

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM **JUNE 25, 2019**
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
  1. AN EMAIL FROM **STEPHENI SCHLINKER** RESIGNING FROM THE INGHAM COUNTY WOMEN’S COMMISSION.
  2. AN EMAIL FROM **KELLI CORNER** RESIGNING FROM THE INGHAM COUNTY WOMEN’S COMMISSION
  3. AN EMAIL FROM THE **LANSING AREA ECONOMIC PARTNERSHIP** REGARDING AN OBSOLETE PROPERTY REHABILITATION DISTRICT PUBLIC HEARING
  4. **LANSING CITY COUNCIL** NOTICE OF PUBLIC HEARING - OBSOLETE PROPERTY REHABILITATION DISTRICT
  5. RESOLUTION “A” FROM THE **SAGINAW COUNTY** BOARD OF COMMISSIONERS IN SUPPORT OF A STATE PSYCHIATRIC FACILITY ON THE GROUNDS OF THE CARO CENTER IN TUSCOLA COUNTY
  6. RESOLUTION 19-17 FROM THE **WEXFORD COUNTY** BOARD OF COMMISSIONERS SUPPORTING THE CARO CENTER IN TUSCOLA COUNTY MICHIGAN
  7. RESOLUTION 2019-14 FROM THE **MENOMINEE COUNTY** BOARD OF COMMISSIONERS REGARDING FUNDING THE GREAT LAKES RESTORATION INITIATIVE
  8. RESOLUTION 2019-15 FROM THE **MENOMINEE COUNTY** BOARD OF COMMISSIONERS REGARDING THE MEDICARE PRESCRIPTION DRUG BILL OF 2003

9. RESOLUTION 19-083 FROM THE [HILLSDALE COUNTY](#) BOARD OF COMMISSIONERS REGARDING THE TRIAL COURT FUNDING COMMISSION INTERIM REPORT
  10. RESOLUTION FROM THE [MARQUETTE COUNTY](#) BOARD OF COMMISSIONERS REGARDING THE TRIAL COURT FUNDING COMMISSION INTERIM REPORT
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
11. COUNTY SERVICES COMMITTEE - RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE [PERMITS](#) FOR THE INGHAM COUNTY ROAD DEPARTMENT
  12. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A NEW CONTRACT WITH [MGT OF AMERICA CONSULTING, LLC](#), FOR THE PREPARATION OF A COUNTY WIDE COST ALLOCATION PLAN
  13. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO REVISE THE INGHAM COUNTY [CELL PHONE POLICY](#)
  14. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE A CHANGE IN THE OUTBOUND [ACCESS NUMBER](#) FOR COUNTY PHONE SYSTEM
  15. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE [LOCAL ROAD AGREEMENTS](#) WITH INGHAM, LOCKE, ONONDAGA, AND WHITE OAK TOWNSHIPS
  16. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO EXECUTE WATERBORNE CENTERLINE [PAVEMENT MARKING](#) AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON AND THE VILLAGE OF WEBBERVILLE
  17. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO UPDATE THE INGHAM COUNTY ROAD DEPARTMENT [PERMIT FEE](#) STRUCTURE
  18. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO RETAIN AS-NEEDED [ENGINEERING DESIGN SERVICES](#) FOR 2019-2021
  19. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSYEMS INC. FOR INSTALLATION OF AN ADDITIONAL TEMPERATURE SENSOR AND FOR ANNUAL [ALARM MONITORING SERVICES](#) AT THE HUMAN SERVICES BUILDING

20. FINANCE COMMITTEE - RESOLUTION TO AUTHORIZE [BUDGET ADJUSTMENTS](#) FOR 2019 BASED ON THE ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY
21. HUMAN SERVICES COMMITTEE - RESOLUTION APPROVING TRI-COUNTY OFFICE ON AGING'S FISCAL YEAR 2020-2022 [MULTI-YEAR PLAN](#)
22. HUMAN SERVICES COMMITTEE - RESOLUTION OPPOSING APPROPRIATIONS BILL [PUBLIC ACT 207](#) OF 2018, ARTICLE X, PART 2 PROVISIONS CONCERNING APPROPRIATIONS, GENERAL SECTIONS, BEHAVIORAL HEALTH SERVICES, SECTION 928 (1)
23. HUMAN SERVICES COMMITTEE - RESOLUTION HONORING [MARY WARE](#)
24. HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE [AMENDMENT # 4](#) TO THE 2018-2019 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
25. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A CONTRACT WITH [L. J. TRUMBLE BUILDERS, LLC](#)
26. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A CONTRACT WITH [ROWE PROFESSIONAL SERVICES COMPANY](#)
27. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN [AMENDMENT TO RESOLUTION #19-047](#)
28. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A 2019 - 2020 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF [PUBLIC HEALTH SERVICES](#) UNDER THE COMPREHENSIVE AGREEMENT
29. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ENTER AGREEMENT WITH [CURE VIOLENCE GLOBAL](#)
30. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [REDHEAD DESIGN STUDIO](#) FOR THE DEVELOPMENT OF A MASS MEDIA CAMPAIGN TO REDUCE HIV STIGMA
31. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [KAC CONSULTING, LLC](#) FOR THE EVALUATION OF A MASS MEDIA CAMPAIGN
32. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [VARIOUS VENDORS](#) FOR A MEDICAL MARIHUANA PUBLIC EDUCATION CAMPAIGN

33. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [MVN](#) (MOTOR VEHICLE NETWORK)
34. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ENTER INTO AN AGREEMENT WITH [CONTINENTAL CANTEEN](#)
35. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ENTER INTO AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY COLLEGE OF NURSING FOR [PEDIATRIC NURSE](#) PRACTITIONER SERVICES
36. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO ENTER INTO AN AGREEMENT WITH [ZOOM VIDEO](#) COMMUNICATIONS
37. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE EXTENDED COOPERATIVE OPERATIONAL AGREEMENT WITH THE INGHAM [COMMUNITY HEALTH CENTER BOARD](#) OF DIRECTORS
38. LAW & COURTS COMMITTEE - RESOLUTION TO HONOR [LIEUTENANT STEVEN SOPOCY](#) OF THE INGHAM COUNTY SHERIFF'S OFFICE
39. LAW & COURTS COMMITTEE - RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO PERMIT KEEPING [CHICKENS](#) IN NON-AGRICULTURAL AREAS
40. LAW & COURTS COMMITTEES - RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO DELETE THE PROVISION PROHIBITING [BARKING DOGS](#)
41. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO APPROVE AN EXTENDED [POLICE SERVICES](#) AGREEMENT WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2023
42. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO ADOPT THE 2020 [JUVENILE JUSTICE](#) COMMUNITY AGENCY PROCESS CALENDAR

XII. SPECIAL ORDERS OF THE DAY

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. ADJOURNMENT

THE COUNTY OF INGHAM WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS INTERPRETERS FOR THE HEARING IMPAIRED AND AUDIO



TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING FOR THE VISUALLY IMPAIRED, FOR INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON FIVE (5) WORKING DAYS NOTICE TO THE COUNTY OF INGHAM. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF INGHAM IN WRITING OR BY CALLING THE FOLLOWING: INGHAM COUNTY BOARD OF COMMISSIONERS, P.O. BOX 319, MASON, MI 48854, 517-676-7200.

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

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

## **JUNE 25, 2019 REGULAR MEETING**

Board of Commissioners Room – Courthouse  
Mason, Michigan – 6:30 p.m.  
June 25, 2019

### **CALL TO ORDER**

Chairperson Crenshaw called the June 25, 2019 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

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

Members Absent: Morgan and Tennis.

A quorum was present.

### **PLEDGE OF ALLEGIANCE**

Chairperson Crenshaw asked Melissa Buzzard, Trails and Parks Millage Program Coordinator, to lead the Board of Commissioners in the Pledge of Allegiance.

### **TIME FOR MEDITATION**

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

### **APPROVAL OF THE MINUTES**

Commissioner Koenig moved to approve the minutes of the June 11, 2019 meeting. Commissioner Trubac supported the motion.

The motion to approve the minutes carried unanimously. Absent: Commissioners Morgan and Tennis.

### **ADDITIONS TO THE AGENDA**

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

Agenda Item No. 6 - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department.

Agenda Item No. 9 - Resolution to Authorize a Purchase Order to T.H. Eifert LLC to Furnish and Install Three New Drinking Fountains at the Human Services Building.

Agenda Item No. 12 - Resolution to Authorize Two New Positions and Reclassifying Six Existing Positions for the Road Department.

## **JUNE 25, 2019 REGULAR MEETING**

Chairperson Crenshaw stated that without objection, Agenda Item No. 14 - Resolution Authorizing the Acceptance of Certain Grants During the Board of Commissioners 2019 Summer Schedule, would be removed from the agenda.

### **PETITIONS AND COMMUNICATIONS**

RESOLUTION NO.19-244 FROM THE GRATIOT COUNTY BOARD OF COMMISSIONERS REGARDING VETERANS SERVICES GRANT FUNDING. Chairperson Crenshaw placed the notice on file.

AN EMAIL FROM MARY BOWEN RESIGNING FROM THE INGHAM COUNTY WOMEN'S COMMISSION. Chairperson Crenshaw accepted the resignation and placed the email on file.

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY, AIR QUALITY DIVISION, PENDING NEW SOURCE REVIEW APPLICATION REPORT. Chairperson Crenshaw received the report and placed it on file.

TRI-COUNTY OFFICE OF AGING FISCAL YEAR 2020-2022 MULTI-YEAR PLAN. Chairperson Crenshaw referred the letter to the Human Services Committee.

### **LIMITED PUBLIC COMMENT**

None.

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

None.

### **CONSIDERATION OF CONSENT AGENDA**

Commissioner Naeyaert moved to adopt a consent agenda consisting of all action items except Agenda Item No. 8. Commissioner Maiville supported the motion.

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

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

Items voted on separately are so noted in the minutes.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 5**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION MAKING APPOINTMENTS TO THE  
INGHAM COUNTY WOMEN’S COMMISSION**

**RESOLUTION # 19 – 270**

WHEREAS, several vacancies exist on the Ingham County Women’s Commission; and

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

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

Jasmine Brown-Moreland, 921 Coolidge Road, Apt 12, Lansing, 48912

to the Ingham County Women’s Commission to a term expiring December 31, 2020; and appoints

Angela Neaver’a Hill, 1235 Weber Drive, Apt 4, Lansing, 48912

to the Ingham County Women’s Commission to a term expiring December 31, 2021.

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

**Nays:** None **Absent:** None **Approved 06/18/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED - JUNE 25, 2019  
AGENDA ITEM NO. 6**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 19 – 271**

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

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

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

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**INGHAM COUNTY ROAD DEPARTMENT**

DATE June 4, 2019

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>	<b>SECTION</b>
2019-250	MAYFAIR BAR & GRILL	SPECIAL EVENT	LAKE LANSING RD	MERIDIAN	
2019-217	CONSUMERS ENERGY	ELECTRIC – OH	HAMILTON RD	MERIDIAN	
2019-219	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-220	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-218	CONSUMERS ENERGY	GAS	OKEMOS RD	MERIDIAN	
2019-216	CONSUMERS ENERGY	GAS	OKEMOS RD	MERIDIAN	
2019-221	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-222	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-235	BARNHART & SONS	SANITARY /ROAD CUT	AURELIUS RD	DELHI	
2019-263	KATHY CLARK	TREE REMOVAL	BUENA PKWY	MERIDIAN	

MANAGING DIRECTOR: \_\_\_\_\_

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 7**

Introduced by the County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UTILIZE THE COUNTY’S OPTION TO  
ACQUIRE TAX FORECLOSED PROPERTY**

**RESOLUTION # 19 – 272**

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Authority (the “Authority”) may act at their June 26, 2019 meeting to request the County to acquire certain properties that meet the criteria outlined in the Authority’s Priorities.

THEREFORE BE IT RESOLVED that the Board of Commissioners request the County Treasurer, acting as the Foreclosing Governmental Unit, to accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition cost shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

## JUNE 25, 2019 REGULAR MEETING

### 2019 Foreclosure List

PARCEL	ADDRESS	LEGAL	FRC AMOUNT
33-01-01-03-102-201	SANFORD	LOT 32 WOODLAWN SUB	\$2,125.82
33-01-01-04-230-351	N LARCH ST	LOT 47 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS	\$828.78
33-01-01-04-230-360	E FREDERICK	LOT 50 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS	\$2,943.25
33-01-01-06-254-001	3030 PAUL	LOT 113 NORTHWESTERN SUB NO 3	\$17,374.01
33-01-01-08-127-481	1729 GLENROSE	S 38 FT OF N 76 FT OF E 122 FT LOT 28 ASSESSORS PLAT NO 12	\$8,840.37
33-01-01-08-202-281	1715 N MLK JR BLVD	LOT 209 & S 14 FT LOT 210 NORTH HIGHLAND SUB	\$4,578.67
33-01-01-08-228-401	1443 ROOSEVELT	LOT 206 & S 17 FT LOT 205 KNOLLWOOD PARK	\$2,028.58
33-01-01-08-251-041	1416 N JENISON	S 1/2 OF N 118 4/5 FT LOT 6 BLOCK 2 ASSESSORS PLAT NO 10	\$4,228.65
33-01-01-08-276-081	1044 ONTARIO	LOT 280 NORTH HIGHLAND SUB	\$20,474.30
33-01-01-09-181-041	PLEASANT ST	LOT 21 ASSESSORS PLAT NO 15 REC L 10 P 18	\$4,705.84
33-01-01-09-182-151	417 PLEASANT	LOT 31 ASSESSORS PLAT NO 15 REC L 10 P 18	\$7,598.94
33-01-01-09-278-331	412 PEARL	E 33 FT LOTS 11 & 12 BLOCK 4 ORIG PLAT	\$12,202.49
33-01-01-09-306-111	608 BROOK	E 1/2 OF W 4 R LOT 12 BLOCK 1 MOORES SUB ON BLOCK 27	\$3,990.34
33-01-01-09-308-011	1026 N CHESTNUT	W 60 FT LOT 11 BLOCK 38 ORIG PLAT	\$9,080.97
33-01-01-09-352-031	928 N SYCAMORE	S 1/2 LOT 7 BLOCK 2 MOORES SUB ON BLOCK 27	\$6,941.96
33-01-01-10-106-201	818 MCKINLEY ST	LOT 30 & E 1/2 LOT 29 ALSO PART OF VAC ALLEY DESC AS COM SE COR LOT 30, TH W 49.5 FT, S 3.96 FT, E 49.5 FT, N 3.96 FT TO BEG; REPLAT OF BLOCK 3 OF BALLARDS ADD	\$3,159.42
33-01-01-10-128-211	1907 VERMONT	LOT 24 FRANKLIN HEIGHTS SUB	\$12,272.18
33-01-01-10-157-001	1414 BALLARD	N 34 FT OF W 4 R LOT 17 BLOCK 2 HANDY HOME ADD	\$16,456.70
33-01-01-10-180-261	1435 MASSACHUSETTS	LOT 195 HIGHLAND PARK	\$9,447.72
33-01-01-10-255-171	1323 INDIANA	E 137 FT LOT 306 & N 1/2 OF E 137 FT LOT 307 CAPITOL HEIGHTS	\$18,061.85
33-01-01-10-354-291	914 MAY	LOT 17 WILEYS SUB REC L 1 P 33	\$7,318.75
33-01-01-10-376-071	800 N PENNSYLVANIA	LOT 14 ASSESSORS PLAT NO 22	\$3,385.68
33-01-01-10-378-002	N PENNSYLVANIA	LOTS 25 & 26 ASSESSORS PLAT NO 22	\$8,726.34
33-01-01-14-126-381	603 N FRANCIS	LOT 362 FOSTER FARM	\$11,112.66
33-01-01-14-153-271	123 N HAYFORD	LOT 8 FOSTER FARM	\$10,441.77
33-01-01-14-304-051	135 S MAGNOLIA	LOT 349 LESLIE PARK SUB	\$5,237.56
33-01-01-14-327-312	210 S MIFFLIN	LOT 257, ALSO E 5 FT OF VACATED ALLEY SNYDERS SUB	\$3,445.88
33-01-01-14-377-142	S MIFFLIN	LOTS 281 & 282 SNYDERS SUB	\$2,015.99
33-01-01-14-381-172	636 S MIFFLIN	LOTS 86 & 87 BROWNS SUB OF A PART OF OUTLOTS A AND B SNYDERS SUB	\$9,019.80
33-01-01-15-104-431	500 LESHER PLACE	LOT 16 BLOCK 2 ASSESSORS PLAT NO 7	\$25,289.26
33-01-01-15-126-101	1025 ORCHARD	LOT 4 FAIRVIEW SUB	\$20,468.85
33-01-01-15-126-162	1105 ORCHARD	LOT 10 & E 1/2 LOT 9 FAIRVIEW SUB	\$6,570.65
33-01-01-15-355-001	816 HICKORY	LOT 14 BLOCK 5 LANSING IMPROVEMENT COMPANYS ADD	\$19,642.12
33-01-01-15-356-041	617 S HOSMER	S 37 FT OF N 67 FT LOT 10 & W 6.5 FT OF S 37 FT OF N 67 FT LOT 11 BLOCK 11 LANSING IMPROVEMENT COMPANYS ADD	\$7,123.11
33-01-01-15-378-101	1019 BEMENT	LOT 25 BLOCK 6 LANSING IMPROVEMENT COMPANYS ADD	\$6,681.83



## JUNE 25, 2019 REGULAR MEETING

### 2019 Foreclosure List

33-01-01-16-478-051	607 HELEN	W 30 FT LOT 4 BLOCK 1 OAKHILL SUB ON BLOCKS 236 & 237	\$8,451.47
33-01-01-17-330-161	210 HURON	LOT 4 BLOCK 3 KEMPFS ADD	\$8,030.92
33-01-01-17-401-320	108 S MLK JR BLVD	LOT 46; ASSESSORS PLAT NO 8	\$14,954.19
33-01-01-20-107-081	OLDS AVE	LOT 60 & E 1/2 LOT 59 RIVERCREST SUB	\$6,847.08
33-01-01-20-451-011	1637 PATTENGILL	LOT 37 WELDONS ADD	\$8,734.22
33-01-01-20-489-051	1821 S RUNDLE	LOT 9 FLORAL SUB	\$14,426.62
33-01-01-21-354-061	416 W BARNES	E 22 FT LOT 7 & W 22 FT LOT 8 BLOCK 5 PARK PLACE	\$16,992.28
33-01-01-21-357-041	1723 OSBAND	N 41 FT OF S 85 FT LOTS 6 & 7 BLOCK 13 PARK PLACE	\$13,220.93
33-01-01-21-427-053	BAKER ST	LOTS 10 & 11 EXC E 103 FT ALSO EXC W'LY 42 FT MEAS D AT RT ANG TO S CEDAR ST ROLLIN H PERSON ADD	\$818.55
33-01-01-21-451-021	1606 MARTIN	S 50 FT LOT 12 BLOCK 2 HALLS THIRD ADD	\$9,123.88
33-01-01-21-476-020	1615 HERBERT ST	LOTS 17 & 18 BLOCK 2 AMENDED PLAT OF HALLS SOUTH SIDE ADD	\$7,526.78
33-01-01-21-480-030	1723 RAY	S 30 FT OF N 91.5 FT LOT 6, S 30 FT OF N 91.5 FT OF W 38 FT LOT 7 & S 28.5 FT OF N 90 FT OF E 28 FT LOT 7 BLOCK 1 SOUTH PARK ADD	\$15,309.34
33-01-01-21-480-065	543 NORMAN	E 33 FT LOT 8 BLOCK 1 SOUTH PARK ADD	\$6,219.52
33-01-01-21-480-070	547 NORMAN	LOT 9 BLOCK 1 SOUTH PARK ADD	\$6,789.22
33-01-01-22-252-122	DAKIN ST	LOTS 220 & 221 EXCELSIOR LAND COMPANYS SUB	\$3,258.45
33-01-01-22-254-142	1128 LATHROP	LOTS 25, 26 & S 10 FT LOT 24 PARKVIEW LAND CO ADD	\$5,763.73
33-01-01-22-278-201	REGENT ST	LOT 77 CITY PARK SUB	\$977.58
33 01 01 22 279 312	1211 REGENT	LOTS 33 & 34 CITY PARK SUB	\$7,696.88
33-01-01-26-351-021	3021 AURELIUS	LOT 2 SUPERVISORS PLAT OF ROBINSON ROAD SUB	\$12,803.95
33-01-01-27-156-091	2330 S PENNSYLVANIA	LOT 184 HOLLYWOOD SUB	\$16,034.20
33-01-01-28-203-271	2325 FOREST	LOT 29 CEDARACRE SUB	\$8,129.92
33-01-01-28-253-041	2419 MAPLEWOOD	LOT 11 CEDARHURST SUB	\$6,588.58
33-01-01-28-334-131	3006 STABLER ST	LOT 61 HOLMESDALE SUB	\$19,542.29
33-01-01-28-376-261	421 W HODGE	COM NE COR LOT 58, W 34.25 FT, S 22.83 FT, W 1.75 FT, S 12.67 FT, W 1 FT, S 11.5 FT, E 1 FT, S 200.5 FT TO S LINE LOT 58, E 36 FT, N 247.5 FT TO BEG; HALF ACRE LAND CO'S SUB	\$4,501.21
33-01-01-28-454-142	3308 S CEDAR ST	LOTS 3 & 4 ALSO LOT 5 EXC N 140 FT LOT 6 EXC N 140 FT & LOT 7 EXC N 140 FT; BLOCK 2 OAK CREST SUB	\$57,489.74
33-01-01-30-178-011	2615 OBAN	LOT 340 ETON DOWNS NO 4 SUB	\$13,586.10
33-01-01-31-253-121	2812 GREENBELT DR	LOT 164 PLEASANT SUB NO 1	\$6,293.21
33-01-01-31-278-021	4119 INGHAM	LOT 35 PLEASANT SUB	\$25,034.63
33-01-01-31-280-201	2309 FIELDING DR	LOT 13 PLEASANT SUB	\$14,716.85
33-01-01-31-353-051	3620 LUCIE	LOT 751 CHURCHILL DOWNS NO 4 SUB	\$7,663.44
33-01-01-31-379-041	3214 RAYNELL	LOT 631 CHURCHILL DOWNS NO 3 SUB	\$7,107.60
33-01-01-31-402-041	2908 RISDALE	W 60 FT OF E 125 FT LOTS 18 & 19 ECO FARMS	\$5,250.21
33-01-01-32-476-211	921 REO RD	N 155 FT LOT 40 EXC E 5.04 FT SONNENBERGS HALF ACRE SUB	\$11,427.99
33-01-01-33-256-051	317 E CAVANAUGH	LOT 41 JESSOPS HOME GARDENS SUB	\$15,519.77
33-01-01-33-379-001	4803 STAFFORD	LOT 15 GARDEN-AIR SUB	\$23,077.35
33-01-01-33-476-001	S CEDAR ST	N 60 FT OF W 145.8 FT OUTLOT B CEDAR GARDENS SUB	\$6,104.41

## JUNE 25, 2019 REGULAR MEETING

### 2019 Foreclosure List

33-01-01-33-476-012	S CEDAR ST	OUTLOT B EXC S 200 FT & ALSO EXC COM NE COR OUTLOT B, TH S 150 FT, W 50 FT, N 50 FT, W 63 FT, N 40 FT W TO E LINE CEDAR ST, N TO S LINE ROBERT ST, E TO BEG; CEDAR GARDENS SUB	\$12,250.68
33-01-01-34-158-161	821 E CAVANAUGH	LOT 478 MAPLE HILL	
33 01 05 04 252 041	208 REDNER	LOT 44 LANCEN VILLAGE	\$11,189.38
33-01-05-05-103-121	1905 W JOLLY RD	LOT 184 & E 10 FT LOT 183 MAPLE GROVE NO 3	\$13,374.00
33-01-05-05-201-181	5308 S MLK JR BLVD	LOT 11 SUPERVISORS PLAT OF BALZER SUB	\$8,427.96
33-01-05-06-101-160	W JOLLY RD	E 57 FT LOT 40, LOT 41 EXC N 132 FT OF E 60 FT AND EXC N 123 FT OF W 60 FT OF E 120 FT, W 36 FT OF LOT 42 EXC N 125 FT; MAPLE GROVE FARMS NO 1	\$2,213.72
33-01-05-06-126-141	3101 W JOLLY	N 227.5 FT LOT 54 MAPLE GROVE FARMS NO 1	\$14,280.90
33-01-05-06-227-051	2415 MIDWOOD ST	LOT 83 MAPLE GROVE FARMS NO 2	\$3,997.95
33-01-05-06-227-062	MIDWOOD ST	N 200 FT LOT 82 EXC N 123 FT OF E 50 FT MAPLE GROVE FARMS NO 2	\$2,151.56
33-01-05-06-455-180	W MILLER RD	COM 1065 FT E OF S 1/4 COR, TH N 233 FT, W 48 FT, N 200 FT, W 43 FT N 117 FT TO SW COR NEWARK TERRACE SUB, E TO SE COR SAID SUB, S 550 FT, W 82 FT TO BEG; SEC 6 T3N R2W	\$16,954.11
33-01-05-09-176-301	6444 SOMMERSET	S 55 FT OF N 110 FT OUTLOT B SUPERVISORS PLAT OF ELMWOOD FARMS	\$4,628.07
33-01-05-09-202-031	6133 COULSON CT	LOT 28 MEISSNER SUB	\$9,987.58
33-01-05-10-477-091	1947 E WILLOUGHBY	LOT 11 & E 28.75 FT LOT 10 EXC N 394.82 FT THEREOF MAPLE GROVE SUB	\$9,477.52
33-06-06-22-226-001	HOLT RD	AL 149 LOT 10 GREEN VIEW	\$2,147.56
33-09-09-07-126-003	W COLUMBIA RD	AU 7-4 PARCEL 10 RDS. E&W BY 16 RDS. N&S IN NE COR. OF E 1/2 OF NW 1/4 SEC. 7, T2NR2W -1 A	\$836.27
33-09-09-12-400-008	S COLLEGE RD	COM @ E 1/4 COR OF SEC 12 -S0D08'53"E ALNG E SEC LN 540.95 FT TO POB -S0D08'53"E 198 FT -S89D49' 11"W 2650.79 FT -N0D09'41"W ALNG NS 1/4 LN 198 FT -N89D49'11"E 2650.84 FT TO POB ON SE 1/4 OF SEC 12 T2NR2W 12.049 A 93 SPLIT FM 3309-12-400-003	\$4,582.32
33-09-09-16-200-027	W CURTICE RD	COM AT N1/4 COR OF SEC 16 -E ALNG N SEC LN 889.32FT TO POB -E 150FT -S0D01'50"E 675 FT -W 150FT -N0D01' 50"W 675FT TO POB ON NE1/4 OF SEC 16, T2NR2W 2.324. A 95 SPLIT FM 3309-16- 200-002	\$7,119.32
33-13-13-29-254-003	5652 OAK	O 61-1-1 LOTS 20 & 23 BLOCK 5 VILLAGE OF ONONDAGA SEC 29 T1NR2W	\$5,103.43
33-14-14-18-100-012	RIDLEY RD	THE SW1/4 OF NW1/4 SEC 18 T IN R1W DESC AS: BEG AT PT N 504.35 FT & N89D43'40"E 745 FT & N 129.69 FT FROM W 1/4 COR OF SEC 18 -N 23.31 FT - N89D43'40"E 580 FT -S 23.31 FT -S89D43'40"W 580 FT TO POB SEC 18 T1NR1W .31 AC. M/L SPLIT 2013	\$728.78

## JUNE 25, 2019 REGULAR MEETING

### 2019 Foreclosure List

33-16-16-16-400-010	DEXTER TR	S 16-15-S COM AT CEN OF SEC 16 -SUDSO E ALNG NS 1/4 LN 1999.55 FT -SE'LY ON CURVE 74.32 FT BRG S07D29'E 74 FT TO POB -E 350 FT -S 363.03 FT TO C/L DEXTER TR -ALNG C/L N57D31'W 215.58 FT -ALNG C/L CURVE 207.26 FT BRG N42D03'24"W 204.76 FT -ALNG C/L CURVE 100.56 FT BRG N18D01'34" W 100.14 FT TO POB SEC 16 T1NR2E 1.90 AC	\$2,189.07
33-17-14-27-101-015	MILL	COM @ THE NW COR SEC 27 -SUD04'E ON W SEC LN 1327.21 FT O N 1/8 LN OF NW 1/4 -E ON SD 1/8 LN 457.45 FT TO THE POB -E 66 FT -N 132 FT -W 66 FT -S132 FT TO THE POB SEC 27 T1NR1W .20 AC M/L CITY OF LESLIE	\$1,941.46
33-17-14-28-132-004	207 ELM	LSV-322-2 W 32 FT OF LOTS 1 & 2 & W 32 FT OF N 1/2 OF LOT 3 BLOCK 24 CITY OF LESLIE BLOCK 1 ARMSTRONG'S ADDITION CITY OF LESLIE	\$9,467.18
33-18-03-35-377-017	906 W GRAND RIVER	BEG AT SE COR OF LOT 73 N-60 FT -W 100 FT -S 60 FT -E 100 FT TO POB ON LOT 73 ASSESSOR'S PLAT NO. 1 CITY OF WILLIAMSTON	\$16,960.14
33-20-02-08-306-032	RIDGEWOOD DR	LOT 30 EXC W 15 FT & ALSO EXC E 55 FT THEREOF. WALNUT HEIGHTS SUBDIVISION (DBR17: NEW PARCEL FOR 2016 & 2017)	\$1,534.51
33-20-02-17-100-010	1527 MT VERNON	LOT 11 GRANDVIEW SUB	\$3,466.68
33-21-01-14-386-008	635 S MIFFLIN	LOT 503 & 504 URBANDALE NO 2.	\$6,056.68
33-21-01-18-206-008	320 BRYNFORD	LOT 31 WINDEMERE SUBDIVISION.	\$11,701.87
33-21-01-18-428-019	208 HUNGERFORD	LOT 44 DURAN I HILLS NO 1.	\$6,394.74
33-25-05-14-326-010	COOLRIDGE RD	(DP 1470) LOT 64 EXC N 10 FT MEADOW LAWN SUBDIVISION.	\$2,278.79

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 8**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
GROVENBURG FARMS BRANCH OF THE MELKVIK DRAIN DRAINAGE DISTRICT BONDS  
RESOLUTION # 19 – 273**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on June 25, 2019, at 6:30 p.m., local time.

