39.00	\$39.58	\$39.00	\$39.00	400	\$0
4 Comm. Health	Immuniz Record Copying Fee	\$4.64	2.4%	\$4.75	100%	\$4.00	\$4.75	\$4.00	\$4.00	800	\$0
5 Comm. Health	MIHP Tran. Bus/Van ***	\$36.78	2.4%	\$37.66	100%	\$36.78	\$37.66	\$37.66	\$21.20	400	(\$6,232)
6 Comm. Health	MIHP - Trans Taxi ***	\$33.64	2.4%	\$34.45	100%	\$33.64	\$34.45	\$34.45	\$21.31	70	(\$863)
7 Comm. Health	MIHP Trans. Volunteer ***	\$0.36	2.4%	\$0.36	100%	\$0.36	\$0.36	\$0.36	\$0.20	0	\$0
8 Comm. Health	Compreh Envir Investigation	\$309.23	2.4%	\$316.65	100%	\$310.00	\$316.65	\$315.00	\$315.00	11	\$55
9 Comm. Health	Assessment of Home	\$131.42	2.4%	\$134.58	100%	\$130.00	\$134.58	\$130.00	\$130.00	5	\$0
10 Imm. Clinic	Internat'l Travel Consult	\$63.67	2.4%	\$65.20	100%	\$64.00	\$65.20	\$65.00	\$65.00	300	\$300
11 Imm. Clinic	Influenza - Mass Vacc. Clinic	\$31.03	2.4%	\$31.78	75%	market price	\$23.83	market price	market price	4,500	
12 Med Examiner	Cremation Permits	\$28.02	2.4%	\$28.69	100%	\$28.00	\$28.69	\$28.00	\$28.00	1,300	\$0
13 Med Examiner	Autopsy Report Copies (All Non-Family Members)	\$46.70	2.4%	\$47.82	100%	\$25.00	\$47.82	\$25.00	\$25.00	5	\$0
14 Env. Health	FOOD SERVICE SANITATION PROGRAM										
15 Env. Health	Food Service Establishment License Fee										
16 Env. Health	Category 1 (see definition below) - License Fee *	\$592.04	2.4%	\$606.24	80%	\$475.00	\$485.00	\$480.00	\$480.00	294	\$1,470
17 Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,228.60	2.4%	\$1,258.09	80%	\$980.00	\$1,006.47	\$985.00	\$985.00	5	\$25
18 Env. Health	Category 1 (see definition below) - New Owner/Eval	\$652.25	2.4%	\$667.91	80%	\$525.00	\$534.32	\$530.00	\$530.00	25	\$125
19 Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$783.31	2.4%	\$802.11	80%	\$630.00	\$641.69	\$635.00	\$635.00	2	\$10
20 Env. Health	Category 2 (see definition below) - License Fee *	\$817.72	2.4%	\$837.34	80%	\$655.00	\$669.87	\$660.00	\$660.00	415	\$2,075
21 Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,709.31	2.4%	\$1,750.34	80%	\$1,360.00	\$1,400.27	\$1,370.00	\$1,370.00	25	\$250
22 Env. Health	Category 2 (see definition below) - New Owner/Eval	\$915.88	2.4%	\$937.87	80%	\$735.00	\$750.29	\$740.00	\$740.00	25	\$125
23 Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$961.43	2.4%	\$984.50	80%	\$770.00	\$787.60	\$775.00	\$775.00	10	\$50
24 Env. Health	Category 3 (see definition below) - License Fee *	\$1,158.77	2.4%	\$1,186.58	80%	\$925.00	\$949.27	\$935.00	\$935.00	180	\$1,800
25 Env. Health	Category 3 (see definition below) - Full Plan Review	\$2,458.21	2.4%	\$2,517.21	80%	\$1,955.00	\$2,013.77	\$1,965.00	\$1,965.00	25	\$250
26 Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,335.88	2.4%	\$1,367.94	80%	\$1,065.00	\$1,094.35	\$1,075.00	\$1,075.00	15	\$150
27 Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,479.58	2.4%	\$1,515.09	80%	\$1,180.00	\$1,212.07	\$1,190.00	\$1,190.00	2	\$20
28 Env. Health	Mobile - License Fee *	\$458.45	2.4%	\$469.45	80%	\$370.00	\$375.56	\$375.00	\$375.00	1	\$5
29 Env. Health	Mobile - Full Plan Review	\$628.47	2.4%	\$643.55	80%	\$505.00	\$514.84	\$510.00	\$510.00	1	\$5
30 Env. Health	Mobile - New Owner/Eval.	\$522.21	2.4%	\$534.74	80%	\$420.00	\$427.79	\$425.00	\$425.00	1	\$5
31 Env. Health	STFU - License Fee * (state mandated fee)	\$458.45	2.4%	\$469.45	34%	\$152.00	\$157.52	\$152.00	\$152.00	80	\$0
32 Env. Health	STFU - Full Plan Review	\$628.47	2.4%	\$643.55	80%	\$505.00	\$514.84	\$510.00	\$510.00	20	\$100
33 Env. Health	STFU - New Owner/Eval	\$563.70	2.4%	\$577.23	80%	\$455.00	\$461.78	\$460.00	\$460.00	1	\$5
34 Env. Health	Temporary Food License	\$377.49	2.4%	\$386.55	50%	\$195.00	\$193.27	\$195.00	\$195.00	110	\$0
35 Env. Health	Seasonal Facilities - License Fee *	\$556.66	2.4%	\$570.02	50%	\$280.00	\$285.01	\$285.00	\$285.00	75	\$375
36	Other Food Service Fees										\$0
37 Env. Health	Late Fee for Food License effective 1st day after April 30th	\$136.62	2.4%	\$139.90	100%	\$135.00	\$139.90	\$135.00	\$135.00	0	\$0

Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
38 Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$197.35	2.4%	\$202.08	100%	\$195.00	\$202.08	\$200.00	\$200.00	0	\$0
39 Env. Health	Inspection fee for STFU	\$386.59	2.4%	\$395.87	24%	\$90.00	\$93.27	\$91.00	\$90.00	92	\$0
40 Env. Health	Construction/Remodeling that begins without approved plans (**)	\$997.86	2.4%	\$1,021.81	80%	\$800.00	\$817.45	\$805.00	\$805.00	2	\$10
41 Env. Health	Food Service plan review re-evaluation or re-submission	\$506.01	2.4%	\$518.16	100%	\$505.00	\$518.16	\$515.00	\$515.00	1	\$10
42	Enforcement Food Service Program Fees										\$0
43 Env. Health	Informal Hearing Fee (**)	\$1,200.00	2.4%	\$1,228.80	100%	\$1,200.00	\$1,228.80	\$1,210.00	\$1,210.00		\$0
44 Env. Health	Formal Hearing Fee (**)	\$1,200.00	2.4%	\$1,228.80	100%	\$1,200.00	\$1,228.80	\$1,210.00	\$1,210.00		\$0
45 Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$153.15	2.4%	\$156.83	100%	\$150.00	\$156.83	\$155.00	\$155.00		\$0
46 Env. Health	Fee for new owner operating without new license(**)	\$819.74	2.4%	\$839.42	80%	\$660.00	\$671.53	\$665.00	\$665.00	3	\$15
47 Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL										\$0
48 Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$432.81	2.4%	\$443.20	90%	\$390.00	\$398.88	\$395.00	\$395.00	100	\$500
49 Env. Health	Septic - new or repair permit for residential or commercial	\$959.40	2.4%	\$982.43	90%	\$860.00	\$884.18	\$870.00	\$870.00	130	\$1,300
50 Env. Health	Combined - well & septic	\$1,180.02	2.4%	\$1,208.34	90%	\$1,060.00	\$1,087.51	\$1,070.00	\$1,070.00	50	\$500
51 Env. Health	Septic - new/repair septic tank only	\$395.70	2.4%	\$405.20	90%	\$360.00	\$364.68	\$360.00	\$360.00	25	\$0
52 Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$480.71	2.4%	\$492.25	90%	\$435.00	\$443.02	\$440.00	\$440.00	15	\$75
53 Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$556.61	2.4%	\$569.97	90%	\$505.00	\$512.98	\$510.00	\$510.00	0	\$0
54 Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$435.17	2.4%	\$445.62	90%	\$395.00	\$401.05	\$400.00	\$400.00	30	\$150
55 Env. Health	Septic Evaluation - plan review for engineered system	\$350.16	2.4%	\$358.57	90%	\$315.00	\$322.71	\$320.00	\$320.00	60	\$300
56 Env. Health	NEW - Township Requested Evaluation			\$100.00	100%	\$0.00	\$100.00	\$0.00	\$100.00	21	\$2,100
57	BODY ART FACILITY PROGRAM										\$0
58 Env. Health	License renewal	\$418.98	2.4%	\$429.03	80%	\$340.00	\$343.23	\$340.00	\$340.00	25	\$0
59 Env. Health	Full plan review	\$544.47	2.4%	\$557.54	80%	\$440.00	\$446.03	\$445.00	\$445.00	2	\$10
60	CAMPGROUND INSPECTIONS										\$0
61 Env. Health	Permanent Campground	\$422.02	2.4%	\$432.14	100%	\$425.00	\$432.14	\$430.00	\$430.00	9	\$45
62 Env. Health	Temporary Campground	\$190.26	2.4%	\$194.83	100%	\$190.00	\$194.83	\$190.00	\$190.00	2	\$0
63	MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)										\$0
64 Env. Health	Point of Sale - Application/Administrative processing fee	\$296.52	2.4%	\$303.64	85%	\$255.00	\$258.09	\$255.00	\$255.00	550	\$0
65 Env. Health	Point of Sale - On-site evaluation of well & septic	\$601.14	2.4%	\$615.57	75%	\$455.00	\$461.68	\$460.00	\$460.00	16	\$80
66 Env. Health	Point of Sale - Waste treatment evaluation	\$354.21	2.4%	\$362.71	100%	\$355.00	\$362.71	\$360.00	\$360.00	2	\$10
67 Env. Health	Point of Sale - Well evaluation	\$253.01	2.4%	\$259.08	100%	\$255.00	\$259.08	\$255.00	\$255.00	6	\$0
68 Env. Health	Point of Sale - inspector annual renewal fee	\$202.41	2.4%	\$207.26	100%	\$205.00	\$207.26	\$205.00	\$205.00	10	\$0
69 Env. Health	Point of Sale - 1 Year Extension NEW	\$0.00	2.4%	\$100.00	100%	\$0.00	\$100.00	\$0.00	\$100.00	28	\$2,800
70	CHILD CARE & FOSTER CARE INSPECTIONS										\$0
71 Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$287.42	2.4%	\$294.31	100%	\$290.00	\$294.31	\$290.00	\$290.00	82	\$0

