

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

**JUNE 25, 2019**

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM **JUNE 11, 2019**
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
  1. RESOLUTION NO.19-244 FROM THE **GRATIOT COUNTY** BOARD OF COMMISSIONERS REGARDING VETERANS SERVICES GRANT FUNDING
  2. AN EMAIL FROM **MARY BOWEN** RESIGNING FROM THE INGHAM COUNTY WOMEN’S COMMISSION
  3. MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY, AIR QUALITY DIVISION, PENDING NEW SOURCE REVIEW **APPLICATION REPORT**
  4. **TRI-COUNTY OFFICE OF AGING** FISCAL YEAR 2020-2022 MULTI-YEAR PLAN
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
  5. COUNTY SERVICES COMMITTEE - RESOLUTION MAKING **APPOINTMENTS** TO THE INGHAM COUNTY WOMEN’S COMMISSION
  6. COUNTY SERVICES COMMITTEE - RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE **PERMITS** FOR THE INGHAM COUNTY ROAD DEPARTMENT
  7. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO UTILIZE THE COUNTY’S OPTION TO ACQUIRE **TAX FORECLOSED PROPERTY**
  8. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION PLEDGING FULL FAITH AND CREDIT TO GROVENBURG FARMS BRANCH OF THE **MELKVIK DRAIN** DRAINAGE DISTRICT BONDS

9. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO T.H. EIFERT LLC TO FURNISH AND INSTALL THREE NEW [DRINKING FOUNTAINS](#) AT THE HUMAN SERVICES BUILDING
10. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE [LOCAL ROAD AGREEMENTS](#) WITH ALAIEDON, AURELIUS, BUNKER HILL, LEROY, LESLIE, MERIDIAN, VEVAY, WHEATFIELD, AND WILLIAMSTOWN TOWNSHIPS, AND CITY OF LANSING
11. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT FOR ARCHITECTURAL DESIGN AND ENGINEERING SERVICES FOR THE ROAD DEPARTMENTS [WESTERN GARAGE ROOF](#)
12. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE TWO NEW POSITIONS AND RECLASSIFYING SIX EXISTING [POSITIONS](#) FOR THE ROAD DEPARTMENT
13. COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO APPROVE ONE TIME LUMP SUM PAYMENTS AND AN AMENDMENT TO MANAGERIAL AND CONFIDENTIAL EMPLOYEE MANUAL REGARDING [RECLASSIFICATION](#)
14. FINANCE COMMITTEE - RESOLUTION AUTHORIZING THE ACCEPTANCE OF CERTAIN [GRANTS](#) DURING THE BOARD OF COMMISSIONERS 2019 SUMMER SCHEDULE
15. FINANCE COMMITTEE - RESOLUTION TO UPDATE THE 2018 – 2022 [STRATEGIC PLAN](#) AND ACTION PLAN
16. HUMAN SERVICES COMMITTEE - RESOLUTION [AMENDING RESOLUTION #06-029](#) TO INCREASE THE NUMBER OF COMMISSIONERS SERVING ON THE INGHAM COUNTY FAIR BOARD
17. HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MOORE TROSPER CONSTRUCTION CO. FOR THE [RENOVATIONS](#) AT FOREST COMMUNITY HEALTH CENTER
18. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH [LAUX CONSTRUCTION, LLC](#).
19. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A CONTRACT WITH JOHNSON SIGN COMPANY FOR THE INSTALLATION OF [WAYFINDING SIGNS](#)
20. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE DELHI TOWNSHIP AGREEMENT FOR THE [TRAILS GRANT](#)

21. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [RS BIOMEDICAL](#)
  22. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [YMCA OF LANSING](#)
  23. HUMAN SERVICES AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN NATURAL RESOURCES [TRUST FUND GRANT](#)
  24. LAW & COURTS COMMITTEE - RESOLUTION TO AUTHORIZE AN "INGHAM COUNTY MUTUAL [POLICE ASSISTANCE](#) AGREEMENT"
  25. LAW & COURTS COMMITTEE - 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
  26. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE A CONTRACT WITH [WELLNESS INX](#) TO PROVIDE PARENTING PROGRAMMING
  27. LAW & COURTS AND FINANCE COMMITTEES - RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LJ TRUMBLE BUILDERS, LLC. FOR THE [SOUND ATTENUATION](#) IMPROVEMENTS AT THE 9-1-1 CENTER
- 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 11, 2019 REGULAR MEETING**

Board of Commissioners Room – Courthouse  
Mason, Michigan – 6:30 p.m.  
June 11, 2019

### **CALL TO ORDER**

Chairperson Crenshaw called the June 11, 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, Maiville, Morgan, Naeyaert, Polsdofer, Sebolt, Slaughter, Stivers, Tennis and Trubac.

Members Absent: Koenig (arrived at 6:42 p.m.) and Schafer.

A quorum was present.

### **PLEDGE OF ALLEGIANCE**

Chairperson Crenshaw asked Peter Cohl, County Attorney, 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 Slaughter moved to approve the minutes of the May 28, 2019 meeting. Commissioner Maiville supported the motion.

The motion to approve the minutes carried unanimously. Absent: Commissioners Koenig and Schafer.

### **ADDITIONS TO THE AGENDA**

Chairperson Crenshaw stated that Board rules state resolutions would ordinarily be referred to a committee unless there was a 2/3 vote to allow the resolution to be considered by the Board immediately.