**PRESENT:** Celentino, Grebner, Koenig, Maiville, Naeyaert, Polsdofer, Schafer, Sebolt, Slaughter, Stivers, Trubac, and Crenshaw

**ABSENT:** Morgan and Tennis

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

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed \$1,750,000.00 pursuant to the Act; and

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

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

## **JUNE 25, 2019 REGULAR MEETING**

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

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

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

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

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$1,750,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

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

**JUNE 25, 2019 REGULAR MEETING**

preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

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

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

YEAS: Celentino, Grebner, Koenig, Maiville, Naeyaert, Polsdofer, Schafer, Sebolt,  
Slaughter, Stivers, Trubac, and Crenshaw

NAYS: None.

ABSTAIN: None.

ABSENT: Morgan and Tennis

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

RESOLUTION DECLARED ADOPTED.

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Barb Byrum, Clerk  
County of Ingham

## **JUNE 25, 2019 REGULAR MEETING**

### **CERTIFICATION**

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on June 25, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: June 26, 2019

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Barb Byrum, Clerk  
County of Ingham

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 9**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO T.H. EIFERT LLC TO FURNISH AND  
INSTALL THREE NEW DRINKING FOUNTAINS AT THE HUMAN SERVICES BUILDING**

**RESOLUTION # 19 – 274**

WHEREAS, the drinking fountains at the Human Services Building are 35 years old and have outlived their useful life; and

WHEREAS, it is the recommendation of the Facilities Departments to issue a purchase order to T.H. Eifert LLC., a registered local vendor who submitted the lowest responsive and responsible revised proposal of \$9,025.00 to furnish and install three new drinking fountains; and

WHEREAS, the Facilities Department would like to ask for a \$800.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-978000-9F18 which has an available balance of \$15,000.00 for drinking fountain replacement at the Human Services Building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to T.H. Eifert LLC., 3302 West Saint Joseph, Lansing, Michigan, 48917 to furnish and install three new drinking fountains at the Human Services Building for an amount not to exceed \$9,825.00 which includes a \$800.00 contingency.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.



**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 10**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH  
ALAIEDON, AURELIUS, BUNKER HILL, LEROY, LESLIE, MERIDIAN, VEVAY, WHEATFIELD,  
AND WILLIAMSTOWN TOWNSHIPS, AND CITY OF LANSING**

**RESOLUTION # 19 – 275**

WHEREAS, 2019 Local Road Program Agreements are proposed for the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield and Williamstown Townships, and City of Lansing; and

WHEREAS, The Road department has worked with each Township and City of Lansing to determine what local road projects are most needed and desired; and

WHEREAS, The Road Department is willing to cause said improvements to be undertaken by road department crews or per construction contracts previously let and approved by the Board of Commissioners, to contribute road department labor without charge on the projects performed by Road department crews, and to pay for portions of the cost of said improvements from the County Road Fund as indicated for each Township in the table below; and

WHEREAS, City of Lansing has agreed to fund the entire cost of its portion of Kerry Street north of Greenbriar Ave., to be done in conjunction with the Lansing Township portion of Kerry Street south of Lake Lansing Road per a previous local road agreement authorized with Lansing Township; and

WHEREAS, total Road Department funding match amount indicated in the table below is included in the adopted/amended 2019 Road Department budget; and

WHEREAS, In the event the final cost of any of the projects is more than the estimates provided in the table below, for any final costs less than twice the maximum Road Department match amount set forth in the table below, the additional cost will be split evenly between the respective Township and the Road department, and for any final costs greater than the twice the maximum Road Department match amount set forth in the table below, the additional cost will be paid entirely by the respective Township; and

WHEREAS, In the event the final cost of any of the projects is less than the estimates provided in the table below, for any final cost amount greater than twice the maximum Road Department match amount set forth in the table below, the savings will first accrue to the Township, and then for any final costs below twice the maximum Road Department match amount set forth in the table below, the savings will be split evenly between the respective Township and the Road Department; and

**JUNE 25, 2019 REGULAR MEETING**

WHEREAS, The respective Townships are willing to pay the respective Township's portion of the cost of said improvements as shown in the table below and as further detailed above, provided, however, that the respective Township excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the respective Agreements, unless the respective Township agrees otherwise, or may reduce the scope of described road improvement projects per the respective Township's available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2019 Local Road Program Agreements with the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield and Williamstown Townships, and City of Lansing.

BE IT FURTHER RESOLVED, that the Road Department is authorized to contribute match funds to the respective Township projects per the amounts shown in the table below and/or as may be necessary for any final project costs differing from estimates as provided above.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each Township and City of Lansing as provided above and in the table below for their respective contributions.

BE IT FURTHER RESOLVED, that the Road Department shall cause the improvements identified in the table below to be performed by Road Department crews without charge to the respective projects for road department staff labor or per contracts previously let and authorized as indicated in the table below during the construction season of the 2019 calendar year subject to final approval by, or as modified by, each Township.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

## JUNE 25, 2019 REGULAR MEETING

2019 Local Road Program Match Amounts, Projects & Estimated Costs							
Township	Prior Match Remaining	2019 Road dept. Match	Total 2019 Match Available	Proposed 2019 Local Road Projects	Estimated Total Project Cost	Estimated Township Cost	Road dept. Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Willoughby Road, Okemos to Dobie Roads, 1 mile--paving and associated shouldering. Hogsback Road, College Road to 2070 feet southeast (start of section maintained by Dart)—asphalt wedge and gravel shoulders as necessary. Darling Road, Hagadom to Holt Roads, 4000 ft.-- asphalt wedge and gravel shoulders as necessary. Wirt Road, east of College Road to end, 1300 ft.—chip-seal. Hulett Road, north of Sandhill Road to end, 3200 ft.—chip-seal. Hulett Road, south of Jolly Road to end, 1500 ft.—chip-seal. Dobie Road, south of Jolly Road to end, 2100 ft.—chip-seal. Every & Button Roads, Jolly to Meridian Roads, 1.5 miles—chip-seal.	\$145,000.00	\$100,000.00	\$45,000.00
Aurelius	\$0.00	\$33,300.00	\$33,300.00	Curtice Road – Waverly to Gale Roads. 1 mile--full cap. Edgar Road – Barnes to Plains Roads. 1 mile--full cap. Bond Road – Aurelius to Plains Roads. Skip-paving. Elliott Road – Aurelius to Columbia Roads. Skip-paving.	\$108,300.00	\$75,000.00	\$33,300.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Haynes Road, Baseline to Catholic Church Roads. 4.5 miles--skip-paving as necessary with associated shouldering.	\$100,000.00	\$66,700.00	\$33,300.00
Leroy	\$13,972.96	\$33,300.00	\$47,272.96	Linn Road, Meech Road to O'Hanlon Court, 1 mile, full cap, and spot paving where necessary near Dietz Road; Wallace Road to half mile north of VanOrden road, full cap; Elm Road, VanOrden to Frost Roads, half mile, full cap; Frost Road, Meech Road to M-52, skip-pave where necessary; House Road, Frost to VanOrden Roads and just north of Dennis Road, spot paving; Kane Road just south of Dennis Road, spot paving.	\$123,273.00	\$76,000.00	\$47,272.96
Leslie	\$22,829.59	\$36,000.00	\$58,829.59	Cooper Road, Baseline to Fitchburg Roads, 1.75 miles--full cap, and associated shouldering.	\$72,000.00	\$36,000.00	\$36,000.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	Towner Road, Saginaw Hwy (BR 69) to Marsh Road. Recycle and resurface by Contractor with associated work.	\$565,000.00	\$392,500.00	\$172,500.00
Vevay	\$36,488.72	\$45,000.00	\$81,488.72	Kelly Road, Plains Road to Dexter Trail. 2.5 miles, Skip-paving. Ives Road, Plains to Barnes roads, 1 mile, Skip-paving.	\$80,000.00	\$40,000.00	\$40,000.00
Wheatfield	\$2,718.30	\$33,300.00	\$36,018.30	Burkley Road, Waldo- to Noble Roads, 3 miles, Skip-paving where necessary.	\$72,036.60	\$36,018.30	\$36,018.30
Williamstown	\$2,856.05	\$45,000.00	\$47,856.05	Zimmer Rd., Haslett to Milton, 2.5 miles, asphalt prep, wedging thru-out with related shoulder graveling. Germany Rd., Zimmer to Barton, 0.5 mile, asphalt wedging. Milton Rd., Zimmer to Bentley, 1.5 miles, completion of previously started full-cap paving. Germany Rd, 650 ft. west of Hart to Zimmer, 1.1 mile, full cap. Barton Rd., Haslett to Sherwood, 2.0 miles, full asphalt cap. Burkley Rd., Grand River (M-43) to township boundary, 1.1 mile, full asphalt cap. Beeman Rd., Sherwood to Williamston city limit, 1.9 miles, full asphalt cap. Germany Rd., Barton to Williamston Rd., 1000 feet of asphalt wedging. Lounsbury Rd., Haslett to Milton Roads, 2.2 miles, 7500 feet of asphalt wedging.	\$440,000.00	\$392,143.95	\$47,856.05
City of Lansing	\$0.00	\$0.00	\$0.00	Mill & 3.5 inch, 2 layer, asphalt resurface Kerry Street, Greenbriar Ave. to City/County boundary by Contractor per contract previously let and approved. All City funded.	\$20,000.00	\$20,000.00	\$0.00

## JUNE 25, 2019 REGULAR MEETING

2019 Local Road Program Match Amounts, Projects & Estimated Costs							
Township	Prior Match Remaining	2019 Road dept. Match	Total 2019 Match Available	Proposed 2019 Local Road Projects	Estimated Total Project Cost	Estimated Township Cost	Road dept. Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Willoughby Road, Okemos to Dobie Roads, 1 mile--paving and associated shouldering. Hogsback Road, College Road to 2070 feet southeast (start of section maintained by Dart)—asphalt wedge and gravel shoulders as necessary. Darling Road, Hagadom to Holt Roads, 4000 ft.-- asphalt wedge and gravel shoulders as necessary. Wirt Road, east of College Road to end, 1300 ft.—chip-seal. Hulett Road, north of Sandhill Road to end, 3200 ft.—chip-seal. Hulett Road, south of Jolly Road to end, 1500 ft.—chip-seal. Dobie Road, south of Jolly Road to end, 2100 ft.—chip-seal. Every & Button Roads, Jolly to Meridian Roads, 1.5 miles—chip-seal.	\$145,000.00	\$100,000.00	\$45,000.00
Aurelius	\$0.00	\$33,300.00	\$33,300.00	Curtice Road – Waverly to Gale Roads. 1 mile--full cap. Edgar Road – Barnes to Plains Roads. 1 mile--full cap. Bond Road – Aurelius to Plains Roads. Skip-paving. Elliott Road – Aurelius to Columbia Roads. Skip-paving.	\$108,300.00	\$75,000.00	\$33,300.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Haynes Road, Baseline to Catholic Church Roads. 4.5 miles--skip-paving as necessary with associated shouldering.	\$100,000.00	\$66,700.00	\$33,300.00
Leroy	\$13,972.96	\$33,300.00	\$47,272.96	Linn Road, Meech Road to O'Hanlon Court, 1 mile, full cap, and spot paving where necessary near Dietz Road; Wallace Road to half mile north of VanOrden road, full cap; Elm Road, VanOrden to Frost Roads, half mile, full cap; Frost Road, Meech Road to M-52, skip-pave where necessary; House Road, Frost to VanOrden Roads and just north of Dennis Road, spot paving; Kane Road just south of Dennis Road, spot paving.	\$123,273.00	\$76,000.00	\$47,272.96
Leslie	\$22,829.59	\$36,000.00	\$58,829.59	Cooper Road, Baseline to Fitchburg Roads, 1.75 miles--full cap, and associated shouldering.	\$72,000.00	\$36,000.00	\$36,000.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	Towner Road, Saginaw Hwy (BR 69) to Marsh Road. Recycle and resurface by Contractor with associated work.	\$565,000.00	\$392,500.00	\$172,500.00
Vevay	\$36,488.72	\$45,000.00	\$81,488.72	Kelly Road, Plains Road to Dexter Trail. 2.5 miles, Skip-paving. Ives Road, Plains to Barnes roads, 1 mile, Skip-paving.	\$80,000.00	\$40,000.00	\$40,000.00
Williamstown	\$2,856.05	\$45,000.00	\$47,856.05	Zimmer Rd., Haslett to Milton, 2.5 miles, asphalt prep, wedging thru-out with related shoulder graveling. Germany Rd., Zimmer to Barton, 0.5 mile, asphalt wedging. Milton Rd., Zimmer to Bentley, 1.5 miles, completion of previously started full-cap paving. Germany Rd, 650 ft. west of Hart to Zimmer, 1.1 mile, full cap. Barton Rd., Haslett to Sherwood, 2.0 miles, full asphalt cap. Burkley Rd., Grand River (M-43) to township boundary, 1.1 mile, full asphalt cap. Beeman Rd., Sherwood to Williamston city limit, 1.9 miles, full asphalt cap. Germany Rd., Barton to Williamston Rd., 1000 feet of asphalt wedging. Lounsbury Rd., Haslett to Milton Roads, 2.2 miles, 7500 feet of asphalt wedging.	\$440,000.00	\$392,143.95	\$47,856.05
City of Lansing	\$0.00	\$0.00	\$0.00	Mill & 3.5 inch, 2 layer, asphalt resurface Kerry Street, Greenbriar Ave. to City/County boundary by Contractor per contract previously let and approved. All City funded.	\$20,000.00	\$20,000.00	\$0.00

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 11**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR  
ARCHITECTURAL DESIGN AND ENGINEERING SERVICES  
FOR THE ROAD DEPARTMENTS WESTERN GARAGE ROOF**

**RESOLUTION # 19 – 276**

WHEREAS, the Ingham County Road Department (ICRD) is in need of architectural design, engineering and onsite inspection services for a roof replacement at the Western District Garage, located at 301 Bush Street, Michigan 48854; and

WHEREAS, the ICRD adopted 2019 budget includes controllable expenditures and funds for this and related building and grounds purchases; and

WHEREAS, bids for architectural design, engineering and onsite inspection services were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of ICRD, to award the architectural design and engineering services to Spalding DeDecker associates, based on the lowest qualified bid.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid, and authorizes an agreement with Spalding DeDecker associates 905 South Blvd East, Rochester Hills, Mi. 48307, not to exceed \$20,000, including design services cost of \$4,470.00, construction services cost of \$10,200.00 and an contingent budget of \$5,330 for other minor design services, if requested by the ICRD.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 12**

Introduced by the County Services and Finance Committees of the

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE  
TWO NEW POSITIONS AND RECLASSIFYING SIX EXISTING POSITIONS  
FOR THE ROAD DEPARTMENT**

**RESOLUTION # 19 – 277**

WHEREAS, Michigan's state fuel and vehicle registration taxes, whose revenue is known as the Michigan Transportation Fund (MTF), were increased starting in 2017, and with further potential road funding increases being proposed at the state level, there has been a very large related increase in engineering activities by Road Department Engineering staff to design, deliver and oversee larger road improvement projects performed by contractors; and

WHEREAS, in addition, there has been an increasing volume of regulatory requirements including significantly increased environmental clearance requirements for larger road and bridge projects impacting adjacent environmental and/or historic features, which has resulted in further large increase in engineering staff workload; and

WHEREAS, prior to the 2017 increase, road funding had declined and operating costs had risen such that the Road Department (formerly Road Commission) had to cut costs including staffing from a peak of 106 employees circa 2006, to 71 full time equivalent (FTE) employees prior to adding one Mechanic in 2016, authorized per Resolution 16-042 approved February 9, 2016, and adding two Engineering Technician positions and adding one additional Mechanic position authorized per Resolution 18-019 approved January 23, 2018, for total current staffing of 75 FTE positions, approximately 29% below previous peak employment; and

WHEREAS, in response to the increased work load to deliver road improvements resulting from the increased MTF funding, the Road Department is recommending and seeking approval to add two permanent Engineering positions; and

WHEREAS, the Engineering and Technical positions are proposed to be reclassified to be multi-grade positions similar to comparable jobs at various state departments to have greater flexibility in recruiting, hiring, and promotion of engineering and technical staff as they professionally develop, given an increasing competitive talent market in which to recruit, hire and retain qualified technical and engineering staff; and

WHEREAS, the involved labor units include the Office Professional Employees International Union (OPEIU) Local 512 Technical-Clerical Bargaining Unit, which includes the Engineering Technicians and proposed Staff Engineer position, and the Managerial-Confidential (MC) unit, which includes the Project Engineer and Assistant Engineering Director positions; and

## **JUNE 25, 2019 REGULAR MEETING**

WHEREAS, the proposed preferred staffing plan would include the following positions shown at highest possible grade: five OPEIU-Grade 5's, three OPEIU-6's, one OPEIU-7, two MC Road-Grade 7's, and one MC Road-8, however, up to 3 of the 8 Engineering technician, OPEIU-5's or 6's, may need to be Staff Engineers, up to OPEIU-7, as there is currently a market shortage of qualified technicians; and

WHEREAS, alternatives to the above requested staffing changes and additions have been considered including further use of consultant or vendor services, additional staff overtime, and/or further use of temporary and/or seasonal labor and the proposed staffing plan has been found to be more feasible and cost beneficial than further use of the alternatives; and

WHEREAS, the Human Resources Department has reviewed and rated the new and reclassified job descriptions and per the attached Analysis Memo is agreement to this proposed re-organization; and

WHEREAS, the increase in salary/benefits costs using 2019 units provided by the Budget Office is \$366,086 per year if 3 of the Technical positions have to be staffed by Staff Engineers up to OPEIU grade 7, and if the preferred plan is achieved, the increase in salary/benefits costs would be \$316,574 per year; and

WHEREAS, the above annual, on-going, personnel cost increase would be covered by the anticipated MTF revenue increases going forward; and

WHEREAS, per the attached email, the OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reorganization plan described above, and the new positions would be posted, filled, and administered per the current applicable labor agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following reclassifications in the Engineering unit of the Road Department with proposed multiple grades shown on applicable positions for which the multi-grade system is proposed:

One existing Engineering Technician I, OPEIU Grade 3, to One Eng. Tech., OPEIU Grade 3/4/5;  
Four existing Engineering Technicians II, OPEIU Grade 5, to Four Eng. Techs., OPEIU Grade 3/4/5;  
One existing Engineering Technician II, OPEIU Grade 5, to One Eng. Tech., OPEIU Grade 6;  
One existing Permit Agent, OPEIU Grade 4, to One Eng. Tech., OPEIU Grade 6;  
One existing Project Engineer, MC Road Grade 6, to One Project Engineer, MC Road Grade 5/6/7;  
One existing Project Engineer, MC Road Grade 7, to One Project Engineer, MC Road Grade 7/8;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the following new positions in the Engineering unit of the Road Department:

One new Staff Engineer, OPEIU Grade 5/6/7;  
One additional Project Engineer, MC Road Grade 5/6/7;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes up to 3 of the 8 existing Engineering Technician positions, OPEIU-Grades 3/4/5 or 6, may be staffed by Staff Engineers, up to OPEIU Grade 7, if any vacated Engineering Technician positions may remain vacant with no qualified applicants hired in the position and grade desired after at least one month of posting.

**JUNE 25, 2019 REGULAR MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.



**JUNE 25, 2019 REGULAR MEETING**

TO: Bill Conklin, Managing Director – Road Department  
FROM: Beth Bliesener, Human Resources Specialist  
DATE: 4-22-18  
RE: Memo of Analysis for Re-Organization

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HR can confirm the following regarding the re-organization:

The Assistant Director of Engineering job description has been updated to reflect the duties that the position requires and has been performing. After analysis the job will be compensated at a MC Road 8.

The Project Engineer Design and Construction job descriptions are currently a MC Road 6. The Road Department and Human Resources updated the job description to reflect the work that will be done and to include a multi-grade tier to be able to hire the most qualified candidates. This will help develop the employee skill set to give an individual an opportunity to grow with-in the Road Department. After analysis, the jobs will be compensated at MC Roads 5, 6, and 7 respectively.

The Road Department has created a new position entitled Staff Engineer. The Road Department and Human Resources created a job description to reflect the work that will be done and to include a multi-grade tier system to be able to hire the most qualified candidates. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, pay grades 5, 6, and 7 respectively.

The Road Department has updated the Engineering Technician II job description to reflect the work that will be done and to include a multi-grade tier system to be able to hire the most qualified candidates. This will help develop the employee skill set to give an individual an opportunity to grow with-in the Road Department. The position will be re-titled as Engineering Technician 3, 4, 5 – Road Department. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, pay grades 3, 4 and 5 respectively.

The Road Department has updated the job description Engineering Technician III to reflect the work that will be done and has re-titled the position as Engineering Technician 6. After analysis, the job description will remain an OPEIU Technical/Clerical pay grade 6.

The OPEIU Technical/Clerical Unit – Road Department has been notified and supports the new and updated job descriptions and the re-organization.

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

*If I can be of further assistance, please email or call me (887-4375).*

## JUNE 25, 2019 REGULAR MEETING

**From:** [Swanson, Mark](#)  
**To:** [Conklin, William](#)  
**Cc:** [Troia, Dan](#); [Jones, Kelly](#); [Peterson, Robert](#)  
**Subject:** RE: Proposed Engineering Re-org Plan & related Job Descriptions  
**Date:** Wednesday, March 13, 2019 5:13:38 PM

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Bill,

Having reviewed the attached Job descriptions, The OPEIU 512 Technical and Clerical Bargaining Group accepts the changes and updated Job descriptions and recognizes the Staff Engineering position as presented.

*Mark Swanson  
OPEIU Local 512 – Steward  
Ingham County Road Department  
P.O. Box 38  
Mason, MI 48854  
(517) 676-9722 ext. 314*

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**From:** Conklin, William <WConklin@ingham.org>  
**Sent:** Friday, March 01, 2019 1:37 PM  
**To:** Swanson, Mark <MSwanson@ingham.org>  
**Cc:** Troia, Dan <DTroia@ingham.org>; Jones, Kelly <KJones2@ingham.org>; Peterson, Robert <rpeterson@ingham.org>  
**Subject:** Proposed Engineering Re-org Plan & related Job Descriptions

Mark,

Attached for your and OPEIU review are the proposed Engineering Re-org Plan & related Job Descriptions for the positions in OPEIU.

As previously discussed, the proposed changes to OPEIU positions are hilited in yellow on the attached, proposed org chart.

The proposed multiple grades shown by a position again imply that we prefer the position filled at the highest grade shown but will have authorization without need for further re—org approval to hire at any of the grades shown per available applicant pool, and then promote to the next grade as the incumbent professionally develops.

Again in brief, the proposed OPEIU position changes are as follows:

When Brenda retires, change Permit Agent Grade 4 to Eng Tech Grade 5/6. (post per CBA starting internally.)

Convert a current Eng Tech Grade 5 to Eng Tech Grade 5/6. (Internally post only per the contract and promote from current Tech 5 pool, then drop resulting vacated Tech 5 position.)

## **JUNE 25, 2019 REGULAR MEETING**

Create one new OPEIU Staff Engineer position, Grades 5-7.

The current Tech 3 will be converted to Tech 3/4/5 so that incumbent may progress up-grade as he professionally develops.

All current Tech 5 positions if/when vacated in the future would also then become Tech 3/4/5, again with aim to hire Tech 5's, or if necessary, at grades 3 or 4 per available applicant pool, and then enable incumbents to upgrade per professional development per the job description.

The current Tech 6 would also become Tech 5/6 if/when vacated in the future.

As work-load may increase with additional road funding in the future, further positions may be added, but the attached is what I believe to be reasonable and affordable head-count at the present time for the current re-org.

Please review and let us know any comments or let us know if you would like to meet again to review.

We then need to get this to HR for their final approval, then to BOC.

As we need to implement this and get positions filled asap, please return OPEIU's approval or any input at your soonest opportunity.