	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
72		POOLS										\$0
73	Env. Health	Pool Inspection	\$178.12	2.4%	\$182.39	100%	\$180.00	\$182.39	\$180.00	\$180.00	125	\$0
74	Env. Health	Additional pool at the same location	\$123.85	2.4%	\$126.82	100%	\$105.00	\$126.82	\$110.00	\$110.00	45	\$225
75	Env. Health	Re-inspection fee after violation	\$183.78	2.4%	\$188.19	100%	\$180.00	\$188.19	\$185.00	\$185.00	0	\$0
76		TOBACCO & E-CIGARETTE										\$0
77	Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$378.50	2.4%	\$387.58	80%	\$307.00	\$310.07	\$307.00	\$307.00	24	\$0
78	Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$378.50	2.4%	\$387.58	90%	\$345.00	\$348.82	\$345.00	\$345.00	235	\$0
79	Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$137.33	2.4%	\$140.62	100%	\$122.00	\$140.62	\$125.00	\$125.00	0	\$0
80	Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$159.30	2.4%	\$163.13	100%	\$160.00	\$163.13	\$160.00	\$160.00	9	\$0
81	Env. Health	Tobacco & E- cigarette sales license vending machine	\$345.18	2.4%	\$353.47	100%	\$345.00	\$353.47	\$350.00	\$350.00	0	\$0
82	Env. Health	Temporary Tobacco License - Sampling Permit	\$138.07	2.4%	\$141.38	100%	\$140.00	\$141.38	\$140.00	\$140.00	0	\$0
83	Env. Health	Late Fee and/or failure to report change of ownership (**)	\$197.76	2.4%	\$202.50	100%	\$200.00	\$202.50	\$200.00	\$200.00	0	\$0
84		POLLUTION PREVENTION PROGRAM (P2)										\$0
85	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$151.10	2.4%	\$154.72	50%	\$72.00	\$77.36	\$73.00	\$73.00	110	\$110
86	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$302.20	2.4%	\$309.46	50%	\$150.00	\$154.73	\$150.00	\$150.00	60	\$0
87	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$302.20	2.4%	\$309.46	50%	\$150.00	\$154.73	\$150.00	\$150.00	201	\$0
88	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$483.51	2.4%	\$495.11	50%	\$245.00	\$247.56	\$245.00	\$245.00	119	\$0
89	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$453.29	2.4%	\$464.17	50%	\$230.00	\$232.08	\$230.00	\$230.00	95	\$0
90	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$725.28	2.4%	\$742.68	50%	\$360.00	\$371.34	\$365.00	\$365.00	670	\$3,350
91	Env. Health	Use hourly rate for Plan Review & Consultation										\$0
92		MISC FEES										\$0
93	Env. Health	Hourly rate for services not specified in the fee schedule	\$101.20	2.4%	\$103.63	100%	\$100.00	\$103.63	\$100.00	\$100.00	0	\$0
94	Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$131.56	2.4%	\$134.72	100%	\$130.00	\$134.72	\$130.00	\$130.00	0	\$0
95	Env. Health	Sanitary Code appeal fee	\$131.56	2.4%	\$134.72	100%	\$130.00	\$134.72	\$130.00	\$130.00	0	\$0
96	Env. Health	Returned check fee	\$31.00	2.4%	\$31.74	100%	\$32.00	\$31.74	\$32.00	\$32.00	0	\$0
97	Parks	Administrative/Office Fees										\$0
98	Parks	Administrative -Returned Check Fee	\$33.65	2.4%	\$34.46	100.0%	\$33.00	\$34.46	\$34.00	\$34.00	0	\$0
99	Parks	Cancellation Fee (for all park reservations)	\$21.84	2.4%	\$22.37	100.0%	\$21.00	\$22.37	\$22.00	\$22.00	21	\$21
100	Parks	Parking/Vehicle Entrance Fees ****										\$0
101	Parks	Resident Daily	\$4.41	2.4%	\$4.52	75.0%	\$3.00	\$3.39	\$3.00	\$3.00	40,000	\$0
102	Parks	Resident Annual	\$44.07	2.4%	\$45.13	75.0%	\$32.00	\$33.85	\$33.00	\$32.00	2,800	\$0
103	Parks	Non-Resident Daily	\$5.46	2.4%	\$5.59	100.0%	\$5.00	\$5.59	\$5.00	\$5.00	9,000	\$0
104	Parks	Non-Resident Annual	\$44.07	2.4%	\$45.13	100.0%	\$42.00	\$45.13	\$43.00	\$42.00	278	\$0
105	Parks	Shelters										\$0
106	Parks	Winter Sports Building (100 Person Capacity) ****	\$100.95	2.4%	\$103.38	100.0%	\$96.00	\$103.38	\$97.00	\$97.00	0	\$0
107	Parks	Winter Sports Building - reservation fee/non operationa	\$31.00	2.4%	\$31.74	100.0%	\$30.00	\$31.74	\$31.00	\$31.00	0	\$0
108	Parks	Shelters - 60 Person Capacity ****										\$0
109	Parks	Lake Lansing South Lakeview	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	66	\$66