Commissioner Naeyaert moved that the Resolution Appointing Lindsey McKeever as the Ingham County Fairgrounds Events Director be considered immediately. Commissioner Morgan supported the motion.

The motion carried unanimously. Absent: Commissioners Koenig and Schafer.

Chairperson Crenshaw stated that the resolution would be added as Agenda Item No. 20.

## **JUNE 11, 2019 REGULAR MEETING**

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

Agenda Item No. 9 - Resolution to Authorize a Two-Year Extension to the Contract with the State of Michigan Department of Health and Human Services (MDHHS) for the Access and Use of the Michigan Centralized Birth Certification System (MICBCS).

Agenda Item No. 16 - Resolution to Authorize an Extension to the Intergovernmental Contract with Mid State Health Network (MSHN).

### **PETITIONS AND COMMUNICATIONS**

AN EMAIL FROM ELIZABETH HERTEL RESIGNING FROM THE INGHAM COMMUNITY HEALTH CENTER. Chairperson Crenshaw accepted the resignation and placed the email on file.

### **LIMITED PUBLIC COMMENT**

Michelle Beloskur, Ingham Conservation District Executive Director, gave a mid-year report on Ingham Conservation District Expenditures and Activities.

Chairperson Crenshaw thanked Ms. Beloskur.

Sid Hogge, Brenna Marshall, Morgan Bliesener, Cierra Chapo, Chloe Ketchum-Every and EmaLee Franklin, Ingham County 4-H Ambassadors, invited the Board of Commissioners to attend a V.I.P. Dinner on Monday July 29, 2019, at 6 p.m., with a Fairground tour to follow. The 4-H Ambassadors gave a brief presentation on this year's Fair activities.

Chairperson Crenshaw thanked the 4-H Ambassadors.

Kristi James, State Representative Sarah Anthony- Legislative Director, gave an update on the Appropriations Committee.

Commissioner Koenig arrived at 6:42 p.m.

Chairperson Crenshaw thanked Ms. James.

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

None.

### **CONSIDERATION OF CONSENT AGENDA**

Commissioner Naeyaert moved to adopt a consent agenda consisting of all action items. Commissioner Slaughter supported the motion.

The motion carried unanimously. Absent: Commissioner Schafer.

## **JUNE 11, 2019 REGULAR MEETING**

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote. Absent: Commissioner Schafer.

Items voted on separately are so noted in the minutes.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 2**

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 – 251**

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 May 20, 2019 as submitted.

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

**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**INGHAM COUNTY ROAD DEPARTMENT**

DATE May 20, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-217	CONSUMERS ENERGY	ELECTRIC-OH	HAMILTON RD	MERIDIAN	

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



**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 3**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #19-173**

**RESOLUTION # 19 – 252**

WHEREAS, the Ingham County Board of Commissioners recently approved Resolution #19-173 which adopted an Occupational Illness & Injury Reporting Policy (Personnel Policy No. 111); and

WHEREAS, this policy provides instructions for employees, supervisors, and department heads on what to do before, during, and after a workplace illness and/or injury occurs; and

WHEREAS, references to the Sparrow CARES employee assistance program (EAP) must be removed from the policy as CARES is no longer operational; and

WHEREAS, the policy has been updated to refer to the Ingham County EAP in general terms only; and

WHEREAS, the HR Director recommends amending Resolution #19-173 which approved the Ingham County Occupational Illness & Injury Reporting Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amend Resolution #19-173 to update the EAP references in the Ingham County Occupational Illness and Injury Reporting Policy.

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

**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

Adopted as part of a consent agenda.

**Personnel  
Policy No. XXX**

## **Occupational Illness & Injury Reporting**

**Approved: XXX, XX XXXX**  
**Resolution No. XX-XXX**

### **A. Introduction**

Ingham County places a great deal of importance on ensuring the safety of our employees. However, the County recognizes that even in the safest workplace accidents and injuries can still happen. Reporting those incidents in a complete and timely manner ensures the employee receives appropriate treatment and any corrective action that can be taken to reduce future incidents is made. Employees have the right to report workplace illness/injury without any fear of retaliation. If an illness/injury occurs while working, all employees, elected officials, and Commissioners must comply with the following reporting guidelines.

### **B. Guidelines**

#### **1. Before an Illness/Injury**

- a.** Follow any established safe working practices.
- b.** Discuss any unsafe working conditions with your supervisor.

#### **2. After an Illness/Injury - Employees**

- a.** Notify your supervisor immediately.
  - i.** Report all illness/injury to your supervisor, no matter how minor or temporary they may seem to be. Incidents that have the potential to result in emotional/psychological trauma should always be reported.
  - ii.** If you witness an illness/injury that prevents a coworker from moving or speaking, immediately inform your supervisor.
- b.** Work with your supervisor to determine what kind of care you need for your illness/injury.
- c.** If needed, seek medical attention.
  - i.** The County has partnered with Sparrow Occupational Health for treatment of employee illness/injury. A list of Sparrow locations for care is included on the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B). Phone numbers are also included on this form.