Thank-you,  
Bill Conklin

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 13**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ONE TIME LUMP SUM PAYMENTS AND AN AMENDMENT TO  
MANAGERIAL AND CONFIDENTIAL EMPLOYEE MANUAL REGARDING RECLASSIFICATION**

**RESOLUTION # 19 – 278**

WHEREAS, the Board of Commissioners adopted Resolution #19-188 on April 30, 2019 titled Resolution to Approve Managerial and Confidential Employee Reclassification Levels; and

WHEREAS, the timing of Resolution #19-188 resulted in a period of time between January 1, 2019 and April 30, 2019 where the reclassified positions were not compensated at the new rate; and

WHEREAS, in recognition of the continued performance of the individuals in the reclassified positions, the Board seeks to develop a formula to calculate one-time lump sum payments (less applicable withholdings), not added to the salary scale, for current employees reclassified in Resolution #19-188; and

WHEREAS, the Board wishes to amend the Managerial and Confidential Employee Manual to confirm this policy on the implementation of future reclassifications for covered employees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the following formula to calculate one-time lump sum payments (less applicable withholdings and rounded to the nearest dollar), not added to the salary scale, for current employees reclassified in Resolution #19-188.

The difference between the former salary grade and current salary grade for each reclassified position from the first pay period following January 1, 2019 until the end of the pay period prior to the current salary grade going into effect.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Manual will be amended effective the date this resolution is approved by the Board of Commissioners to add the following language under B. COMPENSATION PLAN, 8(d.) and change the heading of existing subsection 8(d.) to 8(e.):

- d. Employees who are reclassified to a new or different pay grade shall receive compensation at the new rate effective the first pay period following January 1 of the current fiscal year, subject to provisions of the Michigan Constitution and state statutes. For those positions that meet the definition of “public officers” the following formula to calculate one-time lump sum payments (less applicable withholdings and rounded to the nearest dollar), not added to the salary scale will be used:

## **JUNE 25, 2019 REGULAR MEETING**

The difference between the former salary grade and current salary grade for each reclassified position from the first pay period of the current year until the end of the pay period prior to the current salary grade going into effect.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 15**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UPDATE THE 2018 – 2022 STRATEGIC PLAN AND ACTION PLAN**

**RESOLUTION # 19 – 279**

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 and Action 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 and Action Plan as presented and modified by the Board membership.

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 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 TCOA	4th quarter of 2019	The Human Services Committee will discuss the Health Services Millage Renewal in Late Summer/Fall of 2019.
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, the LGBTQ community, rural residents, and other underserved and marginalized populations.	<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.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
g. Work to improve accessibility for visitors of all ages and abilities.	<p align="center"><u>Parks</u> Zoo Animal Control</p>	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.	<p align="center"><u>Parks</u> Board of Commissioners Purchasing</p>	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.	<p align="center"><u>Fair</u> Controller Board Of Commissioners Purchasing</p>	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	<p align="center"><u>Drain Commissioner</u></p>	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.	<p align="center"><u>Health Department</u> Purchasing</p>	Ongoing	Household Hazardous Waste collection program continued. See activity indicators for metrics.



**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
l. Provide for ongoing potable water and wastewater inspections through the Health Department.	<u>Health Department</u>	Ongoing	Environmental Health staff are moving forward with drafting a revision to our code, putting that out for stakeholder input, and incorporating reasonable changes. It will then be brought to the County Commission for further discussion.
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.
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.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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 ICSO 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

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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. This is also being addressed through the recently received Medically Assisted Treatment (MAT) federal grant, as well as programming being funded by the new Justice Millage.
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. The Sheriff's Office will continue to partner with the Lansing Police Violent Crime Initiative (VCI) to stem violence.

**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.*

## JUNE 25, 2019 REGULAR MEETING

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 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 TCOA	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. The Sheriff's Office will continue to engage the MSU School of Criminal Justice to implement a local Ingham County Recidivism study to determine if specialty courts and new programming are having a positive effect.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 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 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
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.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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.

**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 4. Ensure employees provide complete and courteous response to resident questions and inquiries.*

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.*

**JUNE 25, 2019 REGULAR MEETING**

<b>Key Implementation Tasks</b>	<b><u>Lead Responsibility/Others Involved</u></b>	<b>Timeline (Suggested Quarter/Year to complete)</b>	<b>June 2019 Update</b>
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

**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*

**JUNE 25, 2019 REGULAR MEETING**

<b>Key Implementation Tasks</b>	<b><u>Lead Responsibility/Others Involved</u></b>	<b>Timeline (Suggested Quarter/Year to complete)</b>	<b>June 2019 Update</b>
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.

**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.
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.



**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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**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.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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 &amp; 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/updated 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 Advisory Board</u> Circuit Court Prosecuting Attorney	2018	CMH-CATS, Jail and Community Corrections worked together to propose programming that is 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.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 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.**

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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*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 Sherriff'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.*

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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.
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.

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
g. Continue the contracts with MSU to continually evaluate the effectiveness of the Juvenile Court Programing 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.
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**JUNE 25, 2019 REGULAR MEETING**

<b>Key Implementation Tasks</b>	<b><u>Lead Responsibility/Others Involved</u></b>	<b>Timeline (Suggested Quarter/Year to complete)</b>	<b>June 2019 Update</b>
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.*

	<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.
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**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.**

## JUNE 25, 2019 REGULAR MEETING

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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	2nd Quarter 2019	New Shelter will be open to the public on June 5, and Ribbon Cutting was held on June 14, 2019.
a1. Continue support of expanded Animal Control staffing and debt service payments for new shelter with Animal Shelter millage funding, approved through 2021.	<u>Board of Commissioners</u>		
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 <b>Sheriff</b> 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.
b1. Develop/design and construct the new Justice Complex	<u>Facilities</u> Sheriff Courts Building Authority Controller Purchasing County Clerk	Middle to End of 2022	An owner's representative has been hired to guide the process of building a new complex. The Building Authority has chosen an Architect and Engineering (A&E) firm. The current target date for ground breaking is late spring or early summer 2020, with a 24-30 month build time.
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.



## JUNE 25, 2019 REGULAR MEETING

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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**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 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		It is likely that the State will enact Raise the Age Legislation effective October 1, 2021. The funding mechanism is the outstanding issue to be decided upon. The Family Division of the Circuit Court and the Sheriff's Office have plans in place to address the change when it becomes effective, although, with the outstanding issue of a funding mechanism, impacts on operational costs are difficult to evaluate.

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

*Strategy 4. Consider environmentally-friendly construction strategies.*

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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.

**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.*

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.*

**JUNE 25, 2019 REGULAR MEETING**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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

**JUNE 25, 2019 REGULAR MEETING**

<b>Key Implementation Tasks</b>	<b><u>Lead Responsibility/Others Involved</u></b>	<b>Timeline (Suggested Quarter/Year to complete)</b>	<b>June 2019 Update</b>
e. Develop a countywide training program that promotes respect for diversity.	<u>Human Resources</u>	3rd quarter 2019	3rd quarter 2019



# Ingham County Strategic Plan



Vision  
Mission  
Values  
Overarching  
Priorities  
Goals  
Strategies  
Success  
Indicators

February 2017

*Prepared for Ingham County, Michigan by Management Partners*



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## 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.*

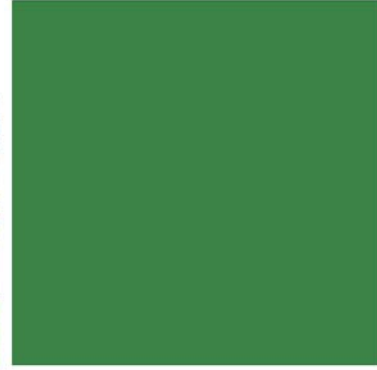
*A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.*

### **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





**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 16**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #06-029 TO INCREASE THE NUMBER OF  
COMMISSIONERS SERVING ON THE INGHAM COUNTY FAIR BOARD**

**RESOLUTION # 19 – 280**

WHEREAS, Resolution #06-029 increased the number of members serving on the Fair Board from eleven (11) to thirteen (13) including one Commissioner representative; and

WHEREAS, it is necessary to add an additional Commissioner representative to the Fair Board increasing the size of the Board from thirteen (13) to fourteen (14) members.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #06-029 to add an additional Commissioner representative to serve on the Fair Board increasing the membership from thirteen (13) to fourteen (14) members.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/17/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 17**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MOORE TROSPER  
CONSTRUCTION CO. FOR THE RENOVATIONS AT FOREST COMMUNITY HEALTH CENTER**

**RESOLUTION # 19 – 281**

WHEREAS, space at Forest Community Health Center needs to be renovated to allow space for the River Oak Clinic; and

WHEREAS, it is the recommendation of the Facilities, Health and Purchasing Departments to enter into an agreement with Moore Trosper Construction Co., a registered local vendor who submitted the lowest responsive and responsible revised proposal of \$94,400.00, for the renovations at Forest Community Health Center; and

WHEREAS, the Facilities Department would like to ask for a \$8,000.00 contingency for any unforeseen circumstances that may arise with this type of project as well as to be sure that we are up to code; and

WHEREAS, the funds for this project will be split 50/50 between the Ryan White Care Coordination Grant with line item # 511-61500-967000-02225 and 2018 CHC Operating Surplus with line item # 511-60000-967000-01000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Moore Trosper Construction Co., 4224 Keller Road, Holt, Michigan, 48842, for the renovations at the Forest Community Health Center for an amount not to exceed \$102,400.00 which includes an \$8,000.00 contingency.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/17/2019**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/18/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

**JUNE 25, 2019 REGULAR MEETING**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 18**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH  
LAUX CONSTRUCTION, LLC.**

**RESOLUTION # 19 – 282**

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement for the grant application titled Lake Lansing North Park Improvements #TF17-0157; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements; and

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$244,700, plus a local match of \$115,000 for a total project amount of \$359,700; and

WHEREAS, Board of Commissioners Resolution #18-185 authorized a contract with the prime professional, ROWE Professional Services Company in the amount of \$28,787 plus an additional \$3,000 by short form contract authorization; and

WHEREAS, Board of Commissioners Resolution #19-048 authorized a contract with Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650 for the purpose of making improvements to Lake Lansing North Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves extending the contract with Laux Construction, LLC from June 30<sup>th</sup>, 2019 until August 31, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Controller to transfer \$3,000 from the Parks Department fund balance, that was approved by an amendment that was authorized by short form contract, into line item 245-75299-976000-7P14.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Controller to transfer \$1,865 is required for permitting from the Parks Department fund balance, that was approved by Resolution #19-048, into line item 245-75299-976000-7P14.



**JUNE 25, 2019 REGULAR MEETING**

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a not to exceed additional contingency for the toilet fixture change order in the amount of \$10,662.30 from the Parks Department 208 fund balance for the project be transferred into line item #245-75299-976000-7P14.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes use of fund balance of the public improvement (Fund 245) in the amount of \$335,458.67 into line item #245-75299-976000-7P14.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/17/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 19**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JOHNSON SIGN COMPANY  
FOR THE INSTALLATION OF WAYFINDING SIGNS**

**RESOLUTION # 19 – 283**

WHEREAS, Board of Commissioners Resolution #19-123 authorized a contract with Signs by Crannie for designing and fabricating custom wayfinding signs for the Trail Wayfinding Signage project; and

WHEREAS, the Purchasing Department solicited proposals from firms experienced in installing custom wayfinding signs for its Trail Wayfinding Signage project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Johnson Sign Company.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Johnson Sign Company in the total amount not to exceed \$71,929.00 which includes a 10% contingency, from the Trails and Parks Millage Fund for installing custom wayfinding signs for the Trail Wayfinding Signage project.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/17/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 20**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE DELHI TOWNSHIP  
AGREEMENT FOR THE TRAILS GRANT**

**RESOLUTION # 19 – 284**

WHEREAS, Board of Commissioners Resolution 19-047 authorized entering into a contract with Delhi Township to fund the Holt to Mason Trail, Phase 1 for the funding year of 2020 for a total of \$1,000,000.00; and

WHEREAS, Delhi Township is requesting an amendment to the above Agreements due to a change of scope of the project; and

WHEREAS, Delhi Township is requesting the funding be allocated between the funding years of 2019 and 2020.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Agreement listed above with Delhi Township.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the funding of \$1,000,000 be split between the funding years of 2019 and 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions of these Agreements shall remain unchanged.

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/17/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 21**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RS BIOMEDICAL**

**RESOLUTION # 19 – 285**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with RS Biomedical to provide maintenance and repair of biomedical equipment effective October 1, 2019 through September 30, 2023; and

WHEREAS, ICHD currently has an agreement with RS Biomedical that ends September 30, 2019; and

WHEREAS, RS Biomedical is a local vendor and will be responsible for all labor, supervision, equipment, tools, obtaining parts and materials necessary to provide preventative maintenance, corrective maintenance, and emergency repairs on ICHD and Ingham Community Health Center (IHC) biomedical equipment; and

WHEREAS, the expenses are included in the Health Department's 2020 budget request; and

WHEREAS, the agreement shall be for consecutive one-year terms effective October 1, 2019 and will continue thereafter for a period of four years; and

WHEREAS, RS Biomedical, Inc. will provide the preventative maintenance, corrective maintenance, and emergency repairs on ICHD/IHC's biomedical equipment at the rate of \$21.50 per piece, totaling \$9,000 plus \$100 per hour for travel, \$100 per hour for routine service, and \$250 per hour for emergency service; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support entering into an agreement with RS Biomedical to provide maintenance and repair of biomedical equipment effective October 1, 2019 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with RS Biomedical to provide maintenance and repair of biomedical equipment effective October 1, 2019 through September 30, 2023.

BE IT FURTHER RESOLVED, that RS Biomedical, Inc. will provide the preventative maintenance, corrective maintenance, and emergency repairs on ICHD/IHC's biomedical equipment at the rate of \$21.50 per piece, totaling \$9,000 plus \$100 per hour for travel, \$100 per hour for routine service, and \$250 per hour for emergency service.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/17/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 22**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH YMCA OF LANSING**

**RESOLUTION # 19 – 286**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2019 to June 30, 2020; and

WHEREAS, the course will be geared towards HIV patients with oversight from a nutritionist at ICHD to ensure the lessons provided meet the needs of the patients and the Ryan White Grant; and

WHEREAS, the HIV nutrition program costs \$9,800 for one 12 week course; and

WHEREAS, the cost will be covered by funds from the Ryan White B and Ryan White D State/Federal grants; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support entering into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2019 to June 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2019 to June 30, 2020.

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

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

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

**Nays:** None **Absent:** None **Approved 06/17/2019**

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

**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 23**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A  
MICHIGAN NATURAL RESOURCES TRUST FUND GRANT**

**RESOLUTION # 19 – 287**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of \$456,600 for the grant application titled Lake Lansing Park South Improvements #TF18-0104 to the Michigan Natural Resources Trust Fund for accessibility improvements throughout the park for people of all abilities at Lake Lansing Park South, located in Meridian Township; and

WHEREAS, the Michigan Natural Trust Fund Grant in the amount of \$300,000 was awarded for park and accessibility improvements at Lake Lansing Park South; and

WHEREAS, these improvements will include the removal of the existing dock near the pedal boat rental, replacement of the dock with a pier that will contain boat slips, fishing access and pedal boat slips, solar lighting on the pier, and a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign; and

WHEREAS, the required matching funds of \$156,600 will come from previously appropriated County funds reserved for this purpose in Resolution #18-109 is required by the Project's Grant Agreement; and

WHEREAS, an additional \$15,000 was previously authorized in the 2019 Capital Improvement Funds list to pay for the topographic survey, not included in the required matching.

BE IT FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement for grant # TF18-0104 for accessibility improvements at Lake Lansing Park South as received from the Michigan Department of Natural Resources, and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide one hundred fifty six thousand and six hundred (\$156,600) dollars to match the grant authorized by the DEPARTMENT, (of which \$156,600 is required by the Project's Grant Agreement and authorizes an additional \$15,000 for the topographic survey totaling \$171,600).
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

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4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

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

BE IT FURTHER RESOLVED, an additional \$15,000 is available in line item 228-75999-974000-9P10 for the topographic survey as previously authorized in the 2019 Capital Improvement Funds list.

BE IT FURTHER RESOLVED, this resolution authorizes the Controller/Administrator to transfer the project amount of \$156,600 from the Ingham County Trails and Parks Millage and \$300,000 from the Michigan Department of Natural Resources be available in line item 228-75999-974000-9P10.

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/17/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.



**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 24**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN “INGHAM COUNTY MUTUAL POLICE  
ASSISTANCE AGREEMENT”**

**RESOLUTION # 19 – 288**

WHEREAS, the Ingham County Sheriff’s Office has entered into numerous mutual aid agreements with various municipalities in Ingham County; and

WHEREAS, the Ingham County Sheriff’s Office wishes to continue mutual aid agreements with all police agencies in Ingham County; and

WHEREAS, the County Attorney has reviewed and approved the “Ingham County Mutual Police Assistance Agreement”, which provides for mutual aid between all local law enforcement agencies in Ingham County; and

WHEREAS, the Ingham County Mutual Police Assistance Agreement provides for regional cooperation amongst law enforcement agencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Mutual Police Assistance Agreement.

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

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac  
**Nays:** None **Absent:** Schafer **Approved 06/12/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 25**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION IN SUPPORT OF REFORMING THE CASH BAIL SYSTEM AND RECOGNIZING  
THE EFFORTS OF INGHAM COUNTY COURTS AND THE PRETRIAL DIVISION  
OF THE CIRCUIT COURT**

**RESOLUTION # 19 – 289**

WHEREAS, the Ingham County Board of Commissioners wishes to promote a bail system in which individuals are detained in pretrial confinement only when they pose a danger to society or are a flight risk, not due to financial inability to pay for their own release; and

WHEREAS, Michigan Court Rules have established factors for pretrial release decisions, including risk of flight and danger to the defendant or others; and

WHEREAS, despite these rules, many defendants across the state are held in pretrial confinement simply because they lack financial resources to pay for their release; and

WHEREAS, the Ingham County Board of Commissioners has identified in its Strategic Plan the overarching long-term objective of assuring fair and efficient judicial processing; and

WHEREAS, House Bills 4351 through 4359, a bipartisan bail reform bill package, were introduced in the Michigan House of Representatives on March 13, 2019 with the intent of overhauling Michigan's cash bail system; and

WHEREAS, proposed reform includes the issuance of personal recognizance bonds instead of cash bail in most cases, unless the defendant is considered a danger or a flight risk; and if the judge does find that the person is a danger or flight risk, then multiple factors, including financial status, would need to be taken into account when deciding the cash bail amount; and

WHEREAS, in March 2019, the Ingham County Pretrial Services Division of the 30<sup>th</sup> Circuit Court began using an updated "Michigan Pretrial Risk Assessment Instrument" and initiated the practice of submitting bond recommendation reports to the Courts, which do not include a bond type or financial amount; and

WHEREAS, the implementation of this new practice was the result of participation in the Michigan Pretrial Reform Coalition over the past four years, as well as attendance and participation at the National Association of Pretrial Services Agencies National Conferences the last two years; and

WHEREAS, on April 19, 2019, Governor Whitmer signed Executive Order 2019-10 to form the "Michigan Task Force on Jail and Pretrial Incarceration," which is charged with examining how state laws, policies, and budgetary decisions affect who is in jail in Michigan and how long they stay; and

**JUNE 25, 2019 REGULAR MEETING**

WHEREAS, the task force will submit policy recommendations to the governor and legislature for consideration during the 2020 legislative session; and

WHEREAS, in May 2019, the Ingham County Pretrial Services Division hosted the Michigan Pretrial Reform Coalition where member representatives of the Pew Charitable Trust were invited to lead a roundtable discussion regarding the “Michigan Task Force on Jail and Pretrial Incarceration;” and

WHEREAS, the Pew Charitable Trust has been invited to provide technical assistance to the state task force, including the gathering and analyzing of data from jails, courts, and other agencies, the review of state laws and policies, and the facilitation of stakeholder engagement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby demonstrates its support of the Michigan Task Force on Jail and Pretrial Incarceration and of legislation that would reform the State’s cash bail system.

BE IT FURTHER RESOLVED, that the Board commends the Judges of the 55<sup>th</sup> District Court and 30<sup>th</sup> Circuit Court on their progressive implementation of cash bail.

BE IT FURTHER RESOLVED, that the Board commends the Pretrial Services Division of the Circuit Court on its continued dedication to advancement of the services provided to the community.

BE IT FURTHER RESOLVED, that the Board of Commissioners directs the County Controller to send copies of this resolution to Governor Gretchen Whitmer, members of the Michigan House Judiciary Committee, the Ingham County state legislative delegation, and the Michigan Association of Counties.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac  
**Nays:** None **Absent:** Schafer **Approved 06/12/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 26**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH WELLNESS INX TO PROVIDE  
PARENTING PROGRAMMING**

**RESOLUTION # 19 – 290**

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

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

WHEREAS, on November 27, 2018 the Board of Commissioners adopted a Resolution #18-497 that included \$99,000 to fund several Ingham County Sheriff’s Office coordinated programs; and

WHEREAS, an RFP process was completed by the Purchasing Department which resulted in one vendor proposal, and a clear choice emerging; and

WHEREAS, Wellness INX, LLC, has been identified as that vendor having the requisite qualifications to provide Parenting Programming; and

WHEREAS, Wellness INX, LLC, is prepared to provide service to the County immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes Corporate Counsel to proceed with an agreement between the identified vendor and the County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$19,601 per year with Wellness INX, LLC, for services for Parenting Programming for the period of July 1, 2019 through December 31, 2020.

BE IT FURTHER RESOLVED, that funds for this contract will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget.

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

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac  
**Nays:** None **Absent:** Schafer **Approved 06/12/2019**

**JUNE 25, 2019 REGULAR MEETING**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

**JUNE 25, 2019 REGULAR MEETING**

**ADOPTED – JUNE 25, 2019  
AGENDA ITEM NO. 27**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LJ TRUMBLE BUILDERS, LLC.  
FOR THE SOUND ATTENUATION IMPROVEMENTS AT THE 9-1-1 CENTER**

**RESOLUTION # 19 – 291**

WHEREAS, the noise from the mechanical equipment resonating into the 9-1-1 dispatch area needs to be reduced; and

WHEREAS, it is the recommendation of both the Facilities and Purchasing Departments to enter into an agreement with LJ Trumble Builders, LLC., a registered local vendor who submitted the lowest responsive and responsible bid of \$132,900.00, for sound attenuation improvements; and

WHEREAS, the Facilities Department would like to ask for an \$8,000.00 contingency for any unforeseen circumstances that may arise with this type of project as well as to be sure that we are up to code; and

WHEREAS, funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with LJ Trumble Builders, LLC., 6580 Aurelius Road, Lansing, Michigan, 48911, for the sound attenuation improvements at the 911 Center for an amount not to exceed \$140,900.00 which includes a \$8,000.00 contingency.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the budget to increase the use of fund balance in the 9-1-1 Emergency Telephone Fund and increase expenditure account 26132500 976000 (building additions and improvements) by \$140,900 for this purchase.

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

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac  
**Nays:** None **Absent:** Schafer **Approved 06/12/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/19/2019**

Adopted as part of a consent agenda.

## **JUNE 25, 2019 REGULAR MEETING**

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

Commissioner Slaughter moved to appoint Commissioner Maiville to the Fair Board. Commissioner Naeyaert supported the motion.

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

### **PUBLIC COMMENT**

None.

### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Maiville thanked his fellow Commissioner for his appointment to the Fair Board.

Commissioner Maiville stated that on Wednesday, June 26, 2019, the Ingham County Chapter of the Michigan Townships Association was meeting at the new Ingham County Animal Shelter, with a tour at 6 p.m., followed by the meeting at 6:30 p.m., during which they planned to discuss the 10-year inspection plan.

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

Commissioner Maiville moved to pay the claims in the amount of \$26,049,051.48. Commissioner Grebner supported the motion.

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

### **ADJOURNMENT**

The meeting was adjourned at 6:38 p.m.

**Bennett, Becky**

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**Subject:** FW: Resignation from Ingham County Women's Commission

**From:** STEPHENI SCHLINKER  
**Sent:** Wednesday, July 10, 2019 7:08 PM  
**To:** Bennett, Becky  
**Subject:** Resignation from Ingham County Women's Commission

Hello Becky

I am writing to let you know that I am resigning as a member of the Ingham County Women's Commission due to extenuating personal life circumstances I have been dealing with over the past 6 months.

Thank you for understanding.

Stepheni Schlinker



**Bennett, Becky**

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**From:** Kasey Bey-Klein <kaseybey@gmail.com>  
**Sent:** Tuesday, July 16, 2019 10:28 AM  
**To:** Bennett, Becky  
**Subject:** Fwd: Tomorrow Night's Meeting

Kelli's email to all members from last week is below for your reference.

Best,

-Kasey

----- Forwarded message -----

**From:** **Corner, Kelli R.** <[KCorner@bcbsm.com](mailto:KCorner@bcbsm.com)>  
**Date:** Wed, Jul 10, 2019 at 10:13 AM  
**Subject:** RE: Tomorrow Night's Meeting  
**To:** Kasey Bey-Klein <[kaseybey@gmail.com](mailto:kaseybey@gmail.com)>, Naomi <[glogowel@gmail.com](mailto:glogowel@gmail.com)>, Tracey <[tcpickering90@gmail.com](mailto:tcpickering90@gmail.com)>, Laverne <[lavernedm@comcast.net](mailto:lavernedm@comcast.net)>, Steve630@msu.edu <[Steve630@msu.edu](mailto:Steve630@msu.edu)>, Lahie, Lauren <[lahielau@msu.edu](mailto:lahielau@msu.edu)>, Stivers, Emily <[estivers@ingham.org](mailto:estivers@ingham.org)>, Ryan Sebolt <[rsebolt@ingham.org](mailto:rsebolt@ingham.org)>, [jbrownmoreland@gmail.com](mailto:jbrownmoreland@gmail.com) <[jbrownmoreland@gmail.com](mailto:jbrownmoreland@gmail.com)>, [anhill.hr@gmail.com](mailto:anhill.hr@gmail.com) <[anhill.hr@gmail.com](mailto:anhill.hr@gmail.com)>

Hi All:

Sorry for the short notice but I can't attend tonight's meeting. Also, I regret that I need to resign from the Women's Commission altogether. I have a couple of projects that are taking up more time than I anticipated and I'm afraid I won't be able to give the Women's Commission the attention it deserves. I will be sure to send my letter of resignation to Becky within the next week so you can begin to fill my spot.

I've thoroughly enjoyed my time serving on the Commission and feel lucky to have worked with all of you.

Have a great summer!