	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
110	Parks	Lake Lansing North Oak Knoll	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	14	\$14
111	Parks	Lake Lansing North Sandhill	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	29	\$29
112	Parks	Hawk Island Kestrel	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	143	\$143
114	Parks	Burchfield Deer Run	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	25	\$25
115	Parks	Burchfield Pine Knoll	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	17	\$17
116	Parks	Burchfield Southridge	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	25	\$25
117	Parks	Shelters - 120 Person Capacity ****										\$0
118	Parks	Lake Lansing - North - 1/2 of Main	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	11	\$55
119	Parks	Hawk Island Peregrine	\$136.53	2.4%	\$139.80	100.0%	\$135.00	\$139.80	\$135.00	\$135.00	69	\$0
120	Parks	Burchfield 1/2 of North Bluff	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	14	\$70
121	Parks	Burchfield 1/2 of Woodsong	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	18	\$90
122	Parks	Shelters - 150 Person Capacity ****										\$0
123	Parks	Lake Lansing - South - 1/2 of Main	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	47	\$235
124	Parks	Shelters - 240 Person Capacity ****										\$0
125	Parks	Lake Lansing - North - Main	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	15	\$75
126	Parks	Burchfield - North Bluff	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	10	\$50
127	Parks	Burchfield - Woodsong	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	8	\$40
128	Parks	Shelters - 300 Person Capacity ****										\$0
129	Parks	Lake Lansing - South - Main	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	20	\$100
130	Parks	Burchfield - Overlook	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	17	\$85
131	Parks	Shelters - 375 Person Capacity ****										\$0
132	Parks	Hawk Island - Red Tail	\$273.05	2.4%	\$279.61	100.0%	\$265.00	\$279.61	\$275.00	\$275.00	41	\$410
133	Parks	Cabanas - Mini semi permanent shelters/30 p cap.										\$0
134	Parks	Hawk Island	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	76	\$76
135	Parks	Lake Lansing South	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	35	\$35
137	Parks	Wedding Gazebo										\$0
138	Parks	Boating Fees ****										\$0
139	Parks	In-Park Canoe/Kayak - per hr	\$6.55	2.4%	\$6.71	100.0%	\$6.00	\$6.71	\$6.00	\$6.00	2,262	\$0
140	Parks	Abandonment Recovery Fee	\$44.87	2.4%	\$45.94	100.0%	\$42.00	\$45.94	\$43.00	\$43.00	0	\$0
141	Parks	Late Fee (arriving 1/2 hour or later after closing)	\$22.43	2.4%	\$22.97	100.0%	\$22.00	\$22.97	\$22.00	\$22.00	0	\$0
142	Parks	Canoe/Kayak Trips - McNamara	\$16.53	2.4%	\$16.93	100.0%	\$16.00	\$16.93	\$16.00	\$16.00	146	\$0
143	Parks	Canoe/Kayak Trips - Bunker Rd	\$24.03	2.4%	\$24.61	100.0%	\$24.00	\$24.61	\$24.00	\$24.00	64	\$0
144	Parks	Canoe/Kayak Trips - Eaton Rapids	\$30.58	2.4%	\$31.32	100.0%	\$30.00	\$31.32	\$31.00	\$31.00	15	\$15
145	Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.61	2.4%	\$5.74	100.0%	\$5.00	\$5.74	\$5.00	\$5.00	0	\$0
146	Parks	Pedal Boat - 1/2 hour	\$6.20	2.4%	\$6.35	100.0%	\$6.00	\$6.35	\$6.00	\$6.00	0	\$0
147	Parks	Row Boat/Hawk Island Kayak - 1st hour	\$7.65	2.4%	\$7.83	100.0%	\$7.00	\$7.83	\$7.00	\$7.00	0	\$0
148	Parks	Row Boat/Hawk Island Kayak - Hourly Thereafter	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00	\$3.00	0	\$0
149	Parks	Boat Launch - Daily	\$5.46	2.4%	\$5.59	100.0%	\$5.00	\$5.59	\$5.00	\$5.00	2,559	\$0
150	Parks	Boat Launch - Annual	\$54.61	2.4%	\$55.92	100.0%	\$50.00	\$55.92	\$55.00	\$55.00	119	\$595
151	Parks	Ski Rental ****										\$0
152	Parks	Moonlight Ski- Adult	\$10.50	2.4%	\$10.75	100.0%	\$10.00	\$10.75	\$10.00	\$10.00	0	\$0
153	Parks	Moonlight Ski - Child (12 & under)	\$5.11	2.4%	\$5.23	100.0%	\$5.00	\$5.23	\$5.00	\$5.00	0	\$0
154	Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****										\$0
155	Parks	Cross Country Ski Rental- adult per hour	10.21	2.4%	\$10.46	100%	\$10.00	\$10.46	\$10.00	\$10.00	0	\$0
156	Parks	Cross Country Ski Rental - child per hour	\$5.17	2.4%	\$5.29	100.0%	\$5.00	\$5.29	\$5.00	\$5.00	0	\$0
157	Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child ****										\$0
158	Parks	Skis per hour	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00	\$3.00	0	\$0
159	Parks	Boots per hour	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00	\$3.00	0	\$0
160	Parks	Poles per hour	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00	\$3.00	0	\$0