## **JUNE 11, 2019 REGULAR MEETING**

- ii.** For emergencies, call 911 and go to the Sparrow Hospital Emergency Room (or nearest emergency room) by ambulance.
  - Examples of emergencies can include blood loss, heart attack, blunt force trauma to the head, severe burns, and electric shock.
- iii.** For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place Monday through Friday between the hours of 7am and 4:30pm, go immediately to Sparrow Occupational Health Services for treatment.
  - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
- iv.** For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place outside of normal business hours, go immediately to Sparrow Hospital Emergency Room for treatment.
  - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
- v.** For non-emergencies that take place Monday through Friday between the hours of 7am and 4:30pm, call Sparrow Occupational Health Services to schedule an appointment. This office also accepts walk-in appointments, but calling ahead ensures you will be seen in a timely manner.
- vi.** For non-emergencies that take place outside of normal business hours, multiple Sparrow Urgent Care offices are available to provide care until 8pm Monday through Friday and from 8am to 8pm on weekends and holidays.
- d.** Once any needed medical attention has been received, work with your supervisor to complete any required paperwork, including the Ingham County Employee Incident Report (Attachment A).
- e.** If you are provided with any paperwork to return to your employer, ensure this is given to your supervisor as soon as you return to work.
  - i.** This paperwork will also specify any work restrictions you may have been placed on.
- f.** If you were treated in an emergency room or urgent care, make a follow-up appointment with Sparrow Occupational Health Services as soon as possible following your initial treatment. Sparrow Occupational Health Services will determine any necessary plan for follow-up treatment.
  - i.** In order to ensure follow-up care is covered under Workers' Compensation, it must be coordinated by Sparrow Occupational Health for the first 28 days following the initial onset of injury/illness.

## **JUNE 11, 2019 REGULAR MEETING**

- g.** Attend any scheduled follow-up visits as directed by Sparrow. Keep your supervisor and the Human Resources (HR) Benefits/Leave Analyst up to date on your recovery progress by providing them with any additional paperwork you receive during your follow-up visits.

### **3. After an Illness/Injury - Supervisors**

- a.** As soon as an employee illness/injury is reported to you, ensure that the employee receives any necessary care.
  - i.** If an employee is sent to a Sparrow facility for care, the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B) should be completed and sent with the employee.
- b.** If the employee needs emergency care, supervisors (or their designee) should meet at or accompany the employee to the hospital. If at all possible, the supervisor should remain with the employee until their emergency contact has been notified, the employee is released, or they are directed to leave by the employee. Update the HR Benefits/Leave Analyst on the employee's condition as soon as possible.
- c.** Time spent for initial treatment for the illness/injury on the day an employee is sent for care is to be recorded as regular hours worked on their time card. Any additional time/days off taken by the employee for follow-up care and/or recuperation should be taken as sick leave (or annual leave if sick leave bank is exhausted) pending evaluation of any claim for wage loss benefits.
- d.** If the employee requires any follow-up care in response to emotional/psychological trauma they have experienced, that employee should be directed to the County's current employee assistance program (EAP) provider.
- e.** Complete an Ingham County Employee Incident Report (Attachment A) and send it to the HR Benefits/Leave Analyst as soon as possible. If accompanying the employee for emergency care, designate another employee to complete the report.
  - i.** If the employee is available to complete and sign the report, have them do so.
  - ii.** Reports should be received with 24 hours of the incident, except in the event of a fatality or a Michigan Occupational Safety & Health Administration (MIOSHA) reportable illness/injury (in-patient hospitalization, loss of an eye, amputation). Turning in reports in a timely manner is crucial for ensuring employees receive appropriate care. It also ensures that any corrective action which can be taken to reduce the risk of future incidents is made as soon as possible.
  - iii.** If the employee refuses medical care that appears to be necessary, document that refusal on the report.
  - iv.** Any corrective action that should be taken to remove or reduce the threat of employee illness/injury should be taken and documented.

## **JUNE 11, 2019 REGULAR MEETING**

### **C. MIOSHA Serious Incident Reporting**

1. If a work-related incident involves an amputation (even the loss of a fingertip), loss of an eye, and/or an in-patient hospitalization, the County is required to report that incident to MIOSHA within 24 hours of the incident.
2. If a work-related incident involves a fatality, the County is required to report that incident to MIOSHA within 8 hours of the incident.
3. MIOSHA Serious Incident Reporting Guidelines
  - a. **During Business Hours** (Monday-Friday, 8am to 5pm): If an incident involving a fatality or one of the injuries listed above takes place during business hours, the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report.
    - i. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327.
    - ii. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
  - b. **After Business Hours:** If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report.
    - i. **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
    - ii. **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.
    - iii. Department Heads (and their designees) will be trained on MIOSHA injury reporting protocol and requirements. See the MIOSHA Serious Incident Reporting Guidelines (Attachment #3) for guidance on questions that may be asked by MIOSHA when a serious incident reporting call is made.
    - iv. The HR Benefits/Leave Analyst should be given a completed Employee Incident Report by the Department Head (or their designee)/supervisor as well as a summary of the report made to MIOSHA via email as soon as possible.

### **D. Attachments**

- **Attachment #1:** Ingham County Employee Incident Report
- **Attachment #2:** Sparrow Occupational Health Services Authorization for Work Related Injury Care

## **JUNE 11, 2019 REGULAR MEETING**

- **Attachment #3:** MIOSHA Serious Incident Reporting Guidelines

## JUNE 11, 2019 REGULAR MEETING

### Ingham County Employee Incident Report

*For Reporting Work-Related Injuries/Illnesses*

Use this form when reporting an incident which has or could have caused injury/illness to an employee. Reports should be submitted to the Benefits/Leave Analyst in Human Resources within 24 hours of the incident. Serious incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident. See the Ingham County Occupational Illness & Injury Reporting policy for reporting guidance.