**Kelli Corner**

**BCBSM**

Senior Analyst,

Office of Federal Affairs

517.896.4448

**Bennett, Becky**

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**From:** Kris Klein <kris@purelansing.com>  
**Sent:** Tuesday, July 09, 2019 1:35 PM  
**To:** janelle.jenkins@lansingschools.net; duimstras@cadl.org; Bennett, Becky; provinew@lcc.edu; wilsked@lcc.edu; wsieloff@craa.com; Sharon.Frischman@lansingmi.gov; bfunkhouser@cata.org; jmellema@inghamisd.org  
**Cc:** Karl Dorshimer  
**Subject:** Public Hearing Notice - 700 May St. OPRA District  
**Attachments:** OPRA District Public Hearing Notice 700 May.pdf

Good afternoon,

The Lansing City Council will hold a public hearing on Monday, July 22, 2019 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons and ad valorem taxing units to appear and be heard on the approval of an Obsolete Property Rehabilitation District (the "District"), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for property located at 700 May St., Lansing, Michigan, but more particularly described as follows:

COM AT THE SW CORNER OF SECTION 10, TH N00D31'32"W 390.58 FT (RECORDED AS N00D35'41"W 392.72 FT) TO POB: TH N00D31'32"W 121.20 FT; TH N82D26'00"E 86.98 FT; NO 82D58'07"E 15.01 FT; S89D51'56"E 140.63 FT; S89D44'56"E 55.83 FT; S00D28'26"W ALONG A BLDG WALL LINE 398.36 FT TO NORTH LINE OF MOTOR WHEEL LOFTS; TH N89D39'09"W 14.74 FT, S00D20'51"W 3.70 FT, N89D39'09"W 120.70 FT, N00D20'51"E 182.13 FT AND N89D39'09"W 50.84 FT; N00D20'51"E 84.23 FT; N89D39'09"W 108.50 FT TO POB, CONTAINING 1.83 ACRES, MORE OR LESS, SUBJECT TO ALL EASEMENTS AND RESTRICTIONS, IF ANY. SPLIT/COMBINED ON 02/01/2018 FROM 33-01-01-10-353-006 – PARCEL NUMBER: 33-01-01-10-353-008

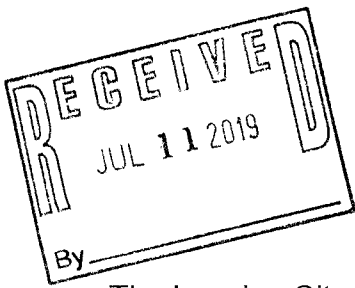
Approval of this District will allow the owners of real property within the District to apply for an abatement of certain property taxes for the improvements to their property located within the District. Further information regarding this issue may be obtained from Karl Dorshimer, Lansing Economic Area Partnership (LEAP), 1000 S. Washington Ave., Suite 201, Lansing, MI 48910, 517-702-3387.

For more information, please call 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email [city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov).

Please find the Public Hearing Notice attached, a copy has also been sent to you by Certified Mail.

Best,

Kris Klein, CTA  
 Economic Development Specialist  
 Lansing Economic Area Partnership (LEAP)  
 1000 S Washington Avenue, Suite #201  
 Lansing, MI 48910-1682  
 C: 517.599.1136 | P: 517.702.3387, Ext 211  
 E: [kris@purelansing.com](mailto:kris@purelansing.com) | [www.purelansing.com](http://www.purelansing.com)



City of Lansing  
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, July 22, 2019 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

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For more information, please call 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email [city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov).

**Chris Swope, Lansing City Clerk, MMC/CMMC**  
[www.lansingmi.gov/Clerk](http://www.lansingmi.gov/Clerk)  
[www.facebook.com/LansingClerkSwope](http://www.facebook.com/LansingClerkSwope)

**RESOLUTION "A"**  
**Resolution In Support of a State Psychiatric Facility  
on the Grounds of the Caro Center in Tuscola County**

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan held in the City of Saginaw on the 18<sup>th</sup> day of June 2019 at 5:00 p.m.

**PRESENT:** *Kathleen K. Dwan, Cheryl M. Hadsall, Kyle R. Harris, Kirk W. Kilpatrick, Dennis H. Krafft, Sheldon Matthews, Amos O'Neal, Carl E. Ruth, Charles M. Stack, James G. Theisen, Michael A. Webster – 11*

**Commissioner O'Neal offered the following resolution and moved for adoption. The motion was seconded by Commissioner Krafft.**

**WHEREAS**, during the 1990's, two thirds of the state-operated psychiatric hospitals serving Michigan citizens closed, and from 2005 to 2010 the number of state psychiatric beds in Michigan decreased by nearly 50%; and,

**WHEREAS**, multiple studies and the facts identified above conclude there is a pressing need for long-term, in-patient psychiatric care in Michigan; and,

**WHEREAS**, the Legislature provided \$115 million in state building authority financed construction for a new state psychiatric hospital, and decided that the facility would be built on the grounds of the current Caro Center in the FY 2016-17 and 2017-18 budgets. Then-Governor Snyder concurred, by signing Public Act 107 of 2017, in July of that year; and,

**WHEREAS**, on December 19, 2017, the State Administrative Board approved a \$5.4 million contract with Integrated Design Solutions, to design a new 200 bed, regional state psychiatric hospital (an increase from the current 150 beds at the Caro Center), on the site of the existing Caro Center, with an announcement by then State DHHS Director Nick Lyon "The State of Michigan made a commitment to the Caro community that the new psychiatric hospital would remain in the community, and we are keeping that promise;" and,

**WHEREAS**, on October 19, 2018, then-Governor Snyder participated in a ground breaking for the new 225,000 square foot state psychiatric hospital at the site of the current Caro Center. The new hospital was scheduled to be completed in 2021 and would replace the aging Caro facility. Over \$3 million in taxpayer funds have already been spent in preparation for construction at the Caro site; and,

**WHEREAS**, on March 13, 2019, Governor Whitmer halted construction, and contracted with a private consulting firm, at the cost of \$277,000, to re-assess the location of a new state psychiatric facility, potentially delaying the availability of new psychiatric beds and the replacement of the aging Caro facility by another 2-4 years; and,

**WHEREAS**, the facility is a vital economic engine for this entire region of Michigan. A recent economic impact study determined that the operation infuses \$54 million annually into the regional economy while directly employing 350 people and indirectly employing another 400 people, making it the second largest employer in Tuscola County; and,

**WHEREAS**, relocation of the facility would have dramatic, devastating negative repercussions to businesses, schools, and families living in communities throughout this region of the state. The area economy is already struggling from the previous closure of State Prisons; and,

**WHEREAS**, at the current location there is a 100-year community tradition of caring. Seventy percent of employees travel less than 30 miles to work. The site is centrally located for family visits and patient transportation with 80% of patients coming from Genesee, Oakland, and Macomb Counties, just to the south of Tuscola County. The 600-acre site is already state-owned and infrastructure is already in place. County engineers determined the on-site water system can be economically upgraded to serve the new hospital. It is accessible to state highways and near area medical providers.

**NOW, THEREFORE, BE IT RESOLVED** the Saginaw County Board of Commissioners does hereby urge Governor Gretchen Whitmer, Department of Health and Human Services Director Robert Gordon, and members of the State Legislature, in response to a critical shortage of in-patient state psychiatric beds, continue with the construction of a new 200-bed, state psychiatric hospital on the grounds of the current Caro Center, in Tuscola County, as the best option for quality, accessible services to patients and their families, and as the best value to the taxpayers of Michigan and prevent devastating negative repercussions to businesses, schools, and families living in communities throughout this region of the state.

**BE IT FURTHER RESOLVED** that copies of this resolution be transmitted to Governor Gretchen Whitmer, Department of Health and Human Services Director Robert Gordon, Senator Kevin Daley, Senator Dan Lauwers, Senator Ken Horn, Representative Phil Green, Representative Vanessa Guerra, Representative Rodney Wakeman, Representative Ben Frederick, Michigan Association of Counties, and all Michigan counties.

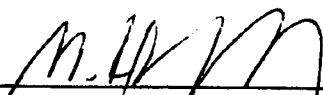
**Yeas:** *Kathleen K. Dwan, Cheryl M. Hadsall, Kyle R. Harris, Kirk W. Kilpatrick, Dennis H. Krafft, Sheldon Matthews, Amos O'Neal, Carl E. Ruth, Charles M. Stack, James G. Theisen, Michael A. Webster - 11*

**TOTAL: - 11**

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF SAGINAW        )

I, the undersigned, the duly qualified and acting Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 18th day of June, 2019, the original of which is on file in the Board Office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of June, 2019.

  
\_\_\_\_\_  
Michael J. Hanley, County Clerk  
County of Saginaw

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the nineteenth day of June 2019, at 5:30 p.m.

PRESENT: Comm Hurlburt, Comm Musta, Comm Townsend, Comm Bengelink, Comm. Theobald  
Comm Nichols, Comm Potter, & Comm Taylor

ABSENT: Comm Bush

The following preamble and resolution were offered by Commissioner Theobald  
and supported by Commissioner Musta.

**RESOLUTION NO. 19-17  
SUPPORTING THE CARO CENTER IN TUSCOLA COUNTY MICHIGAN**

**WHEREAS**, during the 1990's, two thirds of the state-operated psychiatric hospitals serving Michigan citizens closed, and from 2005 to 2010 the number of state psychiatric beds in Michigan decreased by nearly 50%; and

**WHEREAS**, in the absence of needed in-patient treatment and care, individuals in acute or chronic disabling psychiatric crisis increasingly are found in hospital emergency rooms and jails/prisons. These systems experience significant negative impacts as a result. Hospital emergency rooms are so overcrowded that some acutely ill patients wait days or even weeks for a psychiatric bed to open so they can be admitted; some eventually are released to the streets without treatment; and

**WHEREAS**, law enforcement agencies find service calls, transportation and hospital security for people in acute psychiatric crisis creating significant, growing demands on their officers, thus straining public safety resources. More pressure is put on police officers with some jails/prisons containing a third or more of inmates with untreated mental illness; and

**WHEREAS**, the number of persons with mental illness who are homeless has increased. In some communities, officials have reported as many as two-thirds of their homeless population is mentally ill; and

**WHEREAS**, multiple studies and the facts identified above conclude there is a pressing need for long-term, in-patient psychiatric care in Michigan; and

**WHEREAS**, the Legislature responded to this crisis by providing \$115 million in state building authority financed construction for a new state psychiatric hospital, and decided that the facility would be built on the grounds of the current Caro Center in the FY 2016-17 and 2017-18 budgets. Then-Governor Snyder concurred, by signing Public Act 107 of 2017, in July of that year; and

**WHEREAS**, on December 19, 2017, the State Administrative Board approved a \$5.4 million contract with Integrated Design Solutions, to design a new 200 bed, regional state psychiatric hospital (an increase from the current 150 beds at the Caro Center), on the site of the existing Caro Center, with an announcement by then State DHHS Director Nick Lyon "The State of Michigan made a commitment to the Caro community that the new psychiatric hospital would remain in the community, and we are keeping that promise;" and

**WHEREAS**, on October 19, 2018, then-Governor Snyder participated in a ground breaking for the new 225,000 square foot state psychiatric hospital at the site of the current Caro Center. The new hospital was scheduled to be completed in 2021 and would replace the aging Caro facility. Over \$3 million in taxpayer funds have already been spent in preparation for construction at the Caro site; and

**WHEREAS**, on March 13, 2019, Governor Whitmer halted construction, and contracted with a private consulting firm, at the cost of \$277,000, to re-assess the location of a new state psychiatric facility, potentially delaying the availability of new psychiatric beds and the replacement of the aging Caro facility by another 2-4 years; and

**WHEREAS**, the facility is a vital economic engine for this entire region of Michigan. A recent economic impact study determined that the operation infuses \$54 million annually into the regional economy while directly employing 350 people and indirectly employing another 400 people, making it the second largest employer in Tuscola County; and

**WHEREAS**, relocation of the facility would have dramatic, devastating negative repercussions to businesses, schools, and families living in communities throughout this region of the state. The area economy is already struggling from the previous closure of State Prisons; and

**WHEREAS**, in addition to its critical regional economic importance, by objective measures as previously documented in choosing this location, building the new facility on the site of the current Caro Center is best for the individuals needing in-patient psychiatric care and for the taxpayers of Michigan; and

**WHEREAS**, at the current location there is a 100-year community tradition of caring. Seventy percent of employees travel less than 30 miles to work. The site is centrally located for family visits and patient transportation with 80% of patients coming from Genesee, Oakland, and Macomb Counties, just to the south of Tuscola County. The 600 acre site is already state-owned and infrastructure is already in place. County engineers determined the on-site water system can be economically upgraded to serve the new hospital. It is accessible to state highways and near area medical providers; and

**WHEREAS**, the difficulty in recruiting psychiatrists is not unique to Tuscola County and will be an issue that has to be dealt with no matter where a new facility is located.

**THEREFORE, BE IT RESOLVED**, the Wexford County Board of Commissioners does hereby urge Governor Gretchen Whitmer, Department of Health and Human Services Director Robert Gordon, and members of the State Legislature, in response to a critical shortage of in-patient state psychiatric beds, continue with the construction of a new 200-bed, state psychiatric hospital on the grounds of the current Caro Center, in Tuscola County, as the best option for quality, accessible services to patients and their families, and as the best value to the taxpayers of Michigan and prevent devastating negative repercussions to businesses, schools, and families living in communities throughout this region of the state; and

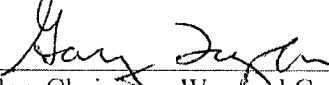
**BE IT FURTHER RESOLVED**, that copies of this resolution be transmitted to Governor Gretchen Whitmer, Department of Health and Human Services Director Robert Gordon, State Senator Kevin Daley, State Senator Dan Lauwers, State Representative Phil Green, Michigan Association of Counties, and all Michigan counties.

A ROLL COLL VOTE WAS TAKEN AS FOLLOWS;

AYES: Nichols, Potter, Hurlburt, Musta, Townsend, Bengelink, Theobald & Taylor

NAYS: None.

**RESOLUTION DECLARED ADOPTED.**

  
\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

  
\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN    )  
                                  )ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 19-17 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 19, 2019, and I further certify that public notice of such meeting was given as provided by law.

  
\_\_\_\_\_  
Alaina M. Nyman, County Clerk



*"Menominee – Where the best of Michigan Begins"*

**MENOMINEE COUNTY BOARD OF COMMISSIONERS**

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

**RESOLUTION 2019-14**

***FUNDING THE GREAT LAKES RESTORATION INITIATIVE***

WHEREAS, The Great Lakes are a critical resource for our nation, supporting the economy and a way of life in Michigan and the other seven states within the Great Lakes region. The Great Lakes hold 20 percent of the world’s surface freshwater and 90 percent of the United States’ surface freshwater. This globally significant freshwater resource provides drinking water for more than 30 million people and directly supports 1.5 million jobs, generating \$62 billion in wages; and

WHEREAS, The Great Lakes Restoration Initiative (GLRI) provides essential funding to restore and protect the Great Lakes. This funding has supported long overdue efforts to clean up toxic pollution, reduce runoff from cities, industries, and farms, combat invasive species, and restore fish and wildlife habitat. Since 2010, the federal government has partnered with public and private entities and invested more than \$2 billion in over 2,900 projects throughout the region. Over its first six years, the GLRI has provided more than \$425 million for more than 500 projects in Michigan alone. The Brookings Institution has estimated that every dollar invested in the Great Lakes produces two dollars in long-term economic benefits; and

WHEREAS, GLRI projects are making a significant difference. They have restored more than 150,000 acres of fish and wildlife habitat; opened up fish access to more than 3,400 miles of rivers; helped implement conservation programs on more than 1 million acres of farmland; and accelerated the cleanup of toxic hotspots. In Michigan, GLRI funding has been instrumental in removing invasive Phragmites along the shores of Green Bay, remediation and habitat restoration in the Menominee River, revitalizing Lake Michigan sturgeon populations, habitat restoration at Sea Gull Bar, and building fish passages around the lower dams of the Menominee River; and

WHEREAS, While a significant investment, past GLRI funding represents only a small portion of the amount needed to restore and protect the Great Lakes. Toxic algae blooms, beach closings, fish consumption advisories, and the presence of contaminated sediments continue to limit the recreational and commercial use of the Great Lakes; and

WHEREAS, Any cuts to GLRI funding would jeopardize the momentum from over a decade of unprecedented regional cooperation. Draft federal budgets have proposed a 97 percent reduction in GLRI funding. These drastic cuts would be a short-sighted, short-term cost-saving measure with long-term adverse implications. Restoration efforts will only become more expensive and more difficult if they are not addressed now and in the coming years.

*Steven Gromala      Gerald Piche – Chairperson      William Cech – Vice Chairperson      Larry Phelps  
Larry Johnson Jr.      Jan Hafeman      David Prestin      Bernie Lang      Larry Schev*

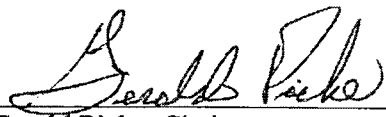
NOW, THEREFORE BE IT RESOLVED, That the Menominee County Board of Commissioners opposes any reduction of federal funding for the Great Lakes Restoration Initiative.


BE IT FURTHER RESOLVED, That copies of this Resolution be transmitted to the President of the United States, the President of the United States Senate, the Speaker of the United States House of Representatives, the members of the Michigan congressional delegation as well as the other 82 Michigan counties.

Motion by Commissioner Hafeman, supported by Commissioner Gromala to adopt above resolution at a regular meeting of the Menominee County Board of Commissioners, this 9th day of July, 2019.

Yeas: 9

Nays: 0

  
Gerald Piche, Chairperson  
Menominee County Board of Commissioners

  
Marc Kleiman  
Menominee County Clerk

STATE OF MICHIGAN            )  
  )SS  
COUNTY OF MENOMINEE    )

I hereby certify that the forgoing is a true and complete copy of Resolution 2019-14 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on July 9, 2019 and I further certify that public notice of such meeting was given as provided by law.

  
Marc Kleiman, Menominee County Clerk

*"Menominee – Where the best of Michigan Begins"*

**MENOMINEE COUNTY BOARD OF COMMISSIONERS**

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Jason Carviou – County Administrator  
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Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

**RESOLUTION 2019-15**

***MEDICARE PRESCRIPTION DRUG BILL OF 2003***

WHEREAS, health care costs continue to rise for all Americans, and for most Americans these increases can be financially devastating and impact the health of the individual; and

WHEREAS, Medicare is the focus of many lawmakers who portray it as an “entitlement” program that costs the US Treasury too much money. Technically, “entitlement” may be the proper term; however, as used, it implies a negative connotation; and

WHEREAS, Medicare is an essential medical plan that millions of seniors and disabled individuals depend upon to maintain their health care and manage often costly conditions. 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 after retirement; 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 the Medicare Prescription Drug bill, they enacted a law that does allow Medicare to negotiate with pharmaceutical companies for drug prices 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 per 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 is a systemic problem that significantly affects the people of our state and our nation. It deserves non-partisan effort to correct; and

*Steven Gromala      Gerald Piche – Chairperson      William Cech – Vice Chairperson      Larry Phelps  
Larry Johnson Jr.      Jan Hafeman      David Prestin      Bernie Lang      Larry Schei*

WHEREAS, balancing the budget on the backs of those who can least afford it, the elderly and disabled, shall not be allowed. Increases in premiums and inflated drug costs are unacceptable ways to deal with the flawed Medicare Prescription Drug bill; and

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

WHEREAS, revision of the Medicare Prescription Drug Bill of 2003 to allow for the negotiation of lower drug prices and the importation of identical, less costly, drugs from Canada and elsewhere is needed to rectify the high cost of drug prescriptions; 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 staggering 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 which may cause many to contemplate discontinuing medically necessary drugs in order to pay their home related monthly bills (electric, heat, etc.) and/or have food to eat; and

NOW, THEREFORE BE IT RESOLVED, that the Menominee County Board of Commissioners goes on record urging our legislators to commence the process of revising the Medicare Prescription Drug Bill of 2003 to allow negotiating lower drug prices and the importation of identical, less costly, drugs from Canada and elsewhere; and

NOW BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to our area Federal and State Legislators, the National Association of Counties, Michigan Association of Counties, and the 82 Michigan counties.

Motion by Commissioner Cech, supported by Commissioner Lang to adopt above resolution at a regular meeting of the Menominee County Board of Commissioners, this 9th day of July, 2019.

Yeas: 9

Nays: 0




Gerald Piche, Chairperson  
Menominee County Board of Commissioners



Marc Kleiman  
Menominee County Clerk

STATE OF MICHIGAN            )  
  )SS  
COUNTY OF MENOMINEE        )

I hereby certify that the forgoing is a true and complete copy of Resolution 2019-15 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on July 9, 2019 and I further certify that public notice of such meeting was given as provided by law.

  
\_\_\_\_\_  
Marc Kleiman, Menominee County Clerk

19-083

## TRIAL COURT FUNDING COMMISSION INTERIM REPORT

July 9, 2019

**WHEREAS**, the County Clerks in Michigan have a constitutional stake in the trial court funding question, but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes.

**WHEREAS**, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to "review and recommend changes to the trial court funding system in light of *People v. Cunningham*".

**WHEREAS**, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately).

**WHEREAS**, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs.

**WHEREAS**, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people.

**WHEREAS**, we are concerned that transferring funding to state control would tether the judicial branch to the short term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process.

**WHEREAS**, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: "In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets."

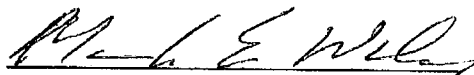
**WHEREAS**, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk.

**WHEREAS**, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve.

**NOW, THEREFORE, BE IT RESOLVED**, the Hillsdale County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Mike Shirkey, Representative Eric Leutheuser, the Michigan Association of Counties and the other 82 Michigan Counties.

Respectfully Submitted,



**MARK E. WILEY, Chair, District 3**  
Board of Commissioners



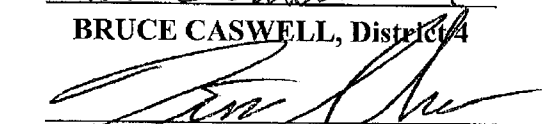
**JULIE J. GAMES, Vice-Chair, District 2**



**RUTH BROWN, District 1**



**BRUCE CASWELL, District 4**



**TIM SHAW, District 5**

TRIAL COURT FUNDING COMMISSION INTERIM REPORT

**WHEREAS**, the County Clerks in Michigan have a constitutional stake in the trial court funding question, but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes.

**WHEREAS**, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to “review and recommend changes to the trial court funding system in light of *People v. Cunningham*”.

**WHEREAS**, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately).

**WHEREAS**, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs.

**WHEREAS**, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people.

**WHEREAS**, we are concerned that transferring funding to state control would tether the judicial branch to the short term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process.

**WHEREAS**, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: “In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the Judiciary cannot be totally beholden to legislative determinations regarding its budgets.”


**WHEREAS**, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk.

**WHEREAS**, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve.

**NOW, THEREFORE, BE IT RESOLVED**, the Marquette County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Ed McBroom, Representative Sara Cambensy, the Michigan Association of Counties and the other 82 Michigan Counties.

Proclaimed this 16th day of July, 2019



\_\_\_\_\_  
Gerald O. Corkin, Chairperson  
Marquette County Board of Commissioners



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 19 –**

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated July 2, 2019 as submitted.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**INGHAM COUNTY ROAD DEPARTMENT**

DATE July 2, 2019

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>	<b>SECTION</b>
2019-255	CHUM THERAPEUTIC RIDING	SPECIAL EVENT	VARIOUS	INGHAM TOWNSHIP	
2019-256	PLAYMAKERS	SPECIAL EVENT	CENTRAL PARK DR	MERIDIAN	
2019-253	AT&T	CABLE – UG	HOLT RD	DELHI	
2019-249	BARNHART & SON	MANHOLE REPLACEMENT	NEW SALEM AVE	MERIDIAN	
2019-246	MILLER BROS EXCAV	SANITARY	CHAGGAL LN	MERIDIAN	
2019-262	ZAYO GROUP	CABLE	DAWN AVE	MERIDIAN	
2019-257	CSX RAILROAD	DETOURS	VARIOUS	VARIOUS	
2019-276	CONSUMERS	GAS,ELEC-OH	HARDY AVE	MERIDIAN	
2019-273	COMCAST	BORE,CABLE - UG	CHARLAR DR	DELHI	
2019-279	COMCAST	CABLE – UG	MARSH RD	MERIDIAN	
2019-280	CONSUMERS	ELECTRIC – OH	WILLIAMSTON	INGHAM	
2019-278	CONSUMERS	GAS	RABY RD	MERIDIAN	
2019-293	AT&T	CABLE –UG	SPANISH OAK	DELHI	
2019-295	BARNHART & SON	SANITARY	TOWNER RD	MERIDIAN	
2019-285	GA HUNT EXCAV	SANITARY/ ROAD CUT	WARDCLIFF	MERIDIAN	
2019-300	BARNHART & SON	SANITARY	LAKE LANSING RD	MERIDIAN	
2019-299	MERIDIAN TWP	WATER MAIN	LAKE LANSING RD	MERIDIAN	
2019-298	WOLVERINE BUILDING	MISC	HAMILTON RD	MERIDIAN	
2019-297	HM ENVIRONMENTAL	WATER MAIN	HAMILTON RD	MERIDIAN	

2019-310	ISKCON MICHIGAN	SPECIAL EVENT	CENTRAL PARK DR	MERIDIAN	
2019-314	MERIDIAN TWP PARKS/REC	SPECIAL EVENT	CENTRAL PARK DR	MERIDIAN	
2019-313	MDOT	TRAFFIC CONTROL	KALAMAZOO ST	LANSING	
2019-319	COMCAST	CABLE – UG	AURELIUS RD	DELHI	
2019-318	SCARLETT EXCAVATING	WATER MAIN	TOWNER RD	MERIDIAN	

MANAGING DIRECTOR:

\_\_\_\_\_

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A NEW CONTRACT WITH MGT OF AMERICA CONSULTING, LLC, FOR THE PREPARATION OF A COUNTY WIDE COST ALLOCATION PLAN**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Friend of the Court and Ingham County Health Department receive grant funding, which allows for the indirect recovery of costs incurred by other Ingham County agencies supporting their operations through a Cost Allocation Plan; and

WHEREAS, the current Cost Allocation Plan, which has been prepared by the Financial Services Department since 2012, is in need of revision to ensure that the county continues to receive the maximum allowable reimbursement for indirect costs incurred by the Ingham County Friend of the Court and Ingham County Health Department; and

WHEREAS, the preparation of a new Cost Allocation Plan is complex and requires specialized knowledge, and

WHEREAS, since 2010 MGT has provided accurate and timely services to the Ingham County Friend of the Court and Ingham County Prosecuting Attorney for preparing grant applications and monthly billings for IV-D (child support) funding; and

WHEREAS, MGT currently prepares a Cost Allocation Plan for 52 other counties in the State of Michigan, and

WHEREAS, pursuant to RFP #46-19, MGT has submitted a cost allocation proposal for three years for \$12,000 per year; and

WHEREAS, this bid was \$3,000 per year less than the only other bid received for the preparation of a Cost Allocation Plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves contracts with MGT for services from July 1, 2019 through December 31, 2022, to prepare a Cost Allocation Plan for the years 2018, 2019, and 2020, to be recovered in 2020, 2021, and 2022, respectively.

BE IT FURTHER RESOLVED, that for the first year of the contract, \$12,000 shall be utilized from the contingency fund, and for the second and third years of the contract \$12,000 shall be budgeted annually by the Financial Services Department.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

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 and approved as to form by the County Attorney.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REVISE THE INGHAM COUNTY CELL PHONE POLICY**

**RESOLUTION # 19 –**

WHEREAS, Ingham County has outdated Policies #352 and #353 dealing with Cell Phone Usage and Electronic Features on Telecommunications respectively; and

WHEREAS, the Policies were established by Resolution #08-346; and

WHEREAS, it is advisable to regularly evaluate established policies and guidelines to ensure that it meets legal requirements and reflects the appropriate state of technological advancement; and

WHEREAS, the Ingham County Innovation and Technology Department has worked with our Legal counsel to revise the policies and have recommended that they be revised as attached.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves the revisions to the Cell Phone Policy.