	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
161	Parks	Day Camp ****										\$0
162	Parks	Resident Monday-Friday 9am-4pm	\$100.95	2.4%	\$103.38	100.0%	\$97.00	\$103.38	\$100.00	\$100.00	67	\$201
163	Parks	Non-Resident Monday-Friday 9am-4pm	\$112.17	2.4%	\$114.86	100.0%	\$110.00	\$114.86	\$110.00	\$110.00	5	\$0
164	Parks	Resident Mon-Fri 7:30am-5:30pm	\$134.60	2.4%	\$137.83	100.0%	\$130.00	\$137.83	\$135.00	\$135.00	27	\$135
165	Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$145.82	2.4%	\$149.32	100.0%	\$145.00	\$149.32	\$145.00	\$145.00	5	\$0
166	Parks	Disc Golf ****										\$0
167	Parks	Day Pass (13 and older)	\$4.49	2.4%	\$4.59	100.0%	\$4.00	\$4.59	\$4.00	\$4.00	0	\$0
168	Parks	Season Pass	\$44.87	2.4%	\$45.94	100.0%	\$40.00	\$45.94	\$42.00	\$40.00	150	\$0
169	Parks	Equipment Rental per round of Disc Golf	\$1.12	2.4%	\$1.15	100.0%	\$1.00	\$1.15	\$1.00	\$1.00	0	\$0
170	Parks	Equipment Replacement-lost,damaged,stolen Discs	\$11.22	2.4%	\$11.49	100.0%	\$11.00	\$11.49	\$11.00	\$11.00	0	\$0
171	Parks	Dog Park (12 Month Pass) ****										\$0
172	Parks	Regular Pass	\$31.00	2.4%	\$31.74	100.0%	\$30.00	\$31.74	\$31.00	\$30.00	160	\$0
173	Parks	Student (college ID)	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	115	\$0
174	Parks	Senior (+60)	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	35	\$0
175	Parks	Veteran	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	20	\$0
176	Parks	Owner of Service Animal	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	5	\$0
177	Parks	Daily Pass	\$5.61	2.4%	\$5.75	100.0%	\$5.00	\$5.75	\$5.00	\$5.00	285	\$0
178	Parks	Replacement FOB	\$5.61	2.4%	\$5.74	100.0%	\$5.00	\$5.74	\$5.00	\$5.00	0	\$0
179	Parks	Snow Tube Rental -Burchfield ****										\$0
180	Parks	Burchfield - Tube Rental (2 hours)	\$2.24	2.4%	\$2.30	100.0%	\$2.00	\$2.30	\$2.00	\$2.00	1,812	\$0
181	Parks	Hawk Island Snow Hill **** Rates										\$0
182	Parks	Per person (adults and children) (2 hours)	\$10.33	2.4%	\$10.58	100.0%	\$10.00	\$10.58	\$10.00	\$10.00	0	\$0
183	Parks	Group Rate - (4 + people) (per person) (2 hours)	\$8.27	2.4%	\$8.46	100.0%	\$8.00	\$8.46	\$8.00	\$8.00	0	\$0
184	Parks	Hawk Island Snow Tube **** Non-Operational Rates (Reservation Only)										\$0
185	Parks	Non-operational hour reservation (2hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	\$300.00	2.4%	\$307.20	100.0%	\$300.00	\$307.20	\$305.00	\$300.00	0	\$0
189	Parks	Game Rental (for 4 hours) ****										\$0
190	Parks	Moonwalk	\$300.36	2.4%	\$307.57	100.0%	\$290.00	\$307.57	\$300.00	\$300.00	3	\$30
191	Parks	Dunk Tank	\$245.75	2.4%	\$251.64	100.0%	\$240.00	\$251.64	\$250.00	\$250.00	1	\$10
192	Parks	Giant Slide	\$436.88	2.4%	\$447.37	100.0%	\$420.00	\$447.37	\$430.00	\$430.00	1	\$10
193	Parks	Nature Program/Walk pp	\$5.15	2.4%	\$5.27	100.0%	\$5.00	\$5.27	\$5.00	\$5.00	10	\$0
194	Parks	Passport Pictures	\$15.45	2.4%	\$15.82	100.0%	\$15.00	\$15.82	\$15.00	\$15.00	550	\$0
195	Parks	Snow shoe rental Child	\$5.15	2.4%	\$5.27	100.0%	\$5.00	\$5.27	\$5.00	\$5.00	25	\$0
196	Parks	Band Shell Rental	\$103.02	2.4%	\$105.49	100.0%	\$100.00	\$105.49	\$105.00	\$105.00	6	\$30
197	Parks	Band Shell Equipment Rental										\$0
198	Parks	PA, Chairs or Music Stands per item	\$51.51	2.4%	\$52.75	100.0%	\$50.00	\$52.75	\$51.00	\$50.00	2	\$0
199	Parks	Snow Shoe Rental Adult	\$7.00	2.4%	\$7.17	100.0%	\$7.00	\$7.17	\$7.00	\$5.00	0	\$0
200	Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$25.00	2.4%	\$25.60	100.0%	\$25.00	\$25.60	\$25.00	\$25.00	0	\$0
201	Fair	Winter Storage - fee per foot	\$11.00	2.4%	\$11.26	100%	\$11.00	\$11.26	11.00	11.00	0	\$0
202	Fair	4-H CLUB FEE - SOUTH END										\$0
203	Fair	PER DAY, includes janitorial fees and facility fee	\$600.00	2.4%	\$614.40	100%	\$600.00	\$614.40	\$610.00	\$610.00	0	\$0
204		Friday Night Show	\$150.00	2.4%	\$153.60	100%	\$150.00	\$153.60	150.00	150.00	0	\$0
205	Fair	PER STALL, If not cleaned	\$21.00	2.4%	\$21.50	100%	\$21.00	\$21.50	21.00	21.00	0	\$0
206	Fair	PER DAY Camping	\$20.00	2.4%	\$20.48	100%	\$20.00	\$20.48	20.00	20.00	1969	\$0
207	Fair	PER Water Dump	\$60.00	2.4%	\$61.44	100%	\$60.00	\$61.44	61.00	61.00	6	\$6
208	Fair	PER Event , Non-Food Concession Fee includes electricity	\$25.00	2.4%	\$25.60	100%	\$25.00	\$25.60	25.00	25.00	1	\$0
209	Fair	PER Day, Food Concession Fee includes electricity	\$25.00	2.4%	\$25.60	100%	\$25.00	\$25.60	25.00	25.00	18	\$0
210	Fair	Infield Arena (Gymkhana events ONLY)	\$115.00	2.4%	\$117.76	100%	\$115.00	\$117.76	115.00	115.00	7	\$0