<b>Employee Name:</b>			
<b>Employee #:</b>		<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	
<b>Job Title:</b>		<b>Department:</b>	
<b>Home Address (Street, City, State, Zip):</b>			
<b>Home/Cell #:</b>		<b>Work #:</b>	
<b>Date of Birth:</b>	<b>Date of Hire:</b>		<b>Date of Incident:</b>
<b>Location of Incident:</b>		<b>Time of Incident:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>Time Shift Began:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM		<b>Nature of Injury (i.e. burn, cut, strain):</b>	
<b>Body Part(s) Injured (i.e. right arm, left leg):</b>			
<b>Explain How Incident Happened (attach additional documents if needed, list device type/brand for BBP exposures):</b>			
<b>Name/Phone Number of Witnesses (if any):</b>			
<b>Medical Treatment Received:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Date of Treatment:</b>	
<b>Treatment Location:</b> <input type="checkbox"/> Sparrow ER <input type="checkbox"/> Sparrow Occupational Health <input type="checkbox"/> Sparrow Urgent Care			
<b>Date Employee Reported Incident:</b>		<b>Employee Have Second Employer:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Supervisor's Name:</b>		<b>Supervisor's Work #:</b>	
<b>Supervisor's Signature:</b>			
<b>Form Completed By:</b>			<b>Date Completed:</b>

If you have any questions about completing this form, contact Steph Banthem, Benefits/Leave Analyst in Human Resources at 517-272-4187 or [sbanthem@ingham.org](mailto:sbanthem@ingham.org).

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OCCUPATIONAL HEALTH SERVICES  
AUTHORIZATION FOR WORK RELATED INJURY CARE

INJURY CARE LOCATIONS AND SERVICE HOURS					
<input type="checkbox"/> <b>Sparrow Occupational Health Services</b> <i>Injury Care Hours: Monday-Friday from 7 a.m. to 4:30 p.m.</i> Sparrow Medical Arts Building   1322 E. Michigan Avenue, Suite 101, Lansing, MI 48912 Phone: 517.364.3900, Option 1   Fax: 517.364.3914					
<input type="checkbox"/> <b>Sparrow Urgent Care (after-hours injury care)</b> <i>Injury Care Hours: Monday-Friday from 4:30 p.m. to 8 p.m. / Weekends &amp; Holidays: 8 a.m. to 8 p.m.</i> <table border="0"><tr><td><b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912</td><td><b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48</td></tr><tr><td><b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823</td><td><b>Mason</b> 800 E. Columbia Street, Mason, MI 48854</td></tr></table>		<b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912	<b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48	<b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823	<b>Mason</b> 800 E. Columbia Street, Mason, MI 48854
<b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912	<b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48				
<b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823	<b>Mason</b> 800 E. Columbia Street, Mason, MI 48854				
<input type="checkbox"/> <b>Sparrow Hospital Emergency Room</b> <i>Injury Care Hours: Non-Emergent Injuries 8 p.m. to 8 a.m. / Emergent Injuries 24/7</i> 1215 E. Michigan Avenue, Lansing, MI 48912					

**EMPLOYEE INFORMATION:**

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Authorizing Company: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**INJURY INFORMATION:**

*\*\*\*Head Injuries that are accompanied by any of the following symptoms should be sent directly to the Sparrow Emergency Department: Nausea, Vomiting, Dizziness, Loss of Consciousness, Blurred Vision\*\*\**

Date of Injury: \_\_\_\_\_ Date Injury Reported to Employer: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

**POST-ACCIDENT DRUG AND ALCOHOL TESTING (Photo Identification Required)**

**Breath Alcohol Testing (not available at Urgent Care (UC) Locations):**

☐ Non-DOT Breath Alcohol Test ☐ DOT Breath Alcohol Test

**Lab Based Urine Drug Test:**

☐ DOT Urine Drug Screen  
☐ Urine Drug Screen (Non-DOT)  
☐ Urine Drug Screen Collection Only  
☐ Other/Special Instructions: \_\_\_\_\_

**Rapid Urine Drug Tests (not available at UC Locations):**

☐ 5 Panel **Rapid**  
☐ 11 Panel **Rapid**  
☐ Nicotine **Rapid**

I request and authorize the above-named employee to receive injury care from Sparrow Health Services.  
I further understand that my company will be financially responsible for any and all authorized services in the event my workers compensation insurance carrier denies the charges for any reason.

Supervisor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

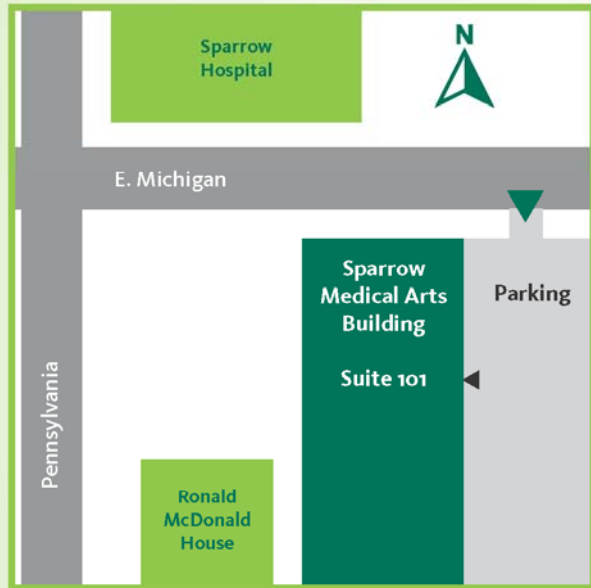
Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_



## JUNE 11, 2019 REGULAR MEETING

### Sparrow Occupational Health

All injuries  
Monday-Friday | 7 a.m. to 5 p.m.