BE IT FURTHER RESOLVED, that the IT Department shall provide a copy of this resolution and the revised Cell Phone Policy to all department heads and all elected officials that serve as head of their offices or courts.

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

**Nays:** None **Absent:** None **Approved 07/16/2019**

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

**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

**Facilities and Equipment  
Management  
Policy No. \_\_\_\_\_  
(Replaces Policy No. 352 &  
353)**

## **Cell Phone Usage and Reimbursement**

**Approved:  
Resolution No.**

- A. The purpose of this policy is to establish guidelines for the use of County-provided cell phones by staff who are authorized to use said cell phones for County business purposes. This policy may also capture employees who, from time to time, use their personal cell phones for County business. Note: While Elected Officials, the Chief Judge, and/or their respective designees are not bound by the terms of this policy, they are encouraged to follow the policy.
- B. All requests for cell phones to be provided as a County expense (in whole or in part) will be presented in writing to the employee's Department Head or his/her designee for review and approval. Written requests must describe the business justification for how the intended use will meet the criteria in Section D., below. If the request is denied by the Department Head or his/her designee, the request may be taken to the County Controller. If the request is denied by the County Controller, the request may be taken to the County Services Committee for review.
- C. If approved, the employee must sign and submit a copy of this policy to their respective Department Head, acknowledging their understanding of the terms and conditions related to the use of a County-provided cell phone. The Department Head must then keep a copy of the signed policy as well as documentation of its approval of the employee's request for a County-provided cell phone for review and/or audit purposes.
- D. The County may provide an employee with a cell phone if the following criteria is met:
  - a. The employee's job requires a significant amount of time away from the employee's assigned work station, and use of a County-provided cell phone will ensure the employee remains accessible during those times; and
  - b. The employee's job requires the employee to be accessible outside of regular or scheduled work hours.

Convenience is not acceptable as the primary criteria for giving a County-provided cell phone to an employee.

- E. Employees approved to use County-provided cell phones will be given access to a cell phone for County business purposes only, and will not receive an allowance toward a personal cell phone. Personal calls on County-provided cell phones are highly discouraged during business hours. The County recognizes that brief personal calls for family or emergency matters may occur from time to time; however, the employee will be expected to keep personal use to a minimum. Misuse of County issued cell phones,

including use in ways inconsistent with County policies or applicable laws, will result in the termination of cell phone privileges.

- F. Cell phones can be used to both send and receive text messages, pictures, recordings, videos, and e-mail communications. The County reserves the right to monitor all text messages, pictures, recordings, videos, e-mail communications or other communications of any type whether composed or received by the employee on a County-provided cell phone. The County also reserves the right to monitor the employee's internet use history on County-provided cell phones.
- G. Due to the nature of electronic communications and the public employer status of the County, County-provided cell phone use is less private than users may anticipate. As a result, employees should note that text messages, pictures, recordings, videos, e-mail communications, internet search histories or other communications of any type either composed or received by the employee on a County-provided cell phone could be considered public records and subject to disclosure under the Michigan Freedom of Information Act. The County reserves the right to review, audit, intercept, access, and/or disclose all matters contained in/as part of the County telecommunications system at any time, with or without notice to the employee. The employee acknowledges, by using a County-provided cell phone, that the employee has no expectation of privacy in regard to any communications regarding County business or which may be contained on the County's telecommunications system. Electronic communications regarding County business composed or received by an employee on their personal cell phone may also be subject to the Michigan Freedom of Information Act.
- H. Pursuant to MCL 15.232(d)(v), the judiciary is not a "public body" for purposes of the Michigan Freedom of Information Act and its judicial documents, including electronic communications generated while using a Court-provided cell phone, are exempt from disclosure under the same. While the Judges and all Court employees should comply with the County's policy regarding the use of the County's information technology systems, only the Court will have the authority to monitor and review all data, information, or records generated by the Judges and employees of the Court. The Chief Judge or his/her designee has the sole authority to authorize appropriate action should any Court employee abuse the use of any County information technology system, or violate any standard of operation.
- I. To comply with applicable laws, employees are responsible for following County approved Data Retention Policies and Equipment Disposal Policies, if applicable, to identify how long electronic communications found on the employee's cell phone must be kept and/or maintained. Note that all electronic communications do not necessarily have the same retention period.
- J. It is generally recognized that cell phone transmissions are not secure. Employees will use discretion in relaying confidential or sensitive information regarding the County over County-provided cell phones. Further, cell phones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cell phones in any illegal, illicit, or offensive manner.



- K. Employees are responsible for complying with all applicable laws regarding the use of cell phones while driving, and avoiding cell phone use that may jeopardize the safety of the employee or others. Such use may include text messaging, emailing, or verbal communication.
  - L. Any employee who loses or damages a County issued cell phone permits the County to garnish the employee's wages, in compliance with the Michigan Payment of Wages and Fringe Benefits Act, to cover the expense of replacing the County-provided cell phone. If an employee loses or damages a phone for the first time, the employee will be charged a fee equal to 50% of the cost of replacing the cell phone. If the employee loses or damages a second phone within the same year, the fee will total 100% of the County's cost for the replacement cell phone. If a County-provided phone is lost, damaged, or destroyed, alternative arrangements may be made with the written approval of the employee's Department Head.
  - M. If the employee is terminated, resigns, or is no longer eligible for a County-provided cell phone, the employee is required to immediately turn in the cell phone and related equipment to their supervisor or Department Head. The employee's supervisor or Department Head shall then submit the cell phone and related equipment to the Innovation and Technology Department.
  - N. All County-provided cell phones will be purchased by the requesting-employee's Department Head. All equipment purchased remains the property of the County. Calling plans must be on County approved governmental contract.
- I, \_\_\_\_\_ (Employee), understand that by signing this policy, I am agreeing that I will abide by the terms and conditions as they are expressed herein, including allowing the County to garnish my wages if I lose or damage my County-provided cell phone.

**EMPLOYEE'S SIGNATURE**

**DEPARTMENT HEAD'S SIGNATURE**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Department Head's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Employee's Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Title

\_\_\_\_\_  
Date

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A CHANGE IN THE OUTBOUND ACCESS NUMBER FOR  
COUNTY PHONE SYSTEM**

**RESOLUTION # 19 –**

WHEREAS, Ingham County currently uses the number 9 to obtain an outside line for our telephone system; and

WHEREAS, there is a desire to reduce the number of accidental calls to 911; and

WHEREAS, it has been determined that a different number could be used to obtain an outside line with minimal disruption but this would require reprogramming our phone system and training for our phone users; and

WHEREAS, the requested solution amount is in the approved 2019 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of service hours from Sentinel in the amount not to exceed \$1,600.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Communications Fund (636-26600-932010).

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

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH  
INGHAM, LOCKE, ONONDAGA, AND WHITE OAK TOWNSHIPS**

**RESOLUTION # 19 –**

WHEREAS, 2019 Local Road Program Agreements are proposed for the following Townships with details of the proposed road improvement and funding provided in the table below: Ingham, Locke, Onondaga and White Oak Townships; and

WHEREAS, The Road department has worked with each Township to determine what local road projects are most needed and desired; and

WHEREAS, The Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute Road department labor without charge on the projects performed by Road department crews, and to pay for portions of the cost of said improvements from the County Road Fund as indicated for each Township in the table below; and

WHEREAS, total Road Department funding match amount indicated in the table below is included in the adopted 2019 Road Department budget; and

WHEREAS, In the event the final cost of any of the projects is more than the estimates provided in the table below, for any final costs less than twice the maximum available Road Department match amount set forth in the table below, the additional cost will be split evenly between the respective Township and the Road department, and for any final costs greater than the twice the maximum Road Department match amount set forth in the table below, the additional cost will be paid entirely by the respective Township; and

WHEREAS, In the event the final cost of any of the projects is less than the estimates provided in the table below, for any final cost amount greater than twice the maximum Road Department match amount set forth in the table below, the savings will first accrue to the Township, and then for any final costs below twice the maximum Road Department match amount set forth in the table below, the savings will be split evenly between the respective Township and the Road Department; and

WHEREAS, The respective Townships are willing to pay the respective Township's portion of the cost of said improvements as shown in the table below and as further detailed above, provided, however, that the respective Township excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the respective Agreements, unless the respective Township agrees otherwise, or may reduce the scope of described road improvement projects per the respective Township's available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2019 Local Road Program Agreements with the following Townships with details of the proposed road improvement and funding provided in the table below: Ingham, Locke, Onondaga and White Oak Townships.

BE IT FURTHER RESOLVED, the Road Department is authorized to contribute match funds to the respective Township projects up to the maximum available match amounts shown in the table below and/or as may be necessary for any final project costs differing from estimates as provided above.

BE IT FURTHER RESOLVED, the Road Department shall invoice each Township as provided above and in the table below for their respective contributions.

BE IT FURTHER RESOLVED, that the Road Department shall cause the improvements identified in the table below to be performed by Road Department crews without charge to the respective projects for Road department staff labor during the construction season of the 2019 calendar year subject to final approval by, or as modified by, each Township.

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

2019 Local Road Program Available Match Amounts, Projects & Estimated Costs							
Township	Prior Match Remaining	2019 Road dept. Match	Total 2019 Match Available	Proposed 2019 Local Road Projects	Estimated Total Project Cost	Estimated Township Cost	Estimated Road dept. Contribution
Onondaga	\$106,123.78	\$33,300.00	\$139,423.78	Ferris Rd., Onondaga to Gale Roads, 1 mile, full cap paving; Kinneville Rd., Edgar to Byrum Roads, 1 mile, full cap paving.	\$60,000.00	\$30,000.00	\$30,000.00
Ingham	\$0.00	\$33,300.00	\$33,300.00	Clark Rd., Dexter Trail to M-36, 2 miles, full cap paving.	\$66,600.00	\$33,300.00	\$33,300.00
Locke	\$0.00	\$33,300.00	\$33,300.00	Sherwood Rd., M-52 to Morrice Rd, 2.5 miles, full cap paving; Sherwood Rd., Morrice to Herrington Roads, 1 mile skip-paving where necessary between prior skip-paving.	\$113,300.00	\$80,000.00	\$33,300.00
White Oak	\$0.00	\$33,300.00	\$33,300.00	Searls, Columbia to Howell Roads: full asphalt cap--1 mile; Iosco, M-52 to Searls Roads: skip-paving between prior paving; Cooper, M-52 to Brogan: complete full cap on 2 ends—total of 4300 feet; Swan, East of Burden-Brogan Roads, skip-paving to remainder of budget.	\$100,000.00	\$66,700.00	\$33,300.00

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING  
AGREEMENTS WITH  
THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON  
AND THE VILLAGE OF WEBBERVILLE**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, the Road Department refreshes the centerline and edgeline paint on our primary roads and a small portion of our local roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program, which they pay all costs for the work performed on the roads within their jurisdiction; and

WHEREAS, the estimated costs to the three cities and the Village of Webberville are as follows:

City of Leslie:	\$1,512.76
City of Mason:	\$3,117.92
City of Williamston:	\$1,272.47
Village of Webberville:	\$1,343.94

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the 2019 centerline pavement marking agreements with the City of Leslie for the estimated cost of \$1,512.76, the City of Mason for the estimated cost of \$3,117.92, the City of Williamston for the estimated cost of \$1,272.47, and the Village of Webberville for the estimated cost of \$1,343.94 if they choose to participate in the Road Department's 2019 pavement marking program.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UPDATE THE INGHAM COUNTY ROAD DEPARTMENT  
PERMIT FEE STRUCTURE**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Road Department permit fee structure has not been updated since 2006, with the exception of 2014, when the culvert installation fees were updated; and

WHEREAS, the County Road Association (CRA) recently performed a survey of all Michigan county road agencies to determine a statewide average for various types of permit fees; and

WHEREAS, the Road Department collected data from surrounding county road agencies to evaluate regionally accepted permit fees and practices; and

WHEREAS, the Road Department proposed an updated permit fee structure based on the CRA study and regional county road agency permit fee schedules.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to update the permit fee structure as proposed.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

**INGHAM COUNTY ROAD DEPARTMENT  
2019 PERMIT FEE SCHEDULE**

Permit Type	2006 Permit Fee	2019 Permit Fee
<b>UTILITY PERMITS:</b>		
Overhead Installations	\$150	\$150
Underground Installations (No Road Crossings)	\$150	\$150
Underground Installations with Open Cut Road Crossings (Bond Required)	\$150 plus \$120 / cut	\$150 plus \$250 / cut
Underground Installations with Bored Road Crossings (Bond Required)	\$150 plus \$60 / bore	\$150 plus \$150 / bore
Annual Sprinkler Permit	\$150	\$150
Annual Maintenance - Municipal	N/C	N/C
Annual Maintenance - Utility	\$150	\$220
<b>ROADS AND RIGHT-OF-WAY:</b>		
Modifications or Installations within the Road Right-of-Way	\$150	\$150
Tree Removal or Trimming within the Road Right-of-Way	\$40	N/C
Landscaping in the Road Right-of-Way	\$150	\$50
Land Divisions	\$150 plus \$25 / split	\$150 plus \$25 / split
<b>TRANSPORTATION PERMITS:</b>		
Annual Cab Card for Oversize or Overweight Vehicles	\$100	\$100
Single Moves	\$25	\$50
Haul Routes - Farm & Milk Haulers (During spring weight restrictions)	\$42 single \$120 multi	\$50 single \$150 multi
Public Utilities - (During spring weight restrictions)	\$100	\$100 single
Haul Routes - All Others	\$500	\$500
House and Small Structure Moves	\$150	\$50 single
Road Closures for Parades, Block Parties, Marathons, etc.	N/C	N/C
Road Closures for Construction	\$150	\$150
Overhead Banners	N/C	N/C



Permit Type	2014 Permit Fee	2019 Permit Fee
<b>DRIVEWAY PERMITS:</b> (Residential or Field Drive includes culvert installation and \$50 permit fee)		
Residential or Field Drive Installation (12'x 24' culvert w/ 8 yds of gravel)	\$500	\$650
Residential or Field Drive Installation (12'x 36' culvert w/ 16 yds of gravel)	\$556	\$950
Residential or Field Drive Installation (12'x 24' culvert without gravel)	\$279	No Longer Provided
Residential or Field Drive Installation (12'x 36' culvert without gravel)	\$361	No Longer Provided
Residential or Field Drive Installation (12'x 48' culvert w/ 16 yds of gravel)	\$598	\$1250
Residential or Field Drive Installation (12'x 48' culvert without gravel)	\$438	No Longer Provided
Residential or Field Drive Installation Greater than 12" Diameter (Size and Length to be Determined by Road Department)	Varies	Determined During Review
Modifications to Existing Residential or Field Driveways (Resurfacing, replacing, etc.) (No culvert replacement required)	\$30	\$50
Commercial Driveways (New or replacement)	\$150 plus \$50 / add'l	\$150 each
Modifications to Existing Commercial Driveways	\$150	\$150
All Other Activities Requiring Permits that are not Listed Above	\$150	\$150
<b>MISCELLANEOUS:</b>		
Appeal Fee for Waivers or Variances		\$300
After the Fact Permit Fees		2x original permit fee
Engineering Plan Review Fee, Per Submittal		Actual Costs, \$500 deposit
Construction Inspection & Administrative Fee		Actual Costs, Plus 3% of estimate as deposit

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RETAIN  
AS-NEEDED ENGINEERING DESIGN SERVICES FOR 2019-2021**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis and received nine (9) proposals; and

WHEREAS, the Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county; and

WHEREAS, when retaining design services for a specific project, the ICRD will strive to retain the most cost effective consultant who is able to provide the experience and expertise necessary for the specific project under contract; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the following respondents to provide the requested as-needed engineering design services for 2019-2021:

Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911  
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911  
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917  
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917  
Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911; DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911; RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917; Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917; and Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503 to provide the as-needed engineering design services for 2019, 2020 and 2021.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSEMS INC. FOR  
INSTALLATION OF AN ADDITIONAL TEMPERATURE SENSOR AND FOR  
ANNUAL ALARM MONITORING SERVICES AT THE HUMAN SERVICES BUILDING**

**RESOLUTION # 19 –**

WHEREAS, an additional temperature sensor is needed for the immunizations refrigerator in Women's Health; and

WHEREAS, Safety Systems will continue providing alarm monitoring services at the Human Services Building for the next three years; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Safety Systems Inc. for the installation of an additional temperature sensor for an amount of \$555.30 and for annual alarm monitoring services for the amount of \$7,020.00 not to exceed 1% for each subsequence year for the next two years; and

WHEREAS, funds for this project are available within the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn Street Lansing, Michigan 48906 for the installation of an additional temperature sensor in the amount of \$555.30 and for the annual alarm monitoring services at the Human Services Building in the amount of \$7,020.00 that shall not exceed a 1% increase for each subsequence year for the next two years.

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2019 BASED ON THE  
ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY**

**RESOLUTION # 19 –**

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller's Office, based on 2018 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2019 budget be amended to authorize a transfer of \$800,000 from the General Fund unassigned balance to the Public Improvements Fund in order to provide adequate funds for infrastructure maintenance and improvements.

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

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING TRI-COUNTY OFFICE ON AGING'S  
FISCAL YEAR 2020-2022 MULTI-YEAR PLAN**

**RESOLUTION # 19 –**

WHEREAS, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Fiscal Year 2020-2022 Multi-Year Plan as required by the Older Americans Act and the Older Michiganians Act; and

WHEREAS, Ingham County Commissioners have reviewed the Tri-County Office on Aging's Fiscal Year 2020-2022 Multi-Year Plan.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the Tri-County Office on Aging's Fiscal Year 2020-2022 Multi-Year Plan.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OPPOSING APPROPRIATIONS BILL PUBLIC ACT 207 OF 2018, ARTICLE X,  
PART 2 PROVISIONS CONCERNING APPROPRIATIONS, GENERAL SECTIONS,  
BEHAVIORAL HEALTH SERVICES, SECTION 928 (1)**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Board of Commissioners having entered into an enabling resolution to create the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties pursuant to Section 100 et seq. and Section 205 of the Mental Health Code, 1974 PA 258, as amended (MCL330.1100 et seq; MCL330.1205) with Clinton, Eaton, and Ingham Counties; and

WHEREAS, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties is a community mental health authority of the counties of Clinton, Eaton, and Ingham, organized under the terms of Section 204(a) of the Michigan Mental Health Code (the Code), (MCL330.1204[a]); and

WHEREAS, Section 116(b) of the Code (MCL330.1116[b]) requires that the Department of Community Health shift primary responsibility for the direct delivery of public mental health services from the state to a community mental health services program whenever the community mental health services program has demonstrated a willingness and capacity to provide an adequate and appropriate system of mental health services for the citizens of that service area; and

WHEREAS, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties has demonstrated such willingness and capacity to provide community mental health services for over the past 50 years and is properly certified as a community mental health services program under the terms of Section 232(a) of the Code (MCL330.1232[a]); and

WHEREAS, Section 202(1) of the Code (MCL330.1202[1]) requires that the state shall financially support, in accordance with chapter 3, community mental health services programs that have been established and that are administered according to the provisions of this chapter; and

WHEREAS, there are also established in the state entities known as Prepaid Inpatient Health Plans (PIHPs), which receive Medicaid funds and distribute them to Community Mental Health Services Programs and other Medicaid providers; and

WHEREAS, Appropriations Bill Public Act 207 of 2018, Article X, Part 2 Provisions Concerning Appropriations, General Sections, Behavioral Health Services, Section 928 (1) states, "Each PIHP shall provide, from internal resources, local funds to be used as a bona fide part of the state match required under the Medicaid program in order to increase capitation rates for PIHPs. These funds shall not include either state funds received by a CMHSP for services provided to non-Medicaid recipients or the state matching portion of the Medicaid capitation payments made to a PIHP."; and

WHEREAS, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties and the counties that it represents are not a state designated PIHP; and

WHEREAS, the County of Ingham has a strong desire to keep local funding at the local level to meet the financial liability of the county pursuant to Section 302(1) of the Code (MCL330.1301[1]) and to respond to the behavioral health needs in this county.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners strongly supports the use of these local county funds for local community mental health services as provided for under the Michigan Constitution and Michigan Mental Health Code, and urges removal of the Section 928 provision that requires local funds be used as part of the state match requirement from the state budget boilerplate.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners strongly urges its State Senate and House of Representatives members to eliminate similar language mentioned above in future State funding appropriations.

BE IT FURTHER RESOLVED, that the State Senate and House of Representatives ensure that the current level of Medicaid funding is not negatively impacted by the removal of Section 928.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to Governor Gretchen Whitmer, Senator Curtis Hertel, Jr., Representative Sarah Anthony, Representative Kara Hope, Representative Julie Brixie, Michigan Department of Health and Human Services Director Robert Gordon, Behavioral Health and Developmental Disabilities Administration Deputy Director Dr. George Mellos, and the Michigan Association of Counties.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/15/2019**



Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING MARY WARE**

**RESOLUTION # 19 –**

WHEREAS, after 30 years of dedicated service to Ingham County and the Ingham Community Health Centers Mary Ware will be retiring on June 28, 2019; and

WHEREAS, Mary Ware began her career with Ingham County in March of 1989 with the Ingham County Board of Commissioners as a Clerk typist II; and

WHEREAS, in 1989 she transferred to the Personnel Office where she greeted customers and performed clerical duties; and

WHEREAS, in 1990 she transferred to Environmental Health Services as a Clerk Typist II; and

WHEREAS, in 1998 she transferred to the Women Infant & Children's Clinic as an Assistant/Technician 1; and

WHEREAS, in 2011 she transferred to Adult Health as a Medical Assistant float where she rotated through the ICHCs; and

WHEREAS, in 2012 she transferred to the Otto Community Health Center as a Medical Assistant 1 where she assisted health care providers with examinations and procedures; and

WHEREAS, in 2014 she transferred to the Birch Community Health Center as a Medical Assistant 1; and

WHEREAS, in 2015 she transferred to the Forest Community Health Center as a Medical Assistant where she assisted in Infectious Disease, specialist referrals, medical procedures, inventory and supply upkeep, and where she administered standardized tests, vision/hearing tests and CLIA Waived tests per Ingham Community Health Center quality assurance training and documents with HER; and

WHEREAS, for the past 30 years Mary has shown exemplary patient care on a daily basis; and

WHEREAS, Mary's passion for patient care has always been evident in her relationships with patients and co-workers; and

WHEREAS, with 30 years of dedicated service to the Ingham County Health Department, Mary is retiring from her position as Medical Assistant.

THEREFOR BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mary Ware for her 30 years of dedicated service to the Ingham County Health Department and for her exemplary patient care and commitment to her work.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Mary and hopes for continued success in all of her future endeavors.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT # 4 TO THE 2018-2019 COMPREHENSIVE  
AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend (Amendment #4) the 2018-2019 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS) by increasing funding by \$125,397 and by establishing a .50 FTE Community Health Worker to work in the STD Specialty Services program effective October 1, 2018 through September 30, 2019; and

WHEREAS, ICHD currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement; and

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2018-2019 Comprehensive Agreement authorized in Resolution #18-351 and Amendment # 1 in Resolution #18-470 and Amendment # 2 in Resolution # 19-050 and Amendment # 3 in Resolution # 19-149; and

WHEREAS, MDHHS has proposed Amendment # 4 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, as a result of the funding increase in Amendment #4, ICHD would like to establish a .50 FTE Community Health Worker to work in the STD Specialty Services program; and

WHEREAS, the 2019 salary range of a .50 FTE Community Health Worker (UAW-TOPS, Grade D) position is \$16,525 - \$19,672; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize Amendment #4 to the 2018-2019 Comprehensive Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment # 4 to the 2018-2019 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$5,686,220 to \$5,811,617, an increase of \$125,397.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Family Planning Services: increase of \$15,000 from \$289,223 to \$304,223  
Epidemiology & Laboratory Capacity: increase of \$20,000 from \$0 to \$20,000  
Regional Perinatal Care System: increase of \$3,000 from \$0 to \$3,000  
STD Specialty Services: increase of \$50,000 from \$0 to \$50,000  
Public Health Emergency Preparedness (7/01/19 – 9/30/19): increase of \$37,397 from \$0 to \$37,397

BE IT FURTHER RESOLVED, a .50 FTE Community Health Worker (UAW-TOPS, Grade D) position is established in the STD Specialty Services program.

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

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment # 4 of the 2018-2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 07/16/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Hawk Island; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing a standing seam metal roof on the Red Tail Shelter building at the Hawk Island; and

WHEREAS, L. J. Trumble Builders, LLC., a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC. for the base bid in the amount of \$91,500, and a contingency not to exceed 10% or \$9,150, for a total amount not to exceed of \$100,650 for the purpose of supplying and installing a standing seam metal roof on the Red Tail Shelter building at the Hawk Island.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through November 30, 2019.

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

BE IT FURTHER RESOLVED, there is \$62,295 available in line item # 228-75999-978000-9P21 for the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$38,355 from the attrition savings from the vacancies of the Assistant Park Managers into line item # 228-75999-978000-9P21 to cover the remaining cost of the project.

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH  
ROWE PROFESSIONAL SERVICES COMPANY**

**RESOLUTION # 19 –**

WHEREAS, Board of Commissioners Resolution #18-109 authorized the submission of a Michigan Natural Resources Trust Fund grant for the Lake Lansing South Park improvements project; and

WHEREAS, Board of Commissioners Resolution #18-107 authorized the submission of a Land and Water Conservation Fund grant for the Burchfield Park improvements project; and

WHEREAS, the Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Lake Lansing South Park and Burchfield Park improvement projects for the Ingham County Parks Department; and

WHEREAS, the project at Lake Lansing South Park will replace the boating/fishing pier and provide improved ADA access to the park; and

WHEREAS, the project at Burchfield Park will provide accessibility improvements throughout the park. These improvements will include paved parking spaces and paved walkways to connect facilities within the park for people of all abilities. The project will also include restroom improvements for accessibility and an accessible canoe/kayak launch along the Grand River; and

WHEREAS, the prime professional will provide all planning services necessary for the design and construction of the project facilities for these projects; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to ROWE Professional Services Company who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with ROWE Professional Services Company in a total amount not to exceed \$73,800 (\$31,800 total not to exceed for Lake Lansing South Park and \$42,000 total not to exceed for Burchfield Park) to provide prime professional services for the Lake Lansing South Park and Burchfield Park improvement projects.

BE IT FURTHER RESOLVED, the term of the contract shall be from the date of execution until 12/31/2021.

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

BE IT FURTHER RESOLVED, there will be funds available in line item 228-75999-974000-9P10 for the portion of the contract in the amount of \$31,800 to be invoiced to Lake Lansing South Park, as authorized by Board of Commissioners Resolution #19-287.

BE IT FURTHER RESOLVED, there will be funds available in a line to be established by the Budget office for a previously approved grant, for the portion of the contract in the amount of \$42,000 to be invoiced to Burchfield Park.

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #19-047**

**RESOLUTION # 19 –**

WHEREAS, Board of Commissioners Resolution #19-047 authorized entering into a contract with Delhi Township to fund the Holt to Mason Trail, Phase 1 for the funding year of 2020 for a total of \$1,000,000.00; and

WHEREAS, Delhi Township is requesting the funding be allocated between the funding years of 2019 and 2020.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Resolution #19-047.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the funding of \$1,000,000 be split between the funding years of 2019 and 2020.