	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
211	Fair	Horse Practices South & Infield Arenas Apr-Mid July	\$20.00	2.4%	\$20.48	100%	\$20.00	\$20.48	20.00	20.00	0	\$0
212	Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	\$600.00	2.4%	\$614.40	100%	\$600.00	\$614.40	610.00	610.00	0	\$0
213	Fair	COMMUNITY HALL FEES										
214	Fair	Monday-Thursday if there is food (no food is free) 4H	\$90.00	2.4%	\$92.16	100%	\$90.00	\$92.16	91.00	91.00	0	\$0
215	Fair	Friday & Sunday 4H	\$175.00	2.4%	\$179.20	100%	\$175.00	\$179.20	175.00	175.00	6	\$0
216	Fair	Saturday 4H	\$900.00	2.4%	\$921.60	100%	\$900.00	\$921.60	920.00	920.00	0	\$0
217	Fair	Sunday-Friday All others (Deposit Required)	\$425.00	2.4%	\$450.00	100%	\$425.00	\$450.00	450.00	450.00	24	\$600
218	Fair	Saturday All others (Deposit Required)	\$925.00	2.4%	\$950.00	100%	\$925.00	\$950.00	950.00	950.00	14	\$350
219	Fair	Main Arena - Single Day Rental	\$2,000.00	2.4%	\$2,048.00	100%	\$2,000.00	\$2,048.00	2,040.00	2,040.00	10	\$400
220	Fair	Main Arena - Weekend Rental	\$4,500.00	2.4%	\$4,608.00	100%	\$4,500.00	\$4,608.00	4,600.00	4,600.00	26	\$2,600
221	Fair	Facility Fee - for organizations that hold 1-3 shows per yr	\$300.00	2.4%	\$307.20	100%	\$300.00	\$307.20	305.00	305.00	15	\$75
222	Fair	Facility Fee - for organizations that hold >4 shower per yr	\$400.00	2.4%	\$409.60	100%	\$400.00	\$409.60	405.00	405.00	11	\$55
223	Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	\$4,500.00	2.4%	\$4,608.00	100%	\$4,500.00	\$4,608.00	4,600.00	4,600.00	0	\$0
224	Fair	w/ extra barn fees Comm. South, Barn A or Barn B	\$300.00	2.4%	\$307.20	100%	\$300.00	\$307.20	305.00	305.00	8	\$40
225	Fair	w/ extra barn fees All other North End Barns	\$250.00	2.4%	\$256.00	100%	\$250.00	\$256.00	255.00	255.00	8	\$40
226	Fair	show)	\$2,750.00	2.4%	\$2,816.00	100%	\$2,750.00	\$2,816.00	2,800.00	2,800.00	0	\$0
227	Fair	w/ extra barn fees UU or VV Barns	\$300.00	2.4%	\$307.20	100%	\$300.00	\$307.20	305.00	305.00	0	\$0
228	Fair	w/ extra barn fees All other South End Barns	\$250.00	2.4%	\$256.00	100%	\$250.00	\$256.00	255.00	255.00	0	\$0
229	Fair	Covered Practice Arena Per Show	\$500.00	2.4%	\$512.00	100%	\$500.00	\$512.00	510.00	510.00	9	\$90
230	Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	\$60.00	2.4%	\$61.44	100%	\$60.00	\$61.44	61.00	61.00	0	\$0
231	Fair	Infield Arena Per Day	\$450.00	2.4%	\$460.80	100%	\$450.00	\$460.80	460.00	460.00	2	\$20
232	Fair	Infield Arena Per Day Per Dump for Watering Arena	\$60.00	2.4%	\$61.44	100%	\$60.00	\$61.44	61.00	61.00	0	\$0
233	Fair	Entire Grounds minimum for 2 to 3 day show	\$6,750.00	2.4%	\$6,912.00	100%	\$6,750.00	\$6,912.00	6,900.00	6,900.00	1	\$150
234	Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	\$300.00	2.4%	\$307.20	100%	\$300.00	\$307.20	305.00	305.00	0	\$0
235	Fair	w/ extra barn fees All other Barns	\$250.00	2.4%	\$256.00	100%	\$250.00	\$256.00	255.00	255.00	0	\$0
236	Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	\$60.00	2.4%	\$61.44	100%	\$60.00	\$61.44	61.00	61.00	0	\$0
237	Fair	Brick Building Rental Fee	\$250.00	2.4%	\$256.00	100%	\$250.00	\$256.00	255.00	255.00	1	\$5
238	Fair	Concessions & Blacksmiths - per day for 2 or 3 day shows	\$75.00	2.4%	\$76.80	100%	\$75.00	\$76.80	76.00	76.00	18	\$18
239	Fair	Concessions & Blacksmiths - per day for 4th day	\$25.00	2.4%	\$25.60	100%	\$25.00	\$25.60	25.00	25.00	0	\$0
240	Fair	Camping for Horse Shows per day	\$20.00	2.4%	\$20.48	100%	\$20.00	\$20.48	20.00	20.00	0	\$0
241	Fair	Commercial Vendor Per event	\$25.00	2.4%	\$25.60	100%	\$25.00	\$25.60	25.00	25.00	1	\$0

Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
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Food Service Establishment License Fee	
Category 1	Serving only. Take out pizza only, Religious Organizations, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organizations, Bar with limited or no PHF
Category 2	Full service with alcohol (Fast food, pizza with additional menu, catering operations)
Category 3	Full service with alcohol (Larger, more complicated menus, fine dining), Institutional (large campus cafeterias), Hospital, Large Hotels

* Includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses

** Administrative Fee

***SOM MDHHS mandated cap for service

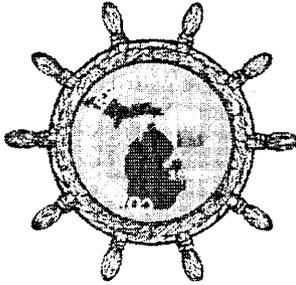
2020 County Fees Analysis
Human Services Committee