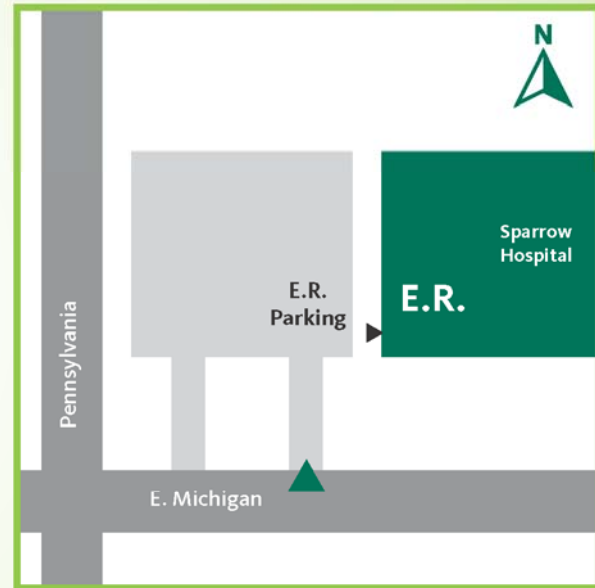


#### Sparrow Occupational Health Services Clinic

Sparrow Medical Arts Building  
1322 E. Michigan Avenue, Suite 101, Lansing  
517.364.3900

### Sparrow Emergency

All emergencies and any injuries  
Daily | 8 p.m. to 8 a.m.



#### Sparrow Hospital Emergency Room

1215 E. Michigan Avenue, Lansing  
517.364.1000

### Sparrow Urgent Care

Injuries when Occupational Health Services is closed  
Monday-Friday | 5 p.m. to 8 p.m.  
Saturdays, Sundays, and Holidays | 8 a.m. to 8 p.m.



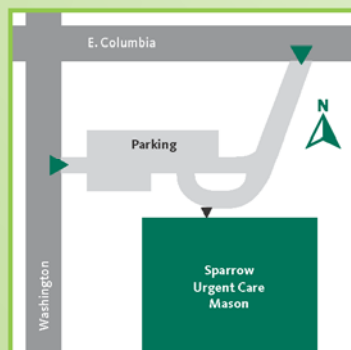
#### Sparrow Urgent Care East Lansing

2682 E. Grand River Avenue  
517.333.6562



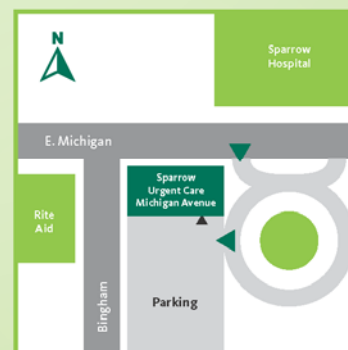
#### Sparrow Urgent Care Grand Ledge

1015 Charlevoix Drive  
517.627.0100



#### Sparrow Urgent Care Mason

800 E. Columbia Street  
517.244.8900



#### Sparrow Urgent Care Michigan Avenue

1120 E. Michigan Avenue  
517.364.9790

All Patients will be referred to Sparrow Occupational Health for follow-up.

## JUNE 11, 2019 REGULAR MEETING

### MIOSHA Serious Incident Reporting Guidelines

*For Reporting Amputations, Loss of an Eye, In-Patient Hospitalizations, and Fatalities*

- Incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident.
- If a serious incident or fatality takes place during business hours the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
- If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report. A summary of the report made to MIOSHA must be sent to the HR Benefits/Leave Analyst along with the completed Employee Incident Report.
  - **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
  - **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.

#### The following questions may be asked during the reporting call to MIOSHA:

- Name/address of employer.
- Name/address/contact information for employee.
- If the employee is temporary or permanent.
- Date of incident.
- What shift/time the employee was working.
- How the incident happened.
- How the event is work-related.
- If the employee was using equipment and/or personal protective equipment (PPE) during the incident.
- If the incident was related to an auto accident.
- If the task the employee was performing was a normal part of their job.
- If the task required the use of lockout/tagout.
- Nature/details regarding the employee's medical condition/treatment.

Questions from MIOSHA may vary based on the nature of the event; this list provides guidelines for the MIOSHA interview but does not reflect every question the Department Head (or their designee) may need to answer. If you have any questions regarding MIOSHA reporting, please contact the HR Benefits/Leave Analyst at 517-272-4187.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 4**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION REVISING THE BOARD RULES**

**RESOLUTION # 19 – 253**

WHEREAS, a Board Rules/Appointments Subcommittee was appointed to review the Board Rules, Ethics Policy and procedures and policies currently in place overseeing advisory boards and commissions; and

WHEREAS, the Board Rules/Appointments Subcommittee reviewed the Board Rules and recommend certain updates and revisions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Board Rules.