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

BE IT FURTHER RESOLVED, that all other terms and conditions of these Agreements shall remain unchanged.

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2019 - 2020 AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY  
OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

**RESOLUTION # 19 –**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County has proposed a 2019 – 2020 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2019 – 2020 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of Agreement shall be October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$6.1 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County's 2020 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes Memorandums of Understanding (MOU) and/ or subcontracts for the period of October 1, 2019 – September 30, 2020 with specialty physicians, laboratories and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genessee, Lapeer and Shiawasee Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize a subcontract for the period of October 1, 2019 – September 30, 2020 with the Nurse Family Partnership to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

Medical Outreach and Public Awareness  
Facilitating Medicaid Eligibility Determination  
Program Planning, Policy Development and Interagency Coordination Related to Medicaid Svcs  
Referral, Coordination and Monitoring of Medicaid Services  
Medicaid-Specific Training on Outreach Eligibility and Services  
Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2019 – September 30, 2020:

- Allen Neighborhood Center \$53,782
- Northwest Initiative \$53,782
- South Side Community Coalition \$46,075
- Child & Family Charities \$37,010
- Cristo Rey \$58,663

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the 2019 - 2020 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts associated with the Comprehensive Agreement after review by the County Attorney.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER AGREEMENT WITH CURE VIOLENCE GLOBAL**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Cure Violence Global for a Cure Violence Assessment Visit provided by the Cure Violence Training and Technical Assistance (TTA) Team in an amount totaling \$7,500 effective August 1, 2019 through June 30, 2020; and

WHEREAS, this team conducts assessment visits with interested communities that have demonstrated necessary buy-in from essential stakeholders and leadership; and

WHEREAS, ICHD leadership has garnered buy-in to explore the Cure Violence approach to violence prevention with more than a dozen essential stakeholders and leaders including Lansing Mayor Andy Schor, Lansing Police Chief Mike Yankowski, Ingham County Prosecutor Carol Siemon, Lansing School District Director of School Culture Carlin Tichenor, Sparrow Health System Vice President Patrick Brillantes, and key community-based leaders and partners; and

WHEREAS, because violence prevention strategies were included in the 2017 Ingham County Community Health Improvement Plan, ICHD produced a *Violence Prevention in Ingham County* fact sheet in 2018 documenting the evidence base for violence prevention as an economic mobility strategy and also citing health inequities surrounding violence; and

WHEREAS, following on the successful work of the initial Lansing Invest Health Team (LIHT) Initiative, LIHT is continuing with their goal to implement equity impact investments and develop financeable environment projects focused on increasing health equity; and

WHEREAS, entering into an agreement with Cure Violence Global will familiarize ICHD with the Cure Violence Model while determining potential target areas, partnerships, workers, and potential program structure for future implementation; and

WHEREAS, the cost of this agreement totaling \$7,500 is funded partially by the Reinvestment Fund Invest Health Field Building grant initiative, and partially by the ICHD Health Equity and Social Justice project; and

WHEREAS, the Health Officer recommends approval of this agreement with Cure Violence Global for the purpose of a Cure Violence Assessment effective August 1, 2019 through June 30, 2020 in an amount not to exceed \$7,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes approval of an agreement with Cure Violence Global for the purpose of a Cure Violence Assessment effective August 1, 2019 through June 30, 2020 in an amount not to exceed \$7,500.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION # 19 –**

WHEREAS, the Michigan Department of Health and Human Services awarded a three-year HIV Care Coordination grant to the Ingham County Health Department (ICHD) which includes \$38,800 for the development of an anti-stigma campaign in fiscal year 2019 (Year 1); and

WHEREAS, HIV stigma in the community adversely affects people living with HIV (PLWH) and prevents engagement in services across the care continuum; and

WHEREAS, an effective strategy to reduce stigma is to increase positive attitudes towards PLWH with exposure to relatable PLWH; and

WHEREAS, ICHD seeks to decrease stigma, increase access to Ryan White Program services, and improve linkage and retention in medical care through a mass media campaign; and

WHEREAS, the Ryan White Senior Nurse Program Manager, the Health Communication Specialist, and the HIV/STI Prevention Coordinator will work with Redhead Design Studio to develop a mass media campaign; and

WHEREAS, the agreement with Redhead Design Studio will not exceed \$34,000, all of which will be funded by the HIV Care Coordination; and

WHEREAS, the Health Officer recommends authorization of an agreement between Redhead Design Studio and ICHD in an amount not to exceed \$34,000 effective August 1, 2019 to September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with Redhead Design Studio for the development of a mass media campaign to reduce HIV stigma, in an amount not to exceed \$34,000 effective August 1, 2019 to September 30, 2019.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH KAC CONSULTING, LLC FOR THE  
EVALUATION OF A MASS MEDIA CAMPAIGN**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with KAC Consulting, LLC for the period of August 1, 2019 through September 30, 2021 in an amount not to exceed \$13,500 for the evaluation of an HIV anti-stigma mass media campaign; and

WHEREAS, the Michigan Department of Health and Human Services awarded a three-year HIV Care Coordination grant to ICHD which includes approximately \$38,800 each year to support a mass media campaign; and

WHEREAS, HIV stigma in the community adversely affects people living with HIV (PLWH) and prevents engagement in services across the care continuum; and

WHEREAS, an effective strategy to reduce stigma is to increase positive attitudes towards PLWH with exposure to relatable PLWH; and

WHEREAS, ICHD seeks to decrease stigma, increase access to Ryan White Program services, and improve linkage and retention in medical care through a mass media campaign; and

WHEREAS, ICHD seeks to evaluate the campaign which includes establishing baseline stigma levels, ongoing data collection, annual evaluation, and a summative report; and

WHEREAS, the Ryan White Senior Nurse Program Manager, the Health Communication Specialist, and the HIV/STI Prevention Coordinator will work with KAC Consulting, LLC to evaluate the mass media campaign; and

WHEREAS, the agreement with KAC Consulting, LLC will not exceed \$13,500 over the project period, all of which will be funded by the HIV Care Coordination grant; and

WHEREAS, the Health Officer recommends authorization of an agreement between KAC Consulting, LLC and ICHD in an amount not to exceed \$13,500 for the period of August 1, 2019 to September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with KAC Consulting, LLC for the development of a mass media campaign to reduce HIV stigma, in an amount not to exceed to exceed \$13,500 for the period of August 1, 2019 to September 30, 2021.

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



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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH VARIOUS VENDORS FOR A MEDICAL MARIHUANA PUBLIC EDUCATION CAMPAIGN**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the following vendors for the period of August 1, 2019 through September 15, 2019 in an amount not to exceed \$35,326 for total advertising and printing costs associated with an education, communication and outreach campaign regarding the Michigan Medical Marihuana Act.

- Comcast- up to \$7,500
- Adams Outdoor- up to \$7,500
- MAB- up to \$6,000
- MLive- up to \$5,000
- NCM- up to \$3,800
- ScreenVision- up to \$2,850; and

WHEREAS, State of Michigan Department of Licensing and Regulatory Affairs (LARA) recently awarded a grant to the ICHD for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019; and

WHEREAS, the approved grant budgets for the promotion of a public education campaign in the amount of \$35,326; and

WHEREAS, ICHD seeks to place paid advertisements to provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, and increase the perception of risk for adolescent marijuana use; and

WHEREAS, the Health Officer recommends authorization of an agreement between Comcast and ICHD in an amount not to exceed \$7,500 for the period of August 1, 2019 to September 15, 2019; and

WHEREAS, the Health Officer recommends authorization of an agreement between Adams Outdoor and ICHD in an amount not to exceed \$7,500 for the period of August 1, 2019 to September 15, 2019; and

WHEREAS, the Health Officer recommends authorization of an agreement between MAB and ICHD in an amount not to exceed \$6,000 for the period of August 1, 2019 to September 15, 2019; and

WHEREAS, the Health Officer recommends authorization of an agreement between MLive and ICHD in an amount not to exceed \$5,000 for the period of August 1, 2019 to September 15, 2019; and

WHEREAS, the Health Officer recommends authorization of an agreement between NCM and ICHD in an amount not to exceed \$3,800 for the period of August 1, 2019 to September 15, 2019; and

WHEREAS, the Health Officer recommends authorization of an agreement between ScreenVision and ICHD in an amount not to exceed \$2,850 for the period of August 1, 2019 to September 15, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes grant agreements with the aforementioned vendors for the promotion of a public education campaign regarding the Michigan Medical Marihuana Act, in an amount not to exceed \$35,326 for the period of August 1, 2019 to September 15, 2019.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MVN (MOTOR VEHICLE NETWORK)**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a grant agreement with Motor Vehicle Network (MVN) for advertisement and public service announcements regarding the Michigan Medical Marihuana Act and other public health initiatives effective August 1, 2019 through July 31, 2020, in an amount not to exceed \$7,800; and

WHEREAS, ICHD was awarded a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019; and

WHEREAS, the approved grant budgets \$35,326 for advertising; and

WHEREAS, focus groups informing the creation of the campaign strongly suggested sharing messages with the general public at Michigan Secretary of State Offices; and

WHEREAS, MVN is the sole vendor for Secretary of State advertising and only has one-year contracts; and

WHEREAS, the content aired by MVN on Secretary of State video screens may be changed frequently; and

WHEREAS, ICHD has many video messages that could be shared in fiscal year 2020 and anticipates sufficient communications budget to cover costs incurred beyond the grant period; and

WHEREAS, the Health Officer recommends entering into an agreement with MVN for advertisement and public service announcements regarding the Michigan Medical Marihuana Act and other public health initiatives effective August 1, 2019 through July 31, 2020 in an amount not to exceed \$7,800.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with MVN for the video advertisements/public service announcements, in an amount not to exceed \$7,800 effective August 1, 2019 to July 31, 2020.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

## TERMS AND CONDITIONS

1. RNS Communications, Inc ("RNS") agrees to "air" the advertisements submitted to it by Client, subject to DMV's right of approval, in the locations on the Advertising Order Form. All advertisements will air on all "digital displays" located inside the agreed-upon DMV office(s). In the event DMV fails to approve or rejects Client's desired advertisement, or MVN rejects Client's desired advertisement, then this Agreement shall be immediately terminated without further obligation on the part of either Party, and funds paid by Client for ads which have not been aired, or other services which have not been performed, will be immediately refunded in full to Client by RNS.
2. Client acknowledges that: (i) RNS' Motor Vehicle Network ("MVN") is an advertising medium used for creating consumer awareness and brand identity and is a community service entertainment medium; (ii) the MVN is not a direct response medium; (iii) the MVN is a complement to Client's other advertising, similar to the way a national advertiser's billboard ad in a stadium enhances the national advertiser's brand name and national advertiser's media mix; and (iv) the MVN is not a medium that Client can track results like a direct response medium.
3. State officials and/or RNS may require advertisers to bid for advertising positions by sealed bid or another bidding procedure during the term hereof. In such an event, RNS shall notify Client and other advertiser(s), who shall have the right to participate in the bid process. If Client is not a successful bidder, RNS shall cancel this contract without any liability to Client, RNS, or the State.
4. RNS has the right to cancel any contracted advertising prior to the start date, during the course of the advertising schedule, at time of renewal of this contract at its sole discretion, at any time if RNS' contract with DMV is cancelled, if Advertiser becomes involved in an investigation, litigation with any government agency, or be subject to a highly published lawsuit.
5. The term of this contract shall be deemed automatically renewed for additional periods of twelve (12) months each on the same terms and conditions, unless canceled by Client in writing at least one (1) month prior to the expiration date or cancelled by RNS. The start date indicated on this Agreement is a target date, and the annual schedule begins the first day the ad appears in the selected DMV office(s). This date will be indicated on the first invoice.
6. Payments are to be made to RNS within thirty (30) days of receipt of invoice. A late charge of ten dollars (\$10) will be applicable, at RNS' discretion, to all payments received by RNS more than thirty (30) days after Client's receipt of invoice. RNS may cancel this Agreement if any payment due hereunder is not received within thirty (30) days of the Client's receipt of invoice. If Client pays by credit card and wants to cancel their recurring payment in order to pay by check or other form of payment, Client must notify RNS in writing at least 30 days prior to the payment charge date.
7. If Advertiser's balance is more than sixty (60) days past due, RNS reserves the right to discontinue any exclusivity granted to Advertiser and cancel the contract effective upon written notice to Advertiser, and the full balance of the remaining months of the contract, plus past debt and late charges, shall be due and payable in full. If Advertiser fails to provide RNS with initial advertising copy or to approve an advertisement within a reasonable time, such that RNS is unable to begin advertising for Advertiser, RNS reserves the right to discontinue any exclusivity granted to Advertiser and cancel the contract, effective upon written notice to Advertiser. In that event, Advertiser shall forfeit any prepaid fees, deposits, or other upfront funds paid to RNS Communications Inc. as liquidated damages. Should MVN be forced to cancel this Agreement for lack of payment by Advertiser and whereby Advertiser has received a free month of advertising and/or a discounted rate, Company will add back the value of the free month of advertising and the discounted rate to the final balance owed by Advertiser. RNS Communications, Inc. reserves the right to place a lien, and Advertiser hereby grants a lien, on Advertiser's assets, and signer of this Agreement's personal assets, for any amount owed RNS. If outstanding past debt and late charges are not paid in full, RNS reserves the right to report such debt to any applicable credit agencies. Advertiser and signer shall personally be responsible for all expenses associated with the collection of any outstanding balance, together with all costs, expenses, and attorney fees incurred by RNS in any action to collect any sum due hereunder.
8. No payment by Client of a lesser amount than is billed shall be deemed to be other than a partial payment, and no endorsement on a check or letter accompanying a check shall be deemed an accord and satisfaction, and RNS may accept any partial payment without prejudice to its right to recover the balance due.
9. If for any reason this contract must be canceled by Client before the renewal or expiration date, the outstanding balance - plus one hundred percent (100%) of the remaining term of the Agreement - shall be immediately due and payable as liquidated damages due to Client's default.
10. In the event of litigation, each Party will be entitled to its reasonable attorneys fees as part of its damages.
11. If this Agreement is signed by an agent for Client; (a) the agent represents that it has the authority to represent the Client and sign this contract on its behalf, and that the Client is willing and able to pay for the advertisements; (b) Client and agent are jointly and severally liable for all charges due hereunder regardless of; (i) to whom bills are sent; (ii) whether Client has signed this Agreement; and (iii) whether past payments have been made by Client or agent; (c) any sum received by agency from Client, which is based upon advertisements that have been aired, shall be received in trust and shall be held in trust for the benefit of Client and RNS until agency has transmitted the payment due to RNS. *To induce RNS to enter into this Agreement, the signer agrees to be held personally liable for all payments hereunder.*
12. Client shall indemnify, defend, and forever hold harmless RNS, its officers, directors, shareholders, employees, agents, and licensees from and against any and all damages, losses, expenses, claims, costs, and liabilities, including reasonable attorneys fees arising from or related or connected to: (i) all acts done or performed by Client, its agents, employees, licensees, contractors, or any person at the instruction of Client in connection with advertising with RNS or this Agreement; (ii) any claims made by Client in any advertisement, or by Client's inability or failure to fulfill its advertised obligations and commitments; (iii) all breaches by Client of any provision of this Agreement; (iv) any misrepresentation made by Client herein; and (v) all claims made based upon the content or language of any advertisement submitted by Client to RNS.
13. In the event RNS fails to air any advertisement, RNS shall have no liability other than to air the missed advertisement at another time, which is approved by and acceptable to Client, or not to bill Client or to refund any amount RNS had received by Client for commercials that failed to air. RNS does not commission nor provides audited reports of Client's run of schedule.
14. RNS may review any advertisement submitted to it, but is not responsible for content, correctness, or legality and takes no responsibility for same. Client is solely responsible for the correctness, content, and legality of its advertising.
15. The State and MVN have the right to approve or reject all advertising copy, however, Client acknowledges that the approval or rejection of advertising copy by the State does not constitute a representation or warranty by the State of the legality of such copy.
16. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, personal representatives, successors and assigns. A modification shall not relieve the Parties of their obligations to guarantee the prompt performance of and all the obligations hereunder. RNS may assign this Agreement to a third party without the written consent of Client. Pursuant to a merger, consolidation, or a sale of, substantially, all of a Client's assets and/or stock, such assignment or sale of assets shall bind the acquiring party to the fulfillment of this Agreement.
17. This Agreement may be signed in one or more counterparts, each of which shall be considered an original counterpart, and shall become a binding Agreement when the Parties shall have each executed one (1) counterpart.
18. The Parties hereto agree that electronic or facsimile signatures of this Agreement shall be binding and enforceable as original signatures.
19. No failure of RNS to exercise any of its rights hereunder shall be deemed a waiver thereof.
20. RNS has made no representations or warranties to Client other than as set forth in this Agreement.
21. The Parties shall, and thereby do, expressly waive trial by jury in any litigation arising out of, connected with, or relating to this Agreement or the relationship created hereby. With respect to any matter for which a jury cannot be waived, the Parties agree not to assert any such claim as a counterclaim in, nor move to consolidate such claim with, any action or proceeding in which a jury trial is waived.
22. The terms and conditions of this Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of Connecticut with regard to principals of conflicts of law. Any litigation arising hereunder or relating hereto shall only be brought in the courts of the State of Connecticut or the courts of the United States of America located in Connecticut, in either case, in Fairfield County. The Parties hereto consent to the jurisdiction of such courts; provided, however, notwithstanding the foregoing, that in the event RNS brings an action against Client under this Agreement and commences said action upon first impression within the territorial jurisdiction of Client, then the Parties shall be deemed to have waived their respective rights with respect to the venue provision contained herein. Said waiver shall not be construed in any manner to be a waiver of the choice of law provision contained herein.
23. This Agreement contains all the terms and conditions agreed upon by the Parties hereto with reference to the matter hereof. No other agreements, oral or otherwise, shall be deemed to exist or to bind any of the Parties hereto, and all prior agreements and understanding are superseded hereby. This Agreement cannot be modified or changed, except by written instrument signed by all of the Parties hereto.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH CONTINENTAL CANTEEN**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Continental Canteen to provide vending services to Forest Community Health Center (FCHC) effective August 1, 2019 through July 31, 2022 and to renew automatically on an annual basis; and

WHEREAS, the agreement will continue with one year automatic renewals; and

WHEREAS, Continental Canteen has agreed to furnish, install, maintain, supply, and remove vending machines from FCHC; and

WHEREAS, Continental Canteen will pay ICHD a commission rate of 5% on net sales from coffee, cold beverage, snacks, candy, gum, mints, and Glass Front Beverage items; and

WHEREAS, payments will be delivered to the Ingham County Purchasing Department, 121 E. Maple St. Mason, MI 48854; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Continental Canteen to provide vending services to Forest Community Health Center (FCHC) effective August 1, 2019 through July 31, 2022 and to renew automatically on an annual basis; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Continental Canteen to provide vending services to Forest Community Health Center (FCHC) effective August 1, 2019 through July 31, 2022 and to renew automatically on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Continental Canteen to provide vending services to Forest Community Health Center (FCHC) effective August 1, 2019 through July 31, 2022 and to renew automatically on an annual basis.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY  
COLLEGE OF NURSING FOR PEDIATRIC NURSE PRACTITIONER SERVICES**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (IChD) wishes to enter into an agreement with Michigan State University's College of Nursing (MSU CON), to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center, to be paid a maximum of \$31,467.32 a year, effective September 1, 2019 through August 31, 2020; and

WHEREAS, the amount being paid is equivalent to salaries and benefits for a .20 FTE nurse practitioner; and

WHEREAS, the contracted Pediatric NP will work up to one eight hour shift per week; and

WHEREAS, the NP will deliver a scope of services and care to patients at the Willow Health center located at 306 W. Willow St. in Lansing MI 48906; and

WHEREAS, the financial impact will be a cost of \$31,467.32 and will be covered by billable services; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Michigan State University's College of Nursing (MSU CON), to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center, to be paid a maximum of \$31,467.32 a year, effective September 1, 2019 through August 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Michigan State University's College of Nursing (MSU CON), to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center, to be paid a maximum of \$31,467.32 a year, effective September 1, 2019 through August 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Michigan State University's College of Nursing (MSU CON), to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center, to be paid a maximum of \$31,467.32 a year, effective September 1, 2019 through August 31, 2020.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH ZOOM VIDEO COMMUNICATIONS**

**RESOLUTION # 19 –**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Zoom Video Communications to support Telepsych services for the Forest Community Health Center (FCHC), Ryan White programs, ICHD, and HIV Care Coordination effective May 21, 2019 through November 7, 2020 in an amount not to exceed \$5,172.89; and

WHEREAS, Telepsych is a psychiatric service with the goal of addressing an unmet need across the HIV care continuum; and

WHEREAS, Zoom will support the Telepsych infrastructure in secure videoconferencing; and

WHEREAS, the contract will auto-renew on an annual basis; and

WHEREAS, a prorated cost of \$1,625.39 covers May 21, 2019 through November 7, 2019; and

WHEREAS, the full 12 month cost is \$3,547.50 starting November 8, 2019 through November 7, 2020; and

WHEREAS, the total initial cost comes to \$5,172.89 and will be funded through the HIV Care Coordination Grant; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support entering into an agreement Zoom Video Communications to support Telepsych services for the Forest Community Health Center (FCHC), Ryan White programs, ICHD, and HIV Care Coordination, effective May 21, 2019 through November 7, 2020 in an amount not to exceed \$5,172.89.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with Zoom Video Communications to support Telepsych services for the Forest Community Health Center (FCHC), Ryan White programs, ICHD, and HIV Care Coordination effective May 21, 2019 through November 7, 2020 in an amount not to exceed \$5,172.89.

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

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

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert  
**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE EXTENDED COOPERATIVE OPERATIONAL AGREEMENT  
WITH THE INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

**RESOLUTION # 19 –**

WHEREAS, through resolution #19-025, the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center (IHC) Board of Directors was extended through June 30, 2019; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), Ingham County Health Department (ICHD) is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board of which the majority are being served by the center, and who as a group demographically represent the population receiving health care from the center; and

WHEREAS, as a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham County Community Health Center Board of Directors; and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood; and

WHEREAS, ICHD fulfills the requirement through a Cooperative Operational Agreement with the Community Health Center Board of Directors; and

WHEREAS, the IHC Board of Directors functions must, at a minimum, include the following:

- Hold monthly meetings;
- Reach approval of the health center grant application and budget;
- Oversee selection, performance evaluation, and any dismissal of the health center Executive Director;
- Select services to be provided and health center hours of operations;
- Measure and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance;
- Establish general policies for the health center; and

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ends June 30, 2019; and

WHEREAS, the ICHC Board of Directors must have established Bylaws in order to ensure compliance with federal statute and program requirements as stipulated by Section 330 of the Public Health Services Act, which are included as an attachment to the Cooperative Operational Agreement; and

WHEREAS, the Bylaws of the ICHC Board of Directors were recently revised, and these revisions must also be approved and adopted by the Ingham County Board of Commissioners; and

WHEREAS, the ICHC Board of Directors recommends that the terms of the current Cooperative Operational Agreement be extended for the term of one year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension of the Cooperative Operational Agreement for one year, effective July 1, 2019 through June 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the Cooperative Operational Agreement with ICHC Board of Directors for one year, effective July 1, 2019 through June 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approve the attached revised bylaws developed by the ICHC Board of Directors.

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

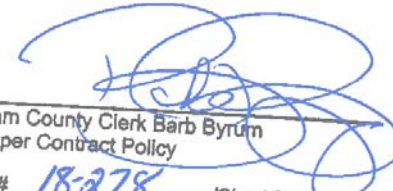
**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Naeyaert

**Nays:** None **Absent:** Stivers **Approved 07/15/2019**

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

**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

Approved for Signature 12/21/2017

  
Ingham County Clerk Barb Byrum  
Filed per Contract Policy  
Res. # 18-278 /Short Form  
Clerk File # 173-18(a)

**INGHAM COMMUNITY HEALTH CENTER BOARD  
BYLAWS**

**RECEIVED  
SEP 18 2018  
INGHAM COUNTY CLERK**

**Ingham Community Health Center Board of Directors**

### **Article I – Name**

The name of this Board shall be the Ingham Community Health Center Board of Directors hereinafter “Community Health Center Board.”

### **Article II – Purpose**

The Community Health Center Board will assist the Ingham County Board of Commissioners, hereinafter “Board of Commissioners” and the Ingham County Health Department, hereinafter “Health Department,” a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have adequate access to primary care, dental care, Women’s Health services, including family planning, sexually transmitted infection prevention, diagnosis, and treatment, immunizations, behavioral health, care for the homeless, refugee care and care for persons with HIV. The Community Health Center Board, Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center. The Community Health Center Board shall monitor the Health Department’s implementation of the grant.

### **Article III – Mission and Objectives**

#### **A. Mission**

Our mission is to attain the highest level of community wellness by empowering people to improve their health and well-being.

#### **B. Objectives**

1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.
2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.
3. To assure that the Community Health Centers provide high quality primary care services.
4. To develop an integrated primary care program with other community health resources, including ongoing public health services.
5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.
6. To support Ingham County in its efforts to make certain public health services (such as family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, and immunizations) available to the general population and especially to at-risk populations, including women in childbearing years, children, minorities, and other underserved populations through a primary medical care model.



#### **Article IV – Authority of Board of Commissioners**

The Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et. seq. The Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11. The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law. MCL 46.11(m). Pursuant to the statute, the Board of Commissioners is required to provide for a County Health Department to serve the needs of the community. MCL 333.2413.

The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant, for grants under Section 330 of the Public Health Services Act.

#### **Article V – Size and Composition**

##### **A. Size**

The Community Health Center Board shall consist of no less than nine (9) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers.

##### **B. Composition**

1. A majority of the Community Health Center Board members shall be individuals who are served by the Community Health Centers and who, as a group, represent the individuals being served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors. Board members that have not utilized Community Health Center services within the past 24 months do not count toward the board composition requirement.
2. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.
3. The remaining Community Health Center Board members shall be representatives of the community, in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social service agencies within the community. Geographic factors also to be considered.
4. No less than one (1), but no more than two (2), Community Health Center Board members shall be Ingham County Board of Commissioners' members.
5. No Community Health Center Board member shall be an employee of the Community Health Center or the spouse, child, parent, brother or sister by blood or marriage of such an employee. Board members shall not have been employees of the Health Center or Ingham County Health Department during the 12 months prior to appointment.
6. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.
7. The Executive Director and Executive Assistant shall provide logistical and managerial assistance to the Community Health Center Board.

## **Article VI – Membership and Terms of Office**

### **A. Community Health Center Board Appointments**

On an as-needed basis, the Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees recommended by the Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members and members-at-large as set out in Article V above.

### **B. Terms of Office**

Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office unless suitable new members cannot be identified to allow the Board to remain in compliance with composition requirements.

### **C. Removal**

Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which designated staff was not notified in advance of the meeting.

### **D. Vacancies and Resignations**

Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as Community Health Center Board appointments are made. In the process of filling vacancies, the Community Health Board shall maintain the Community Health Center Board's composition of consumer members and members-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to the effective date, if possible, in accordance with the established Submission of Resignation policy set forth by the Community Health Center Board.