ATTACHMENT B

Location of Service	Fee Description	2019 Fee	Controller/ Department Recommend	Additional Revenue
Comm. Health	MIHP Tran. Bus/Van ***	\$36.78	\$21.20	(\$6,232)
Comm. Health	MIHP - Trans Taxi ***	\$33.64	\$21.31	(\$863)
Comm. Health	MIHP Trans. Volunteer ***	\$0.36	\$0.20	\$0
Comm. Health	Compreh Envir Investigation	\$310.00	\$315.00	\$55
Imm. Clinic	Internat'l Travel Consult	\$64.00	\$65.00	\$300
Env. Health	Category 1 (see definition below) - License Fee *	\$475.00	\$480.00	\$1,470
Env. Health	Category 1 (see definition below) - Full Plan Review	\$980.00	\$985.00	\$25
Env. Health	Category 1 (see definition below) - New Owner/Eval	\$525.00	\$530.00	\$125
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$630.00	\$635.00	\$10
Env. Health	Category 2 (see definition below) - License Fee *	\$655.00	\$660.00	\$2,075
Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,360.00	\$1,370.00	\$250
Env. Health	Category 2 (see definition below) - New Owner/Eval	\$735.00	\$740.00	\$125
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$770.00	\$775.00	\$50
Env. Health	Category 3 (see definition below) - License Fee *	\$925.00	\$935.00	\$1,800
Env. Health	Category 3 (see definition below) - Full Plan Review	\$1,955.00	\$1,965.00	\$250
Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,065.00	\$1,075.00	\$150
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,180.00	\$1,190.00	\$20
Env. Health	Mobile - License Fee *	\$370.00	\$375.00	\$5
Env. Health	Mobile - Full Plan Review	\$505.00	\$510.00	\$5
Env. Health	Mobile - New Owner/Eval.	\$420.00	\$425.00	\$5
Env. Health	STFU - Full Plan Review	\$505.00	\$510.00	\$100
Env. Health	STFU - New Owner/Eval	\$455.00	\$460.00	\$5
Env. Health	Seasonal Facilities - License Fee *	\$280.00	\$285.00	\$375
Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$195.00	\$200.00	\$0
Env. Health	Inspection fee for STFU	\$90.00	\$90.00	\$0
Env. Health	Construction/Remodeling that begins without approved plans (**)	\$800.00	\$805.00	\$10
Env. Health	Food Service plan review re-evaluation or re-submission	\$505.00	\$515.00	\$10
	Enforcement Food Service Program Fees			\$0
Env. Health	Informal Hearing Fee (**)	\$1,200.00	\$1,210.00	\$0
Env. Health	Formal Hearing Fee (**)	\$1,200.00	\$1,210.00	\$0
Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$150.00	\$155.00	\$0
Env. Health	Fee for new owner operating without new license(**)	\$660.00	\$665.00	\$15
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$390.00	\$395.00	\$500
Env. Health	Septic - new or repair permit for residential or commercial	\$860.00	\$870.00	\$1,300
Env. Health	Combined - well & septic	\$1,060.00	\$1,070.00	\$500

Location of Service	Fee Description	2019 Fee	Controller/ Department Recommend	Additional Revenue
Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$435.00	\$440.00	\$75
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$505.00	\$510.00	\$0
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$395.00	\$400.00	\$150
Env. Health	Septic Evaluation - plan review for engineered system	\$315.00	\$320.00	\$300
Env. Health	NEW - Township Requested Evaluation	\$0.00	\$100.00	\$2,100
Env. Health	Full plan review	\$440.00	\$445.00	\$10
Env. Health	Permanent Campground	\$425.00	\$430.00	\$45
Env. Health	Point of Sale - On-site evaluation of well & septic	\$455.00	\$460.00	\$80
Env. Health	Point of Sale - Waste treatment evaluation	\$355.00	\$360.00	\$10
Env. Health	Point of Sale - 1 Year Extension NEW	\$0.00	\$100.00	\$2,800
Env. Health	Additional pool at the same location	\$105.00	\$110.00	\$225
Env. Health	Re-inspection fee after violation	\$180.00	\$185.00	\$0
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$122.00	\$125.00	\$0
Env. Health	Tobacco & E - cigarette sales license vending machine	\$345.00	\$350.00	\$0
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$72.00	\$73.00	\$110
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$360.00	\$365.00	\$3,350
Parks	Administrative -Returned Check Fee	\$33.00	\$34.00	\$0
Parks	Cancellation Fee (for all park reservations)	\$21.00	\$22.00	\$21
Parks	Winter Sports Building (100 Person Capacity) ****	\$96.00	\$97.00	\$0
Parks	Winter Sports Building - reservation fee/non operational h	\$30.00	\$31.00	\$0
Parks	Lake Lansing South Lakeview	\$80.00	\$81.00	\$66
Parks	Lake Lansing North Oak Knoll	\$80.00	\$81.00	\$14
Parks	Lake Lansing North Sandhill	\$80.00	\$81.00	\$29
Parks	Hawk Island Kestrel	\$80.00	\$81.00	\$143
Parks	Burchfield Deer Run	\$80.00	\$81.00	\$25
Parks	Burchfield Pine Knoll	\$80.00	\$81.00	\$17
Parks	Burchfield Southridge	\$80.00	\$81.00	\$25
Parks	Lake Lansing - North - 1/2 of Main	\$105.00	\$110.00	\$55
Parks	Burchfield 1/2 of North Bluff	\$105.00	\$110.00	\$70
Parks	Burchfield 1/2 of Woodsong	\$105.00	\$110.00	\$90
Parks	Lake Lansing - South - 1/2 of Main	\$105.00	\$110.00	\$235
Parks	Lake Lansing - North - Main	\$190.00	\$195.00	\$75
Parks	Burchfield - North Bluff	\$190.00	\$195.00	\$50
Parks	Burchfield - Woodsong	\$190.00	\$195.00	\$40
Parks	Lake Lansing - South - Main	\$190.00	\$195.00	\$100
Parks	Burchfield - Overlook	\$190.00	\$195.00	\$85
Parks	Hawk Island - Red Tail	\$265.00	\$275.00	\$410
Parks	Hawk Island	\$80.00	\$81.00	\$76
Parks	Lake Lansing South	\$80.00	\$81.00	\$35
Parks	Abandonment Recovery Fee	\$42.00	\$43.00	\$0
Parks	Canoe/Kayak Trips - Eaton Rapids	\$30.00	\$31.00	\$15
Parks	Boat Launch - Annual	\$50.00	\$55.00	\$595
Parks	Resident Monday-Friday 9am-4pm	\$97.00	\$100.00	\$201