BE IT FURTHER RESOLVED, that these Rules will take effect immediately upon adoption by the Board.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

Adopted as part of a consent agenda.



**INGHAM COUNTY BOARD RULES**

**2019**

## **JUNE 11, 2019 REGULAR MEETING**

### **RULES OF THE INGHAM COUNTY BOARD OF COMMISSIONERS**

**2019**

#### **I.**

#### **BOARD MEETINGS - TIME & PLACE**

##### **A. REGULAR AND ADJOURNED REGULAR MEETINGS.**

The Board shall convene for the purpose of holding meetings in the Ingham County Courthouse in the City of Mason or elsewhere at the discretion of the Chairperson, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the following days, which meetings shall convene at 6:30 pm in the evening, except as otherwise provided in these Rules:

1. The first business day of each January at 6:00 pm.
2. The fourth Tuesday of each January.
3. The second Tuesday of each February.
4. The fourth Tuesday of each February.
5. The second Tuesday of each March.
6. The fourth Tuesday of each March.
7. The Tuesday immediately following the second Monday of each April, this being the Statutory Equalization meeting.
8. The last Tuesday of the month of April.
9. The second Tuesday of each May.
10. The fourth Tuesday of each May.
11. The second Tuesday of each June.
12. The fourth Tuesday of each June.
13. The fourth Tuesday of each July.
14. The fourth Tuesday of each August.
15. The fourth Tuesday in September.
16. The second Tuesday of each October, this being the Statutory Annual Meeting which shall be held in the Courthouse, Mason.
17. The fourth Tuesday of each October.
18. The second Tuesday of each November.
19. The fourth Tuesday of each November.
20. The second Tuesday of each December.

## **JUNE 11, 2019 REGULAR MEETING**

All listed meetings shall be considered regular meetings of the Board of Commissioners. Any other meetings not listed shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meeting. Unless the Board otherwise provides, the motion to "adjourn" any meeting of this Board, whether special or regular, shall mean to adjourn to the next succeeding regular meeting on the list cited.

### **B. SPECIAL MEETINGS.**

The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall give notice to each of the Commissioners within 48 hours in one of the manners provided as follows:

- via personal delivery of the notice of the special meeting to the commissioner
- leaving the notice of the special meeting at the residence of the commissioner
- email to address previously supplied for such purpose by the commissioner

The County Clerk shall post at least 18 hours before the meeting a Public Notice as required by 1976 PA 267.

### **C. MEETINGS ON LEGAL HOLIDAYS.**

Any regular or adjourned meetings of the Board, which fall upon a legal County holiday, shall automatically be set over to the next business day following that is not a legal holiday, at the same time and place indicated for the original meeting.

### **D. MEETING CANCELLATIONS.**

Any regular or adjourned meetings of the Board that are cancelled due to inclement weather shall automatically be set over to the next business day following, at the same time and place indicated for the original meeting, provided that the requirements of the Open Meetings Act, 1976 PA 267 are met.

## **II.**

### **CHAIRPERSON**

#### **A. ELECTION.**

At the first meeting of each calendar year following a General Election, the Board of Commissioners' meeting shall be called to order by the County Clerk. In other years, the Chairperson serving the previous year or in their absence the County Clerk, shall call the meeting to order. The Board shall thereupon elect, from among its members, a Chairperson, Vice-Chairperson and a Vice-Chairperson Pro-Tem, who shall take office and assume their respective duties immediately upon their election; provided that at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk to the members-elect if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. The officers shall hold their respective offices for a term of one year, or until their successors are duly elected and qualified as set forth above.

## **JUNE 11, 2019 REGULAR MEETING**

### **B. DUTIES.**

The Chairperson (and during their absence the Vice-Chairperson) shall preside at all meetings of the Board, and shall decide all questions of order, subject to appeal to the Board. Upon their election, the Chairperson shall appoint all standing and special Committees, subject to the approval by a majority of all members of the Board. The Chairperson shall arbitrate all jurisdictional disputes between Committees, subject to these Rules and subject to appeal to the Board. The Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Chairperson shall not have the right to vote on any Committee except where expressly named a member of that Committee. The Vice-Chairperson Pro-Tem shall assume the duties of the Vice-Chairperson when the Vice-Chairperson is serving as the Chairperson. The Vice-Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Vice-Chairperson shall not have the right to vote on any Committee except where expressly named a member of that Committee.

The Chairperson, after informing the Vice-Chairperson and Vice-Chairperson Pro-Tem, is authorized to have proclamations prepared honoring employees retiring from County service, persons retiring from service on County boards, and to issue proclamations honoring certain occurrences in conformity with state, national and other local government proclamations. The Chairperson shall only do so when such proclamations cannot go through the Committee structure in a timely manner. In no way shall such proclamations commit the County Board of Commissioners, in any way, to any type of contractual arrangement and/or require the County to expend any funds other than the cost for the preparation of the proclamations.

### **C. ADMINISTRATION OF OATHS.**

The Clerk of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board or connected with the discharge of their duties. The Chairperson of the Board shall have the power to issue subpoenas for witnesses and to compel their attendance in the same manner as Courts of Law.