### **E. Compensation**

Members of the Community Health Center Board shall serve without compensation for membership. Members may be provided with compensation for actual expenses related to transportation, childcare or other assistance as the board sees fit to support attendance at a Community Health Center Committee or Board meetings and other official business requested by the Community Health Center Board. The Health Center Board will maintain a policy outlining the acceptable types of reimbursement and approvals required.

## **Article VII – Meetings and Voting**

### **A. Annual Meeting**

The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.

### **B. Regular and Special Meetings**

Regular meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976.) The agenda of each meeting will be distributed to the members no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

Special meetings may be called by the Chairperson or by four (4) members of the Community Health Center Board, at such a time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

### **C. Notice of Special Meetings**

Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (2) days prior by e-mail, US mail, text or electronic communication or hand delivery in person. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

### **D. Quorum**

A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions. Community Health Center Board Members may participate by telephone or other technology that allows for immediate two way communication but will not be counted as present for the quorum.

### **E. Voting**

All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these Bylaws.

## **Article VIII – Officers and Staff Assistance**

### **A. Officers**

The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.

### **B. Election and Terms of Office**

The officers shall be elected by the Community Health Center Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Community Health Center Board and shall serve until the first annual meeting thereafter.

### **C. Removal**

Any officer elected by the Community Health Center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

**D. Vacancy**

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect and officer.

**E. Chairperson**

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board.

**F. Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, shall chair either the Membership, Finance or Quality Committees and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

**G. Secretary**

The Secretary shall work with the CHC staff and be responsible for initial review of the draft minutes provided by staff. The Secretary shall perform other duties as assigned by the Community Health Center Board.

**H. Executive Director**

The Executive Director shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

**I. Staff Assistance**

The Executive Director shall ensure that secretarial assistance for purposes of recording, distributing, and storing minutes in accordance with the Meeting Minutes Guideline policy is provided. Also, Community Health Center or Ingham County staff assistance, if appropriate, shall be provided to the Community Health Center Board and committee meetings and to the Chairperson in the performance of his/her Community Health Center Board authorized duties, as reasonably requested.

**Article IX – Committees**

**A. Ad-Hoc Committees**

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Community Health Center. The Chairperson, with the consent of a majority of Community Health Center Board members, shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature. An annual ad-hoc committee may be established for the purpose of the annual Executive Director evaluation.

**B. Standing Committees**

The Chairperson of the Community Health Center Board shall, from among Community Health Center Board members, assign the following standing committees and appoint chairpersons for each committee (except Executive Committee, where the Board Chairperson shall serve as chair and VOA Clinic Committee which will be selected as described below):

**Executive Committee:**

The Executive Committee shall be comprised of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members). The Executive Committee shall, through the Board's intent, provide strategic direction for the Community Health Center board and align communication among board committees. It shall also act for the Board between regularly scheduled meetings. Any and all actions conducted on behalf of the Board by the Executive Committee must have approval from a majority of present Executive Committee members assuming quorum (greater than 50% of committee members present). It shall be responsible for monitoring policy matters affecting the Community Health Center Network and its patients at the local, state, and federal levels. It shall also delegate tasks to other committees when appropriate. Finally, it shall oversee the annual evaluation of the Community Health Center Executive Director and lead the search process and seek input from board members when a Community Health Center Executive Director vacancy arises (this may be tasked to an ad-hoc committee).

Items approved by the Executive Committee not formally delegated to the committee by the Health Center Board must be submitted to the full Board at their next regularly scheduled meeting for approval. Items approved by the Executive Committee and not approved by the Board of Directors will be reversed to the extent legally and physically possible.

**Finance Committee:**

The Finance Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall develop the recommended Community Health Center budget. The Community Health Center Board and the Board of Commissioners must jointly approve the budget. This committee shall also develop the strategic plan to align financial/operational goals with the County to the greatest extent possible, monitor financial/operational outcomes, and present new or revised financial/operational policies needed to ensure financial solvency of the Community Health Center.

**Quality Committee:**

The Quality Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures (which are retained by the Board of Commissioners). This committee recommends the approval of the annual quality assurance/quality improvement plan to the full Community Health Center Board, and monitors the plan's implementation and results. This committee shall also provide and evaluate patient satisfaction and ensure that Community Health Center operations promotes patient centered care and meets patient needs.

**Membership Committee:**

The Membership Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for the recruitment of new Community Health Center Board members in accordance with established Community Health Center Board policies and maintaining size and composition requirements per the Community Health Center Board Bylaws. This committee shall also be responsible for the training and orientation of new Community Health Center Board members, including the development of annual board member training schedule. This committee shall also be assigned with preparing a slate of nominees for election of officers at the annual meeting. Finally, this committee shall develop and maintain the board member manual, which shall at a minimum, contain detail Bylaws and board member responsibilities.

**VOA Clinic Committee:**

The VOA Clinic Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall make recommendations on VOA Clinic operations and may also recommend additional opportunities for charity care. The chair of the VOA Clinic Committee shall be appointed by EDWARD W. SPARROW HOSPITAL ASSOCIATION ("Sparrow") for the duration that the Transfer Agreement for the VOA Clinic, entered into by Sparrow and the County of Ingham, is in effect.

The functions of the standing committees are advisory in nature, with the exception of the Executive Committee, who may act on behalf of the Board between regularly scheduled Board meetings in circumstances requiring board action. Except for the aforementioned situation necessitating action by the Executive Committee, the Community Health Center Board must approve any action or decision. The Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly objectives as presented in the annual work plan. Committees are encouraged to meet in person, but can meet virtually when functioning in an advisory capacity only (e.g., telephone conference, video conference, etc.) at the discretion of the committee chair.

**C. General Committee Procedures**

1. *Term:* Each standing committee shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.
2. *Meeting Procedure:* Every meeting of a standing committee of the Community Health Center Board shall be called by its Chairperson or by a majority (51% or more) of committee members. At the first meeting of a standing committee, a regular meeting schedule shall be

established. In the event that a special meeting is necessary, committee members shall be notified of the time, place, and purpose of the special committee meeting at least two (2) business days prior by acknowledged e-mail, US Mail, text or electronic communication or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

3. **Membership:** Only Community Health Center Board members may be assigned to standing committees of the Community Health Center Board with the exception of the VOA Clinic as set forth above. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.
4. **Voting:** When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community health Center Board committees are advisory in nature and all actions shall be forwarded for review and action to the full Community Health Center Board.

#### **Article X – Responsibilities of the Community Health Center Board**

##### **A. Personnel Policies and Procedures**

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Board of Commissioners.

##### **B. Executive Director**

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Executive Director shall be an employee of Ingham County.

The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

##### **C. Financial Management**

The Community Health Center Board shall annually review the budget prepared by the Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Finance Committee. The Community Health Center Board shall advise the Board of Commissioner's regarding this budget. The Community Health Center Board shall review and approve the Section 330 grant application and the annual Section 330 grant budget and recommend this budget to the Board of

Commissioners after review and recommendation by the Community Health Center Finance Committee, at the time set forth in Article IX B.1. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant budget submitted to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family income.

Audits, as required by law for the 330 grant agreement shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits.

**D. Evaluate Community Health Center Activities**

The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall review patient complaint trends or concerns unresolved at a staff level.

**E. Compliance with Laws**

The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

**F. Health Care Policy**

The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

**G. Grants**

The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

**H. Conflict of Interest**

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee officer or agent or any member of his or her immediate family, his or her partner of an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents or the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or



the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

**Article XI – Fiscal Year**

The fiscal year of the Community Health Center Board shall be from October 1 through September 30

**Article XII - Order of Business**

The order of business of the Community Health Center Board shall be set by Board Chair and comply with *Mason's Manual of Legislative Procedure*.

**Article XIII – Amendments**

These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds (2/3) vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director for the Ingham Community Health Centers, and the Board of Commissioners' Chairperson.

**Article XIV – Proxy**

An absent Community Health Center Board member shall not be allowed to vote by proxy.

**Article XV – Parliamentary Authority**

The Parliamentary Authority of the Community Health Center Board shall be the *Mason's Manual of Legislative Procedure*.

**Conclusion**

To the extent that any of the Community Health Center Board Bylaws are contrary to the statutory requirements or Board of Commissioner's authorization, they shall be of no force or effect.

  
\_\_\_\_\_  
Community Health Center Board Chairperson

8/30/18  
Date

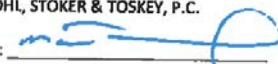
  
\_\_\_\_\_  
Ingham County Board of Commissioner's Chairperson

09-17-18  
Date

  
\_\_\_\_\_  
Executive Director of Ingham Community Health Centers

8/30/18  
Date

APPROVED AS TO FORM  
FOR COUNTY OF INGHAM  
COHL, STOKER & TOSKEY, P.C.

By:   
\_\_\_\_\_  
Mattis D. Nordfjord

Ingham County Clerk Barb Byrum  
Filed per Contract Rolley  
Res. # 18-278 / Short Form  
Clerk File # 173-18

**COOPERATIVE OPERATIONAL AGREEMENT**

THIS AGREEMENT is entered into effective January 1, 2018, by the INGHAM COUNTY BOARD OF COMMISSIONERS ("Board of Commissioners"), the INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS ("Community Health Center Board"), and the INGHAM COUNTY HEALTH DEPARTMENT ("Health Department") to implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department.

WHEREAS, the Board of Commissioners is empowered by Public Act 368 of 1978 to establish a "county health department to protect and promote the health" of county residents; and

WHEREAS, the Community Health Center Board was established with the purpose of monitoring the Health Department's implementation of the grant in Ingham County; and

WHEREAS, the Board of Commissioners desires to make application with the Community Health Center Board for a Section 330 of the Public Health Service Act (42 U.S.C. 254c et seq. as now or hereafter amended) Grant, if applicable, for operating a Federally Qualified Health Center from the U.S. Department of Health and Human Services, Health Resources and Services Administration, Federal Bureau of Primary Health Care ("HHS" or "granting authority"); and

WHEREAS, the Board of Commissioners also desires to make application with the Community Health Center Board for operation of a Federally Qualified Health Center Look-Alike Entity; and

WHEREAS, pursuant to such funding by the HHS, the Board of Commissioners and the Community Health Center Board must set forth the responsibilities of each party; and

WHEREAS, the Board of Commissioners wishes to give support to the Community Health Center Board, and recognizes the powers, privileges, and functions of each party as contained herein.

NOW THEREFORE, the Board of Commissioners, the Community Health Center Board and the Health Department hereby agree:

RECEIVED (1)  
AUG 09 2018  
INGHAM COUNTY CLERK

**Community Health Center Board Purpose:** The Community Health Center Board shall monitor the Health Department's implementation of the Section 330 grant and a Federally Qualified Health Center Look-Alike Entity and the operation of the network of Community Health Centers operated by the Health Department in accordance with the terms of this Agreement and the Bylaws as adopted by the Board of Commissioners and the Community Health Center Board. The Bylaws are incorporated herein by reference and attached as Exhibit A. The Community Health Center Board will assist the Board of Commissioners and the Health Department to implement health services for Ingham County residents through a network of Community Health Centers operated by the Health Department. These services shall represent a significant effort by the County to assure that low-income Ingham County residents have adequate access to categorical public health programs and services,

including family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC, and immunizations. The Community Health Center Board, the Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

- (2) **Community Health Center Board Appointments:** The Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center Board to the Board of Commissioners for consideration and appointment. Both the Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members, provider members, and consumers-at-large as set out in the Board Composition section of the Community Health Center Board Bylaws and required by Section 330 of the Public Health Services Act policies and guidelines. In the process of preparing a slate of nominees to recommend to the Board of Commissioners for consideration, the Community Health Center Board shall solicit nominations from the community serviced by the centers, community organizations, and health organizations.
- (3) **Joint Application:** The Board of Commissioners and the Community Health Center Board will take such actions as are required to make application for grants under Section 330 of the Public Health Services Act and application for Federally Qualified Health Center Look- Alike status. The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant.
- (4) **Operation of the Center:**
  - a. The Community Health Center Board will work with the Board of Commissioners and the Health Department to assure that the Community Health Centers are operated in accordance with the terms and conditions of the HHS Notice of Grant Award and any modifications thereof, and specifically in accordance with the requirements of 42 CFR Part 51c subpart C and with the Federally Qualified Health Center Look-Alike Entity requirements.
  - b. All Community Health Center personnel shall be employees of Ingham County and shall be bound by all Ingham County policies and procedures, including personnel policies and procedures as set forth in Paragraph (6), below. Ingham County shall be responsible for the payment of wages, fringe benefits, workers' compensation, and unemployment compensation for Community Health Center personnel.
  - c. Title to all assets obtained with Section 330 grant funds shall be vested in Ingham County for the use and benefit of the Community Health Centers which will be managed through an established enterprise fund.

- d. The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope and availability and types of services, location and hours of services, and quality of care audit procedures, as are consistent with the grant application, Notice of Grant Award, applicable Federal, state and local regulations, and related Board of Commissioners' directives.
  - e. Section 330 grant funds shall be disbursed by the Health Department in accordance with the federally approved budget. No disbursement shall be made other than as set forth in the budget without review and approval by the Community Health Center Board and the Board of Commissioners. The parties understand and agree that the Section 330 funds shall be used solely for the purposes allowed by the grant agreement. Any Section 330 grant funds remaining after the end of the fiscal year shall be disbursed at the direction of the granting authority.
  - f. The Community Health Center Board shall make its records available for inspection at all reasonable times upon request of the Board of Commissioners or its duly authorized agent or representative. Community Health Center Board minutes shall be publicly available at the Board of Commissioners office and posted online.
- (5) **Executive Director:** The Health Department's Deputy Health Officer/Executive Director Community Health Care Services shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint and/or reappoint a person to the position of Executive Director, with the concurrence of the Ingham County Health Officer, in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Federal Bureau of Primary Health Care Program expectations and Ingham County personnel policies.
- (6) **Personnel Policies:** Personnel policies and procedures of the Community Health Centers shall be those adopted by the Board of Commissioners for Ingham County employees, and shall include applicable collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. The Community Health Center Board may make recommendations to the Board of Commissioners regarding the terms and conditions of those agreements as might benefit the operation of the Community Health Centers.
- (7) **Budgeting, Travel, Purchasing, Information Technology Policies:** Budget, Travel, Purchasing & Information Technology policies and procedures of the Community Health Center shall be those adopted by the Board of Commissioners. The Community Health Center Board may make recommendations to the Board of Commissioners regarding any policy as might benefit the operation of the Community

Health Center. In the case of implementation of county policies which may inhibit Community Health Center functioning in accordance with grant requirements, the Community Health Center may request appeal of such policies (e.g., out of state travel prohibition).

- (8) **Financial Reports and Audits:** The Health Department staff shall be responsible for maintaining such financial records and making such reports as are required by HHS in the administration of the Section 330 grant and a Federally Qualified Health Center Look-Alike Entity. The Health Department staff shall provide the Community Health Center Board and the Board of Commissioners with copies of all reports filed with any government agency.

Audits, as required by law for the 330 grant agreement and for Federally Qualified Health Center Look-Alike entities, shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits. The Community Health Center Board shall ensure access to all financial records and documents necessary for the audits to be performed.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the Federal Bureau of Primary Care that the Community Health Centers shall operate within the adopted budget. The Health Department staff shall regularly report to the Community Health Center Board (or appropriate committee) of the financial performance of the Community Health Centers to allow the Community Health Center Board to verify compliance with grant requirements and budgets and to evaluate the overall financial and quality performance of the Community Health Centers.

- (9) **Strategic Plan and Budget:** The Executive Director and the Health Department's Chief Financial Officer shall prepare a budget and strategic plan for each fiscal year, in accordance with Ingham County policies and procedures. The Community Health Center Board shall annually review the budget prepared by the Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board. The Community Health Center Board shall advise the Board of Commissioners regarding this budget. The Community Health Center Board shall review and approve the annual budget, inclusive of section 330 grant funds, and recommend this budget to the Board of Commissioners, after review and recommendation by the Community Health Center Board. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 budget submitted to the Federal Bureau of Primary Health Care. The Community Health Center Board shall review and approve any budget requirements to maintain the Federally Qualified Health Center Look-Alike status and recommend such budget to the Board of Commissioners, after review and recommendation by the Community Health Center Board.

- (10) **Annual Budget Adoption:** Ingham County has established an enterprise fund (Community Health Center Network Fund/511 Fund) to record all of the financial



activity of the Community Health Centers. This enterprise fund operates in a manner similar to private business, in this case, incorporating all revenues earned, costs incurred and/or net income related to the operation of the Community Health Center. This Enterprise Fund shall be specifically referenced in the annual County General Appropriations resolution, addressing, at a minimum, any exceptions to County policies required for the effective and efficient operation of the Community Health Centers and administration of the HHS grants, Michigan Department of Health and Human Services school-based health centers grants, and other grants included in the annual budget.

- (11) **Amendments to the Budget:** Ingham County Budget policies and procedures will be utilized for all amendments to the jointly adopted Community Health Centers' budget. The current policy provides for limited budget amendments via administrative approval. Amendments requiring approval of the full Board of Commissioners shall also require approval of the Community Health Center Board. Community Health Center Board approval shall either be obtained prior to the submission of the adjustment to the Board of Commissioners or the action of the Board of Commissioners shall be contingent upon the concurrence of the Community Health Center Board.
- (12) **Fee Schedule Policy:** As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on the patient/family income. The Board of Commissioners shall enact a fee schedule and discounting policies (i.e. sliding fee scale), in accordance with the authority provided in the Michigan Public Health Code, MCL 333.2444.
- (13) **Quality Assurance:** The Community Health Center Board shall work with the Board of Commissioners and the Health Department to ensure that a system and process is in place to assure quality primary care services in the Community Health Centers. The Community Health Center Board shall oversee a program of quality improvement/quality assurance directed at assuring the high quality primary care services delivered to the public and the legal and contractual compliance of the operation of the Community Health Centers.
- (14) **Grievance Procedure:** The Community Health Center Board shall adopt procedures for resolving patient grievances.
- (15) **Agreement Period and Termination:** The services to be provided by the Community Health Center Board shall become effective and performance thereon shall commence on the 1st day of January, 2018, and shall continue in effect through the 31<sup>st</sup> day of December, 2018, at which time this Agreement expires, unless terminated earlier by the parties.

Notwithstanding any other provision in this Agreement to the contrary, if the Community Health Center Board and the Board of Commissioners no longer receive funding under Section 330 of the Public Health Services Act or any successor to the substitute Act(s), this Agreement shall terminate.

Any party may terminate this Agreement upon sixty (60) days written notice to the other parties. Notice shall be provided as set forth in Paragraph 20. A copy of any notice of termination shall be provided to the HHS as the granting authority.

- (16) **Sole Agreement:** This Agreement and the attached Bylaws contain the entire Agreement of the parties and their rights, duties, and their obligations to each other. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations or agreements, either written or verbal between the parties.
- (17) **Disputes:** The Community Health Center Board and the Board of Commissioners will use their best efforts to carry out the terms of this Agreement in a spirit of cooperation and will resolve by negotiation any disputes occurring hereunder.
- (18) **Modifications of Agreement:** Modifications, amendments or waivers of any provision of this Agreement may be made only by written mutual consent of the parties, signed by their duly authorized representatives.
- (19) **Nondiscrimination:** The parties shall adhere to all applicable Federal, state and local laws and regulations prohibiting discrimination. The parties shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms and conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, height, weight, marital status, political affiliation or beliefs, or disabilities which are unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of this Agreement.
- (20) **Confidentiality and Health Insurance Portability and Accountability Act:** All personal health information assembled, obtained, constructed, or prepared pursuant to or as a consequence of this Agreement or the Section 330 grant are subject to all Federal and Michigan laws and regulations governing the disclosure of public and medical records subject to certain exemptions from disclosure under the circumstances expressly authorized by the above laws and regulations.  
  
To the extent that the Health Insurance Portability and Accountability Act (HIPAA) is pertinent to the services that the Community Health Centers provide, the Community Health Center Board assures that it is in compliance with the HIPAA requirements.
- (21) **Assignment:** The Board of Commissioners and the Community Health Center Board shall not assign or transfer any of its rights or obligations under this Agreement unless previously agreed to in writing by the granting authority.
- (22) **Applicable Law:** This Agreement shall be construed in accordance with laws of the State of Michigan.

- (23) **Notice:** Any notice provided for hereunder shall be in writing and shall be deemed given by (I) personal delivery upon written receipt of the party to whom it is addressed or (II) upon its deposit in the United States Mail, first class postage prepaid and addressed,

If to the Board of Commissioners:  
Chairperson  
Ingham County Board of Commissioners  
P.O. Box 319  
Mason, Michigan 48854

If to the Community Health Center Board:  
Chairperson  
Ingham Community Health Center Board  
5656 South Cedar Street  
Lansing, MI 48911

If to the Ingham County Health Department:  
Health Officer  
P. O. Box 30161  
Lansing, Michigan 48909

If to the Granting Authority:  
Associate Administrator for Primary Health Care  
Health Resources and Services Administration  
5600 Fishers Lane  
Rockville, MD 20857

- (24) **Waiver of Breach:** Waiver, by any party to this Agreement, of any breach of any provision hereof by any other party shall not operate or be construed as a waiver by such party of any subsequent breach, whether such breach shall be of the same provision or different provision.
- (25) **Severability:** If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remaining provisions of this Agreement, and the application of such provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.
- (26) **Disregarding Titles:** The titles of the sections contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.
- (27) **Review of Co-Applicant Agreement:** The Community Health Center Board, Board of Commissioners, and Health Department will meet minimally once each year to ensure the terms of this agreement are being met and to identify any needed resources.



- (28) **Benefit and Binding Effect:** This Agreement shall inure to the benefit of and be binding upon the parties hereto, their legal representatives, heirs, successors and assigns.
- (29) **Certification of Authority to Sign Agreement:** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this instrument on the day and year first above written.

WITNESSED BY:

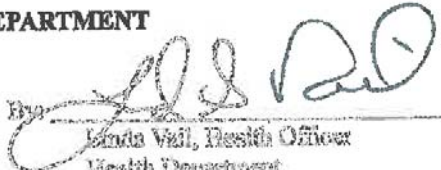
**COUNTY OF INGHAM**

Date 8-8-18 By:   
 Carol Koenig, Chairperson  
 Board of Commissioners

**INGHAM COUNTY COMMUNITY HEALTH CENTER BOARD**

Date July 20, 2018 By:   
 Todd Heywood, Chairperson  
 Community Health Center Board

**INGHAM COUNTY HEALTH DEPARTMENT**

Date July 25, 2018 By:   
 Linda Vail, Health Officer  
 Health Department

APPROVED AS TO FORM FOR COUNTY OF INGHAM  
 COHL, STOKER & TOSKEY, P.C.

By:   
 Timothy M. Perrone

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# EXHIBIT A

**INGHAM COMMUNITY HEALTH CENTER BOARD  
BYLAWS**

**Ingham Community Health Center Board of Directors**

**Article I – Name**

The name of this Board shall be the Ingham Community Health Center Board of Directors hereinafter “Community Health Center Board.”

**Article II – Purpose**

The Community Health Center Board will assist the Ingham County Board of Commissioners, hereinafter “Board of Commissioners” and the Ingham County Health Department, hereinafter “Health Department,” a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have adequate access to categorical public health programs and services, including family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC, and immunizations. The Community Health Center Board, Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall participate in the planning of and serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Federal Bureau of Primary Health Care, under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center and for operation of a Federally Qualified Health Center Look-Alike Entity. The Community Health Center Board shall monitor the Health Department’s implementation of the grant.

**Article III – Mission and Objectives**

**A. Mission**

Our mission is to attain the highest level of community wellness by empowering people to improve their health and well-being.

**B. Objectives**

1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.
2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.
3. To assure that the Community Health Centers provide high quality primary care services.
4. To develop an integrated primary care program with other community health resources, including ongoing public health services.
5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.
6. To support Ingham County in its efforts to make categorical public health services (such as family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC, and immunizations) available to the general population and especially to at-risk populations, including women in childbearing years, children, minorities, and other underserved populations.

#### **Article IV – Authority of Board of Commissioners**

The Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et. seq. The Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11. The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law. MCL 46.11(m). Pursuant to the statute, the Board of Commissioners is required to provide for a County Health Department to serve the needs of the community. MCL 333.2413.

The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant, for grants under Section 330 of the Public Health Services Act.

#### **Article V – Size and Composition**

##### **A. Size**

The Community Health Center Board shall consist of no less than nine (9) and no more than fifteen (15) members to maintain appropriate representation for the complexity of the Community Health Centers.

##### **B. Composition**

1. A majority of the Community Health Center Board members shall be individuals who are or will be served by the Community Health Centers and who, as a group, represent the individuals being served or to be served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors.
2. The Community Health Center Board Chairperson or Vice-Chairperson shall be individuals who are served by the Community Health Center.
3. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.
4. The remaining Community Health Center Board members shall be representatives of the community in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social service agencies within the community. Geographic factors also to be considered.
5. No less than one (1), but no more than two (2), Community Health Center Board members shall be Board of Commissioners' members.
6. No Community Health Center Board member shall be an employee of the Community Health Center or the spouse, child, parent, brother or sister by blood or marriage of such an employee.
7. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.
8. The Executive Director shall provide logistical and managerial assistance to the Community Health Center Board.

## **Article VI – Membership and Terms of Office**

### **A. Community Health Center Board Appointments**

On an as-needed basis, the Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees recommended by the Community Health Center Board. The Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members, provider members, and consumers-at-large as set out in Article V above.

### **B. Terms of Office**

Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office.

### **C. Removal**

Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which designated staff was not notified in advance of the meeting.

### **D. Vacancies and Resignations**

Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as Community Health Center Board appointments are made. In the process of filling vacancies, the Community Health Board shall maintain the Community Health Center Board's composition of consumer members, provider members, and consumers-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to the effective date, if possible, in accordance with the established Submission of Resignation policy set forth by the Community Health Center Board.

### **E. Compensation**

Members of the Community Health Center Board shall serve without compensation for membership. Members will be provided with a gas or bus card of a designated amount to cover transportation to and from monthly committee and monthly Community Health Center Board meetings. Requirements to receive this transportation assistance will follow the established Expense Reimbursement policy. Members may be reimbursed for reasonable expenses, such as transportation or parking for attendance at trainings, actually incurred related to their service on the Community Health Center Board. Authorization is required before expenses are incurred.

## **Article VII – Meetings and Voting**

### **A. Annual Meeting**

The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.

### **B. Regular and Special Meetings**

Regular meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976.) The agenda of each meeting will be distributed to the members no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

Special meetings may be called by the Chairperson or by four (4) members of the Community Health Center Board, at such a time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

### **C. Notice of Special Meetings**

Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (2) days prior by facsimile, correspondence or hand delivery in person. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

### **D. Quorum**

A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions.

### **E. Voting**

All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these Bylaws.

## **Article VIII – Officers and Staff Assistance**

### **A. Officers**

The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.

### **B. Election and Terms of Office**

The officers shall be elected by the Community Health Center Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Community Health Center Board and shall serve until the first annual meeting thereafter.

**C. Removal**

Any officer elected by the Community Health Center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

**D. Vacancy**

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect an officer.

**E. Chairperson**

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board.

**F. Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

**G. Secretary**

The Secretary shall keep the minutes of all meetings of the Community Health Center Board. The Secretary shall give notices of all meetings of the Community Health Center Board in accordance with the provisions of these Bylaws or as required by statute or resolution. The Secretary shall perform other duties as assigned by the Community Health Center Board.