Location of Service	Fee Description	2019 Fee	Controller/ Department Recommend	Additional Revenue
Parks	Resident Mon-Fri 7:30am-5:30pm	\$130.00	\$135.00	\$135
Parks	Moonwalk	\$290.00	\$300.00	\$30
Parks	Dunk Tank	\$240.00	\$250.00	\$10
Parks	Giant Slide	\$420.00	\$430.00	\$10
Parks	Band Shell Rental	\$100.00	\$105.00	\$30
Parks	Snow Shoe Rental Adult	\$7.00	\$5.00	\$0
Fair	PER DAY, includes janitorial fees and facility fee	\$600.00	610.00	\$0
Fair	PER Water Dump	\$60.00	61.00	\$6
Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	\$600.00	610.00	\$0
Fair	Monday-Thursday if there is food (no food is free) 4H	\$90.00	91.00	\$0
Fair	Saturday 4H	\$900.00	920.00	\$0
Fair	Sunday-Friday All others (Deposit Required)	\$425.00	450.00	\$600
Fair	Saturday All others (Deposit Required)	\$925.00	950.00	\$350
Fair	Main Arena - Single Day Rental	\$2,000.00	2,040.00	\$400
Fair	Main Arena - Weekend Rental	\$4,500.00	4,600.00	\$2,600
Fair	Facility Fee - for organizations that hold 1-3 shows per yr	\$300.00	305.00	\$75
Fair	Facility Fee - for organizations that hold >4 shower per yr	\$400.00	405.00	\$55
Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	\$4,500.00	4,600.00	\$0
Fair	w/ extra barn fees Comm. South, Barn A or Barn B	\$300.00	305.00	\$40
Fair	w/ extra barn fees All other North End Barns	\$250.00	255.00	\$40
Fair	South End with Outside Arena (min for 2 or 3 day show)	\$2,750.00	2,800.00	\$0
Fair	w/ extra barn fees UU or VV Barns	\$300.00	305.00	\$0
Fair	w/ extra barn fees All other South End Barns	\$250.00	255.00	\$0
Fair	Covered Practice Arena Per Show	\$500.00	510.00	\$90
Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	\$60.00	61.00	\$0
Fair	Infield Arena Per Day	\$450.00	460.00	\$20
Fair	Infield Arena Per Day Per Dump for Watering Arena	\$60.00	61.00	\$0
Fair	Entire Grounds minimum for 2 to 3 day show	\$6,750.00	6,900.00	\$150
Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	\$300.00	305.00	\$0
Fair	w/ extra barn fees All other Barns	\$250.00	255.00	\$0
Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	\$60.00	61.00	\$0
Fair	Brick Building Rental Fee	\$250.00	255.00	\$5
Fair	Concessions & Blacksmiths - per day for 2 or 3 day shows	\$75.00	76.00	\$18



BOARD OF COMMISSIONERS

County Building
 P.O. Box 70, Room 131
 Cheboygan, Michigan 49721

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**CHEBOYGAN COUNTY
 BOARD OF COMMISSIONERS
 RESOLUTION #19-05**

WHEREAS, Health care costs continue to rise for all Americans and, for some Americans, this increase can be devastating; and

WHEREAS, Medicare is the focus of many lawmakers who portray it as an "entitlement" program that costs the Treasury too much money. Technically, the term "entitlement" is correct but it has an unfortunate connotation; and

WHEREAS, Medicare is an essential medical plan that millions of seniors and disabled individuals depend upon to stay alive. Medicare is not a gift, as the term "entitlement" suggests. Many of the beneficiaries have worked their entire adult life and paid into the system in order to receive this crucial medical plan; and

WHEREAS, Due to spiraling costs largely associated with the price of prescription medications, our elected officials find themselves passing on increased costs to those who can least afford that increase, namely senior citizens and disabled individuals who are on Medicare's Part D drug program; and

WHEREAS, When congress enacted Medicare Prescription Drug Bill they enacted a law that does not allow Medicare to negotiate with pharmaceutical companies for drug price the way Medicaid and the Veterans Administration does; and

WHEREAS, One economist, Dean Baker, estimates that Medicare could have saved approximately \$332 billion dollars between 2006 and 2013 (approximately \$50 billion a year) had the Department of Health and Human Services been permitted to negotiate prices of drugs with the drug companies, as federal agencies do in other programs; and

WHEREAS, Rising prescription drug costs have been the primary reason for the increase in health benefit costs; and

WHEREAS, The increasing cost of prescription drugs and outrageous profits made by pharmaceutical companies is a systemic problem that significantly affects our state and our nation. It deserves non-partisan effort; and

WHEREAS, We must prevent our elected officials from balancing the budget on the backs of those who can least afford it, the elderly and disabled. Increases in premiums and drug costs are unacceptable. Ways to deal with a flawed Medicare Prescription Drug Bill; and

WHEREAS, We must preserve the Medicare program as it currently exists and to do so requires immediate action to cut unnecessary costs, particularly in the area of prescription drug coverage; and

WHEREAS, We must revise the Medicare Prescription Drug Bill of 2003 to allow negotiating lower drug prices and the importation of identical, cheaper, drugs from Canada and elsewhere; and

WHEREAS, We cannot allow the previously approved bill to stand as adopted at the risk of having the Medicare program be the cause of a staggeringly increasing deficit which will require tax increases or cuts to the rest of the government, nor can we allow the continuance of price increases to our citizens cause many to contemplate discontinuing medically necessary drugs in order to pay their bills, heat their houses and have food on the table; Therefore, Be It Further

District 1
 Mary Ellen Tryban

District 2
 Richard B. Sangster
 Vice-Chairman

District 3
 Michael Newman

District 4
 Cal Gouline

District 5
 Roberta Motelski

District 6
 John B. Wallace
 Chair

District 7
 Steve Warfield

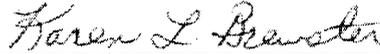
- RESOLVED That the Cheboygan County Board of Commissioners goes on record urging our Legislators to immediately commence the process of revising the Medicare Prescription Drug Bill of 2003 to allow negotiating lower drug prices and the importation of identical, cheaper drugs from Canada and elsewhere; Be It Further
- RESOLVED That a copy of this resolution be forwarded to our area Federal and State Legislators, the National Association of Counties, the Michigan Association of Counties and the other Michigan Counties.



John B. Wallace, Chairperson
Cheboygan County Board

I, Karen L. Brewster, Clerk of the County of Cheboygan, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Board of Commissioners at a regular meeting on March 12, 2019.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the County of Cheboygan on the 12th day of March 2019 at Cheboygan, Michigan.



Karen L. Brewster
Cheboygan County Clerk/Register