## **III.**

### **CLERK OF THE BOARD**

#### **A. OFFICIAL CLERK AND DUTIES.**

The duly elected/appointed Clerk of the County of Ingham shall be the Clerk of the Board. The Clerk, or their duly appointed deputy, shall perform all duties ordinarily pertaining to such office, including, but not limited to, the following duties prescribed by law:

1. To record all the proceedings of the Board electronically to be placed on the County website. A hard copy shall also be maintained.
2. To make regular entries of all Board resolutions and decisions upon all questions.
3. To record the vote of each Commissioner on any ordinance, resolution or appointment or election of an officer, submitted to the Board.
4. To perform legally required duties on accounts acted upon by the Board and to comply with the Claims Processing Resolution #07-315.

## JUNE 11, 2019 REGULAR MEETING

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5. To certify, under the Seal of the Circuit Court of the County, or the official County Seal, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board, when requested by the Board or any member thereof, or when required by any other person.
6. To perform such other and further duties as the Board may by resolution, from time to time, require.
7. To perform posting functions with respect to full Board meetings as required by the Open Meetings Act, 1976 PA 267. Liaison Committee posting functions shall be performed by the Board of Commissioners' Office.

The Clerk or one of their duly appointed deputies shall be present and take minutes at all meetings of the Board. In the absence of the Clerk, or an appointed deputy, the Chairperson, with the approval of the Board's members present and voting, shall appoint a Board member to act as Clerk Pro Tem until the Clerk or their duly appointed deputy arrives.

### IV.

#### A. STANDING COMMITTEES.

The Board of Commissioners shall have the following standing Committees with the following number of members:

##### COMMITTEES

##### MEMBERS

County Services	7
Finance	7
Human Services	7
Law & Courts	7

#### B. DUTIES OF STANDING COMMITTEES.

Standing Committees shall have and perform the following specific duties:

1. County Services Committee.  
It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which the Committee serves as liaison; study and advise the Board with respect to matters of long range planning; recommend changes in the Board Rules and the organizations and procedures of the Board; recommend adoption of County ordinances; study and advise the Board as to acquisition, disposition, construction, and repairs of all County buildings and grounds; recommend acquisition and disposal of all County equipment, furniture, furnishings and supplies; study and advise the Board with respect to the conservation of energy and other natural resources; acts as liaison to the following County departments, offices, and agencies: County Clerk, Drain Commissioner, Register of Deeds, Treasurer, Innovation and Technology, Equalization, Potter Park Zoo, Financial Services, Purchasing, Facilities, Road Department, Board of Public Works, Plat Board, Boundary Commission, Board of Canvassers, Election Scheduling Committee,



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Board of Election Commissioners, Capital Region Airport Authority, Historical Commission, Greater Lansing Convention & Visitors Bureau, Tri-County Regional Planning Commission, Director, Board of Commissioners' Office, Controller/Administrator, Economic Development Corporation, Brownfield Redevelopment Authority, Land Bank, Potter Park Zoo Board, Women's Commission, and all staff operating the County buildings within the County. This Committee shall also work in conjunction with the Controller/Administrator or their designee to study and advise the Board with respect to all matters dealing with compensation, wages and salaries for all County officers and employees whose salaries are not otherwise fixed by law; study and advise the Board on all matters relating to labor relations and the relationship between the County and its employees; and recommend action on claims related to the Human Resources Department. This Committee shall act as liaison between the Board and all County employee associations, the Human Resources Department, Capital Area Michigan Works, and the Equal Opportunity Committee. The County Services and Finance Committees shall, on no less than an annual basis, review and develop bargaining parameters for labor negotiations; provided however, that all Commissioners shall be notified in advance of when the review shall be held, and shall be given opportunity to provide input. The bargaining parameters being established shall be reported to the Board of Commissioners for its concurrence. The establishment of parameters may be discussed in closed session as provided by law.

2. Finance Committee.

It shall be the duty of this Committee to: study and advise the Board with respect to all appropriations for State, County and general purposes, review and recommend to the Board a budget for County operating expenses by a date specified in a Board resolution for the ensuing year; study and advise the Board with respect to all matters pertaining to bonds, investments and insurance of the County, its officers, employees and agents; study and advise the Board with respect to all financial contracts not otherwise provided for by resolution and/or these Rules; study and advise the Board with respect to apportionment of all tax levies, erroneous land descriptions, correction and re-spreading upon the rolls of all taxes which for any reason have been rejected by the Auditor General, and with the assistance of the Department of Equalization, equalization of valuation assessments among the various townships and cities in the County; recommend action on all claims submitted to the County for payment pursuant to Resolution #07-315; and study and advise the Board with respect to all grants submitted for approval by the Board, including any grant in which the County has direct or indirect involvement (including those where the Board is requested to waive rights in favor of another organization). This Committee is not created pursuant to 1923 PA 301, MCLA 46.61. This Committee shall not serve as liaison to any particular County departments, offices, or agencies, but rather, shall study and advise the Board of the financial ramifications of any proposed action involving the appropriation or transfer of County funds, not otherwise provided by law or Board resolution. The County Services and Finance Committees shall, on no less than an annual basis, review and develop bargaining parameters for labor negotiations; provided however, that all Commissioners shall be notified in advance of when the review shall be held, and shall be given opportunity to provide input. The bargaining parameters being established shall be reported to the Board of Commissioners for its concurrence. The establishment of parameters may be discussed in closed session as provided by law.