**H. Executive Director**

The Executive Director shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Federal Bureau of Primary Health Care Program expectations and Ingham County personnel policies.

**I. Staff Assistance**

The Executive Director shall ensure that secretarial assistance for purposes of recording, distributing, and storing minutes in accordance with the Meeting Minutes Guideline policy is provided. Also, Community Health Center or Ingham County staff assistance, if appropriate, shall be provided to the Community Health Center Board and committee meetings and to the Chairperson in the performance of his/her Community Health Center Board authorized duties, as reasonably requested.



## **Article IX – Committees**

### **A. Ad-Hoc Committees**

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Community Health Center. The Chairperson, with the consent of a majority of Community Health Center Board members, shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature. An annual ad-hoc committee may be established for the purpose of the annual Executive Director evaluation.

### **B. Standing Committees**

The Chairperson of the Community Health Center Board shall, from among Community Health Center Board members, assign the following standing committees and appoint chairpersons for each committee (except Executive Committee, where the Board Chairperson shall serve as chair, and the chair of the VOA Clinic Committee, who may or may not be a member of the Community Health Center Board, who shall be appointed by EDWARD W. SPARROW HOSPITAL ASSOCIATION ("Sparrow") for the duration that the Transfer Agreement for the VOA Clinic, entered into by Sparrow and the County of Ingham, is in effect). The Chairperson of the Community Health Center Board shall also appoint the Vice-Chairperson Community Health Center Board to chair the Finance, Quality or Membership standing committee.

The functions of the standing committees are advisory in nature, with the exception of the Executive Committee, who may act on behalf of the Board between regularly scheduled Board meetings in circumstances requiring board action. Except for the aforementioned situation necessitating action by the Executive Committee, the Community Health Center Board must approve any action or decision. The Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly objectives as presented in the annual work plan. Committees are encouraged to meet in person, but can meet virtually (e.g., telephone conference, video conference, etc.) at the discretion of the committee chair.

#### **Executive Committee:**

The Executive Committee shall be comprised of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members). The Executive Committee shall, through the Board's intent, provide strategic direction for the Community Health Center board and align communication among board committees. It shall also act for the Board between regularly scheduled meetings. Any and all actions conducted on behalf of the Board by the Executive Committee must have approval from a majority of present Executive Committee members assuming quorum (greater than 50% of committee members present). It shall be responsible for monitoring policy matters affecting the Community Health Center Network and its patients at the local, state, and federal levels. It shall also delegate tasks to other committees when appropriate. Finally, it shall oversee the annual evaluation of the Community Health Center Executive Director and lead the search process and seek input from board members when a Community Health Center Executive Director vacancy arises (this may be tasked to an ad-hoc committee).

Finance Committee:

The Finance Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall develop the recommended Community Health Center network budget. The Community Health Center Board and the Board of Commissioners must jointly approve the budget. This committee shall also develop the strategic plan to align financial/operational goals with the County to the greatest extent possible, monitor financial/operational outcomes, and present new or revised financial/operational policies needed to ensure financial solvency of the Community Health Center.

Quality Committee:

The Quality Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures (which are retained by the Board of Commissioners). This committee recommends the approval of the annual quality assurance/quality improvement plan to the full Community Health Center Board, and monitors the plan's implementation and results. This committee shall also provide oversight of provider credentialing, review clinical protocols, evaluate patient satisfaction on a quarterly basis, and ensure that Community Health Center operations promotes patient centered care and meets patient needs.

Membership Committee:

The Membership Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for the recruitment of new Community Health Center Board members in accordance with established Community Health Center Board policies and maintaining size and composition requirements per the Community Health Center Board Bylaws. This committee shall also be responsible for the training and orientation of new Community Health Center Board members, including the development of annual board member training schedule. This committee shall also be assigned with preparing a slate of nominees for election of officers at the annual meeting. Finally, this committee shall develop and maintain the board member manual, which shall at a minimum, detail Bylaws and board member responsibilities.

VOA Clinic Committee:

The VOA Clinic Committee must be comprised of no less than one (1) and no more than 49% of all Community Health Center Board members. It shall make recommendations on VOA Clinic operations and may also recommend additional opportunities for charity care. The chair of the VOA Clinic Committee shall be appointed by EDWARD W. SPARROW HOSPITAL ASSOCIATION ("Sparrow") for the duration that the Transfer Agreement for the VOA Clinic, entered into by Sparrow and the County of Ingham, is in effect.

**C. General Committee Procedures**

1. *Term:* Each standing committee shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.
2. *Meeting Procedure:* Every meeting of a standing committee of the Community Health Center Board shall be called by its Chairperson or by a majority (51% or more) of committee

members. At the first meeting of a standing committee, a regular meeting schedule shall be established. In the event that a special meeting is necessary, committee members shall be notified of the time, place, and purpose of the special committee meeting at least two (2) business days prior by facsimile, correspondence or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

3. *Membership:* Only Community Health Center Board members may be assigned to standing committees of the Community Health Center Board with the exception of the VOA Clinic Committee as set forth above. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.
4. *Voting:* When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community health Center Board committees are advisory in nature and all actions shall be forwarded for review and action to the full Community Health Center Board.

#### **Article X – Responsibilities of the Community Health Center Board**

##### **A. Personnel Policies and Procedures**

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Board of Commissioners.

##### **B. Executive Director**

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Executive Director shall be an employee of Ingham County.

The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Federal Bureau of Primary Health Care Program expectations and Ingham County personnel policies.

##### **C. Financial Management**

The Community Health Center Board shall annually review the budget prepared by the Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Finance Committee. The Community Health Center Board shall advise the Board of Commissioner's regarding this budget. The Community Health Center Board shall review and approve the Section 330 grant application and

the annual Section 330 grant budget and recommend this budget to the Board of Commissioners after review and recommendation by the Community Health Center Finance Committee, at the time set forth in Article IX B.1. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant budget submitted to the Federal Bureau of Primary Health Care. The Community Health Center Board shall review and approve the Look-Alike application and any budget requirements to maintain the Federally Qualified Health Center Look-Alike status and recommend such budget to the Board of Commissioners, after review and recommendation by the Community Health Center Board Finance Committee.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the Federal Bureau of Primary Care that the Community Health Centers shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family income.

Audits, as required by law for the 330 grant agreement and for Federally Qualified Health Center Look-Alike entities, shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits.

**D. Evaluate Community Health Center Activities**

The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall review patient complaints.

**E. Compliance with Laws**

The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

**F. Health Care Policy**

The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

**G. Grants**

The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

**H. Administrative Assistance**

The Executive Director shall provide the administrative assistance necessary to fulfill the Community Health Center Board's responsibilities.

**1. Conflict of Interest**

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee officer or agent or any member of his or her immediate family, his or her partner of an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents or the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

**Article XI – Fiscal Year**

The fiscal year of the Community Health Center Board shall be from October 1 through September 30

**Article XII - Order of Business**

The order of business of the Community Health Center Board at its regular and annual meetings, unless changed by a majority vote of its members, shall be as follows:

Regular Meeting:

- I. Call to order and roll call
- II. Approval of agenda
- III. Public comment
- IV. Consent agenda
  - Minutes
  - Committee action items
  - Written reports
    - Executive Director
    - Medical Director
    - Dental Director
- V. Old business
- VI. New business
- VII. Public comment
- VIII. Adjournment

Annual Meeting:

- I. Call to order and roll call
- II. Approval of agenda
- III. Public comment
- IV. Consent agenda
  - Minutes
  - Committee action items
  - Written reports
    - Executive Director
    - Medical Director
    - Dental Director
- V. Chairpersons annual report

- VI. Election of Community health Center Board Officers
- VII. Old business
- VIII. New business
- IX. Public comment
- X. Adjournment

**Article XIII – Amendments**

These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds (2/3) vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director for the Ingham Community Health Centers, and the Board of Commissioners' Chairperson.

**Article XIV – Proxy**

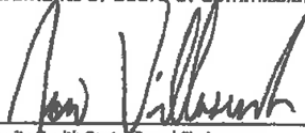
An absent Community Health Center Board member shall not be allowed to vote by proxy.

**Article XV – Parliamentary Authority**

The Parliamentary Authority of the Community Health Center Board shall be the *Mason's Manual of Legislative Procedure*.

**Conclusion**

To the extent that any of the Community Health Center Board Bylaws are contrary to the statutory requirements or Board of Commissioner's authorization, they shall be of no force or effect.

  
 \_\_\_\_\_  
 Community Health Center Board Chairperson

10-3-17  
 Date

  
 \_\_\_\_\_  
 Ingham County Board of Commissioner's Chairperson

9/20/17  
 Date

  
 \_\_\_\_\_  
 Executive Director of Ingham Community Health Centers

10/2/17  
 Date

APPROVED AS TO FORM  
 FOR COUNTY OF INGHAM  
 COHL, STOKER & TOSKEY, P.C.

By:   
 \_\_\_\_\_  
 Mattis D. Nordfjord

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OF COUNSEL  
RICHARD D McENULTY

June 29, 2018

*Sent Via E-Mail*

Anne Scott, Interim Executive Director,  
Strategic Project Manager, Community Health Centers  
Ingham County Health Department  
5656 S. Cedar Street  
Lansing, MI 48911

Re: Cooperative Operational Agreement with Ingham Community Health Center  
Board - 2018

Dear Ms. Scott:

Attached is an Agreement to be entered into between Ingham County, the Ingham County Health Center Board, and the Health Department, to oversee the implementation of the Section 330 grant, and the operation of the Community Health Centers. This Agreement is an updated continuation of a previous Agreement that expired December 31, 2017. The term of the new Agreement is from January 1, 2018 to December 31, 2018. The County Board of Commissioners approved this Agreement in Resolution #18-278 (copy enclosed).

If the attached Agreement is satisfactory, you may after printing off a minimum of two copies proceed to obtain the signatures necessary for their execution. While obtaining the necessary signatures, ensure that the parties signing insert the date of signing in the spaces provided on the signature pages. In compliance with Resolution No. 18-194 passed May 8, 2018, all Agreements must be executed in accordance with the County's Contract Procedures. A copy of the Contract Procedures are attached. Please forward a fully signed copy of the Agreement to our office for our files.

If you have any questions with regard to the attached, do not hesitate to contact me.

Very Truly Yours,

COHL, STOKER & TOSKEY, P.C.

  
Timothy M. Perrone

TMP/gmk  
Enclosures

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE EXTENDED COOPERATIVE OPERATIONAL AGREEMENT  
WITH THE INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

**RESOLUTION # 18 – 278**

WHEREAS, through resolution #15-478, the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center (IHC) Board of Directors was extended through December 31, 2017; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), Ingham County Health Department (ICHD) is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board of which the majority are being served by the center, and who as a group demographically represent the population receiving health care from the center; and

WHEREAS, as a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham County Community Health Center Board of Directors; and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood; and

WHEREAS, ICHD fulfills the requirement through a Cooperative Operational Agreement with the Community Health Center Board of Directors; and

WHEREAS, the IHC Board of Directors functions must, at a minimum, include the following:

- Hold monthly meetings;
- Reach approval of the health center grant application and budget;
- Oversee selection/dismissal and performance evaluation of the health center Executive Director;
- Select services to be provided and health center hours of operations;
- Measure and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance; and
- Establish general policies for the health center.

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ends December 31, 2017; and



WHEREAS, the ICHC Board of Directors must have established Bylaws in order to ensure compliance with federal statute and program requirements as stipulated by Section 330 of the Public Health Services Act, which are included as an attachment to the Cooperative Operational Agreement; and

WHEREAS, the Bylaws of the ICHC Board of Directors were recently revised, and these revisions must also be approved and adopted by the Ingham County Board of Commissioners; and

WHEREAS, the ICHC Board of Directors recommends that the terms of the current Cooperative Operational Agreement be extended for the term of one year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension of the Cooperative Operational Agreement for one year, effective January 1, 2018 through December 31, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the Cooperative Operational Agreement with ICHC Board of Directors for one year, effective January 1, 2018 through December 31, 2018.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approve the attached revised bylaws developed by the ICHC Board of Directors.

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

**HUMAN SERVICES: Yeas: Banas, Nolan, Koenig, Louney**

**Nays: None Absent: Tennis, Sebolt, Naeyart Approved 06/18/2018**

**APPROVED - MAY 8, 2018  
AGENDA ITEM NO. 3**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REVISE THE INGHAM COUNTY CONTRACTS PROCEDURE**

**RESOLUTION # 18 – 194**

WHEREAS, Ingham County enters into hundreds of agreements each year with federal, state, and local governments, vendors, and agencies; and

WHEREAS, it is advisable to evaluate established procedures and guidelines for the execution and processing of contracts so that a standardized practice may be used by each department; and

WHEREAS, MCL 46.5 requires that agreements entered into by the Ingham County Board of Commissioners be deposited with the Ingham County Clerk.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Contracts Procedure as revised.

BE IT FURTHER RESOLVED, that the County Clerk shall provide a copy of this resolution and the revised Contracts Procedure to all elected officials and department heads once adopted.

**COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville, Naeyaert  
Nays: None Absent: None Approved 05/01/2018**

## **Contract Procedures**

MCL 46.5 requires that executed contracts be deposited with the County Clerk. To assure that appropriate contractual documents are prepared, executed and recorded, the following procedures shall be implemented:

### **Execution of Contracts**

After approval by the Board of Commissioners, resolutions and contract authorization forms are submitted to the County Attorney's Office at which time a contract is prepared. The contract is approved as to form by the County Attorney and forwarded to the department requesting the agreement. The contract authorization form can be used for agreements \$5,000 and under.

The department shall submit two hard copies of the agreement that were signed by the vendor and County Attorney, along with the resolution or signed contract authorization form authorizing the agreement, to the Board of Commissioners' Office for County signatures. Two hard copies of the contracts must be submitted to the Board of Commissioners' Office for signature. Signatures must be obtained through the Board of Commissioners' Office.

The Board Chairperson is the only authorized signatory for the County of Ingham unless others are authorized to sign by Board resolution. The Vice-Chairperson is authorized to sign in the Board Chairperson's absence.

The Board of Commissioners' Office shall submit the two signed hard copies of the agreement, along with an equal number of copies of the resolution or signed contract authorization form authorizing the agreement, to the County Clerk's Office.

The County Clerk's Office shall assign a file number and append said information to the first page of the agreements. The County Clerk shall sign the agreements to acknowledge that an original agreement has been filed with County Clerk, the appropriate resolution or signed contract authorization form has been included with that original, and a file number has been assigned and appended to the agreement(s). The Chief Deputy County Clerk is authorized to sign in the absence of the County Clerk. This will be accomplished within 5 business days after receipt by the County Clerk's Office.

Once the contract documents are completely executed, the County Clerk's Office shall make sure any blank dates in the contract are filled in. The County Clerk's Office shall file one original agreement and submit any additional originals or copies to the appropriate department. Upon receipt of copies from the Clerk's Office, each department shall enter the file number into MUNIS.

### **Distribution of Contracts**

The requesting department is responsible for duplicating and distributing the fully executed contracts, including all exhibits and attachments, along with the resolution or contract authorization form for distribution as follows:

Director of Financial Services (electronic copy)  
County Attorney (electronic copy)

### **Regarding Agreements Signed Electronically**

In the event a contract is signed electronically, for example with the State of Michigan, it is the responsibility of the department to submit to the County Clerk's Office, in paper format, one fully executed agreement and one copy of the authorizing resolution or signed contract authorization form for filing.

The County Clerk's Office shall otherwise take the same steps as outlined in Execution of Contracts above.

### **Contract Expiration**

It is up to each department to monitor expiration dates of contracts that involve their departments to determine if the agreement needs to be renewed or if the services are no longer necessary. If the contract needs to be renewed, a resolution renewing the agreement should be scheduled before the appropriate Liaison Committee and the Board of Commissioners' before the expiration of the agreement.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR LIEUTENANT STEVEN SOPOCY  
OF THE INGHAM COUNTY SHERIFF'S OFFICE**

**RESOLUTION # 19 –**

WHEREAS, Lieutenant Steven Sopocy has been a distinguished member of the Law Enforcement Community since 1994; and

WHEREAS, Lieutenant Steven Sopocy began his career with the Ingham County Sheriff's Office as a Deputy Sheriff in 1994, and from 1994 to 2001, Lieutenant Sopocy served the Sheriff's Office in the Traffic Unit, Training Division, Field Services Division and Delhi Division of the Sheriff's Office; and

WHEREAS, in 2001, Steven Sopocy was promoted to the rank of Detective where he worked major cases such as the Ricky Holland homicide; and

WHEREAS, in 2007, Steven Sopocy was promoted to the rank of Sergeant where until 2011 he served as Field Services Supervisor and Detective Bureau supervisor; and

WHEREAS, in 2011, Lieutenant Steven Sopocy was promoted to the rank of Lieutenant where he supervised all areas of the jail in the Corrections Division and also all road patrol operations in the Field Services Division; and

WHEREAS, during his 25 year career in Law Enforcement, Lieutenant Sopocy served as a Firearms Instructor and Accident Investigator for the Ingham County Sheriff's Office; and

WHEREAS, during his long distinguished career serving the citizens of Ingham County, Lieutenant Sopocy served at the highest level of professionalism and dedication, setting the standard for other Law Enforcement professionals in the Capital Area; and

WHEREAS, during his law enforcement career, Lieutenant Sopocy has been recognized numerous times for performance that improved the lives of citizens and the reputation of this organization; and

WHEREAS, after 25 years of dedicated service to the citizens of Ingham County, Lieutenant Steven Sopocy is retiring from his law enforcement career on September 1, 2019.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners hereby honors Lieutenant Steven Sopocy for 25 years of dedicated police service to the citizens of Ingham County and the great State of Michigan while wishing him continued success in all of his future endeavors.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 07/11/2019**

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO PERMIT KEEPING CHICKENS IN NON-AGRICULTURAL AREAS**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Animal Control Ordinance was adopted by the Board of Commissioners on September 18, 1972, and has subsequently been amended; and

WHEREAS, under the Ordinance, as amended, livestock and poultry are generally prohibited from non-agricultural areas within the County; and

WHEREAS, some local jurisdictions permit the keeping of a limited number of chickens on residential land in urban areas.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall adopt the Ordinance Amending the Ingham County Animal Control Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution, expressly permitting the keeping of up to five hens on one- or two-family residential properties, under certain conditions, unless otherwise prohibited or regulated by local ordinances or private land use restrictions.

BE IT FURTHER RESOLVED, that an updated version of the Ingham County Animal Control Ordinance, as amended, will be compiled and published in hard copy and on the County's internet website.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office shall publish notice of the adoption of this amendment in a newspaper of general circulation in the County.

BE IT FURTHER RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 07/11/2019**

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL  
ORDINANCE TO PERMIT KEEPING CHICKENS IN NON-AGRICULTURAL AREAS**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend the Ingham County Animal Control Ordinance to permit the keeping of chickens in non-agricultural areas of the County.

**THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:**

**Section 1. Purpose and Authority.** Deeming it advisable in the interest of the citizens of Ingham County, as authorized by Act 339 of 1919, as amended, being Section 287.261 *et seq.*, of the Michigan Compiled Laws, the County of Ingham, Michigan, adopts this Ordinance amending the Ingham County Animal Control Ordinance.

**Section 2. Amendment.** Article VIII of the Ingham County Animal Control Ordinance, entitled Prohibition of Livestock or Poultry in Non-Agricultural Areas, is amended to read as follows:

- (a) No livestock or poultry shall be owned, kept, possessed, harbored or kept charge of within the boundaries or any non-agricultural area within Ingham County except as such places are provided for shipping said livestock or poultry.
- (b) Notwithstanding paragraph (a), and unless expressly prohibited or regulated by a city, village or township ordinance, or private property restriction, chickens may be owned, kept, possessed, harbored, and kept charge of within the boundaries of any non-agricultural area within Ingham County, under the following conditions:
  - (i) No more than five (5) hens may be kept on any one- or two-family residential property, and no roosters shall be allowed;
  - (ii) Chickens must be kept in an enclosure so constructed or repaired as to keep the chickens confined on the owner's property, and to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
  - (iii) A covered enclosure or fenced enclosure shall not be located closer than 10 feet from the property line of any adjacent property, nor closer than 40 feet from any residential structure on an adjacent property, unless the adjacent property owner consents in writing;

- (iv) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents, shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them.
- (v) No person shall slaughter any chickens.

**Section 3. Repeal.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed

**Section 4. Savings Clause.** This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section 5. Effective Date.** This Ordinance Amending the Ingham County Animal Control Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published in a newspaper of general circulation in the County on \_\_\_\_\_.

\_\_\_\_\_  
Barb Byrum, Ingham County Clerk

Ingham County Board of Commissioners

\_\_\_\_\_  
Bryan L. Crenshaw, Chairperson



Introduced by the Law & Courts Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL ORDINANCE TO DELETE THE PROVISION PROHIBITING BARKING DOGS**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Animal Control Ordinance was adopted by the Board of Commissioners on September 18, 1972, and has subsequently been amended; and

WHEREAS, Article IX, Section 1(f) of the Ingham County Animal Control Ordinance, as amended, currently states:

“Section 1. The owner of any dog shall be deemed in violation of this Ordinance and subject to the penalties set forth in Article X if:

\*\*\*

(f) The owner’s dog which, by loud and frequent barking, howling or yelping, is a nuisance in the neighborhood in which said dog is kept, possessed or harbored;”

\*\*\*

WHEREAS, Article IX, Section 1(f) of the Ingham County Animal Control Ordinance is an unnecessary provision in the ordinance, as local law enforcement agencies already address noise and nuisance complaints; and

WHEREAS, Ingham County Animal Control, which responds to an average of 8,000 complaints annually, is unable to address barking dog complaints due to limited resources; and

WHEREAS, Ingham County Animal Control prioritizes complaints based on imminent danger to citizens and animals to ensure public safety; and

WHEREAS, the Ingham County Animal Control is unable to respond to low priority complaints due to call volume.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall adopt the Ordinance Amending the Ingham County Animal Control Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution, to delete the provision in Article IX, Section 1(f) in its entirety, and to renumber Section 1(g) as a new Section 1(f).

BE IT FURTHER RESOLVED, that an updated version of the Ingham County Animal Control Ordinance, as amended, will be compiled and published in hard copy and on the County’s internet website.

BE IT FURTHER RESOLVED, that the Controller/Administrator’s Office shall publish notice of the adoption of this amendment in a newspaper of general circulation in the County.

BE IT FURTHER RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Trubac  
**Nays:** Polsdofer, Schafer **Absent:** None **Approved 07/11/2019**

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**ORDINANCE AMENDING THE INGHAM COUNTY ANIMAL CONTROL  
ORDINANCE TO DELETE THE PROVISION PROHIBITING BARKING DOGS**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend the Ingham County Animal Control Ordinance to delete the provision prohibiting barking dogs.

**THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:**

**Section 1. Purpose and Authority.** Deeming it advisable in the interest of the citizens of Ingham County, as authorized by Act 339 of 1919, as amended, being Section 287.261 *et seq.*, of the Michigan Compiled Laws, the County of Ingham, Michigan, adopts this Ordinance amending the Ingham County Animal Control Ordinance.

**Section 2. Amendment.** Article IX of the Ingham County Animal Control Ordinance, entitled Enumeration of Certain Violations and Procedure Therefor, is amended by the deletion of Article IX, Section 1(f) prohibiting barking dogs, and the renumbering of Section 1(g) as a new Section 1(f), such that Article IX, Section 1 shall read as follows:

Section 1. The owner of any dog shall be deemed in violation of this Ordinance and subject to the penalties set forth in Article X if:

(a) The owner's dog, regardless of age, licensed or unlicensed, wearing a collar or not wearing a collar, runs at large, provided, however, that a dog engaged in hunting need not be leashed when under the reasonable control of its owner;

(b) The owner's dog, regardless of age, and whether, licensed or unlicensed, wearing a collar or not wearing a collar, except a leader dog for a blind person, a hearing impaired dog for a deaf or audibly impaired person, or a service dog for a physically limited person which is accompanied by its owner, to be within the confines of any public park when such park, by appropriate designation at its entrance, prohibits dogs;

(c) The owner's dog, at any time, whether licensed or unlicensed, destroys property, real or personal, or trespasses in a damaging way on property of persons other than the owner;

(d) The owner's dog or other animal at any time, licensed or unlicensed, attacks or bites a person;

(e) The owner's dog shows vicious habits and molests passers-by when such persons are lawfully on the public highway or right-of-way;

(f) Any livestock or poultry to run at large unaccompanied by its owner upon the premises of another or upon any public street, lane, alley or other public ground in the county unless otherwise specifically allowed.

**Section 3. Repeal.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed

**Section 4. Savings Clause.** This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section 5. Effective Date.** This Ordinance Amending the Ingham County Animal Control Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published in a newspaper of general circulation in the County on \_\_\_\_\_.

\_\_\_\_\_  
Barb Byrum, Ingham County Clerk

Ingham County Board of Commissioners

\_\_\_\_\_  
Bryan L. Crenshaw, Chairperson

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN EXTENDED POLICE SERVICES AGREEMENT WITH  
THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF  
JANUARY 1, 2020 THROUGH DECEMBER 31, 2023**

**RESOLUTION # 19 –**

WHEREAS, the Ingham County Sheriff’s Office and the Village of Webberville wish to extend the current agreement for law enforcement services; and

WHEREAS, the Village of Webberville, Sheriff’s Office and the Controller’s Office have negotiated a draft agreement which covers a four year period, beginning January 1, 2020 and ending December 31, 2023; and

WHEREAS, the Village of Webberville has contracted with Ingham County for Law Enforcement Services through the Sheriff’s Office since 1994; and

WHEREAS, the Village of Webberville wishes to continue their 80 hours of guaranteed service per week for the upcoming fiscal years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a four year extension of the contract with the Village of Webberville for a period covering January 1, 2020 through December 31, 2023 for the sum of:

- 1/1/2020 – 12/31/2020      \$300,555.00
- 1/1/20/21 – 12/31/2021      \$309,135.00
- 1/1/2022 – 12/31/2022      \$317,948.00
- 1/1/2022 – 12/31/2023      \$327,043.00

Four year total: \$1,254,681.00

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller / Administrator to make any necessary budget adjustments in the Ingham County Sheriff’s Office 2020 – 2023 Budgets.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None    **Absent:** None    **Approved 07/11/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2020 JUVENILE JUSTICE  
COMMUNITY AGENCY PROCESS CALENDAR**

**RESOLUTION # 19 –**

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

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2020 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$125,000 for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached 2020 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

**LAW & COURTS: Yeas:** Koenig, Slaughter, Celentino, Crenshaw, Polsdofer, Trubac, Schafer  
**Nays:** None **Absent:** None **Approved 07/11/2019**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** Morgan **Approved 07/17/2019**

## 2020 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 23, 2019	The Board of Commissioners adopts the 2020 Juvenile Justice Community Agency Process Calendar Resolution.
July 24, 2019	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 20, 2019 at 5:00pm.
August 23, 2019	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 23, 2019	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 24, 2019 Board of Commissioners' Meeting)
September 26, 2019	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 2, 2019	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 8, 2019	The Board of Commissioners authorizes a resolution for the 2020 Juvenile Justice Community Agency grant awards.
October 11, 2019	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 11, 2019	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December 2019	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2020	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 10, 2020	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.