3. Human Services Committee.

It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to coordinate all human services in the County and to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which the Committee serves as liaison; review and recommend the budgets for each department; review and recommend on matters dealing with

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solid waste issues; recommend policies relating to the use of human services in the County; make recommendations regarding present and future programs and recommend action on claims related to those departments, offices and agencies with which the Committee serves as liaison, except as otherwise provided by law. Human Services, for the purposes of these Rules, shall encompass the duties and functions of the Cooperative Extension Service, Fair and Board, Department of Human Services and Board, Health Department, Board of Health, Housing Commission, Parks, Department of Veterans' Affairs, Veterans' Affairs Committee, Community Mental Health Authority, Medical Examiner, Human Services Advisory Committee, Capital Area District Library, Parks Commission, and the Youth Commission. The Committee shall act as liaison between the Board and the departments, commissions and boards listed above.

4. **Law & Courts Committee.**

It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which it serves as liaison; study and advise the Board with respect to all matters pertaining to the law enforcement system and the judicial system within the County, and in particular, those departments, offices and agencies with which the Committee serves as liaison; recommend action on any and all claims, complaints, or requests of such departments, offices or agencies. The Committee acts as Liaison to the Animal Control and Advisory Board, Emergency Operations, the Prosecuting Attorney's Office, the Sheriff's Office, Community Corrections, Public Defender's Office, the 911 Center, Circuit Court, District Court, Jury Board, and Probate Court.

### **C. GENERAL DUTIES OF STANDING COMMITTEES.**

In addition to the foregoing, the standing Committees shall have and perform the following other duties:

1. Each standing Committee, except the Finance Committee, shall in the first instance, review all appropriation requests most directly related to its own functions before such appropriation requests are referred to the Finance Committee and make recommendations concerning the same to the Finance Committee and the Board.
2. Each standing Committee shall act as liaison between the Board and the various County offices, boards and agencies respecting matters under the jurisdiction of the Committee as prescribed by these Rules, except as the Board otherwise directs.
3. Each standing Committee shall have and perform such other duties as the Board, from time to time, may require.

### **D. SPECIAL COMMITTEES AND SUBCOMMITTEES.**

There shall be, in addition to the standing Committees, such other special Committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. The membership of all such special Committees shall automatically be vacated upon a new Board of Commissioners taking office.

1. The Chair of a standing committee may create subcommittees and shall designate what is to be considered by each subcommittee. The Chair of the standing committee shall designate a Chair of the subcommittee and shall appoint members to each subcommittee.

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2. The Board Chair may designate additional members to serve on any subcommittee of a standing committee as voting members who do not serve on the full committee.
3. Subcommittees shall follow the same rules as standing committees.
4. The Board of Commissioners may create permanent subcommittees by resolution and members of the subcommittee may receive per diem payments.

### **E. COMMITTEE MEETINGS.**

Meetings of a standing or special Committee may be convened by its Chairperson or by a majority of its members at any time upon reasonable notice to its members and to the Chairperson of the Board, provided the notice complies with the requirements of the Open Meetings Act, 1976 PA 267. A quorum is required to conduct business. A quorum shall consist of the Committee's members noted below. In order for a Committee to move a matter to the Board of Commissioners for consideration, a majority of those voting is required but there shall always be a requirement of not less than the numbers noted in the below chart:

Number of Committee Members Appointed and Serving	Quorum Requirement	Minimum Number of Affirmative Votes Necessary to Recommend Action to Board	Number of Affirmative Votes Necessary to Take Final Action**
3	2	2	2
4	2	2	3
5	3	2	3
6	3	3	4
7	4	3	4
8	4	4	5
9	5	4	5

\*\* (such as the County Services Committee voting on a grievance)

Further, final action of a Committee other than referring a matter to the Board of Commissioners, such as the County Services Committee voting on a grievance, shall require a majority vote of the total Committee compositions (four Commissioners would have to vote in order for a final action in case of a seven member Committee, and three Commissioners would have to vote in order to take such final action for a five member Committee). All Committee meetings shall be open, except that a Committee may vote to go into closed session as provided by the Open Meetings Act, 1976 PA 267. Each Committee shall have a prepared agenda at least one day prior to the Committee meetings, which shall include, as far as is practicable, all items to be considered by the Committee; the agenda shall be posted on the Courthouse bulletin board and shall be made available to the public on request as provided by the Open Meetings Act, 1976 PA 267. The Chairperson of each Committee shall either prepare an agenda in cooperation with the department heads, or shall delegate that authority to the appropriate staff. All Committees shall keep minutes of their meetings as required by the Open Meetings Act, 1976 PA 267, and said minutes shall be permanently kept on file with the Clerk of the Board.

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Every Committee or Subcommittee shall provide an opportunity for public comment at the beginning and end of each agenda. Each person shall be permitted to speak, either at the beginning or the end of the meeting, for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson. Members of the public desiring to speak shall be required to identify themselves.

A recording shall be made during Committee meetings. A recording of a closed session shall be kept separately from any open session recordings. Any recording shall be kept in the County Clerk's Office. Open session recordings shall be available for public access for at least six months from the date of the meeting after which time it may be erased or overwritten. The commitment of staff time shall be limited to providing access to the original tape, or to provide a copy upon request at a rate allowed under the Freedom of Information Act.

### **F. CONSENT AGENDA.**

At the discretion of the Committee Chairperson, all of the resolutions and actions of the Committee which are on the agenda may be acted upon in one vote; provided, however, that any member of the Committee may identify specific resolutions and actions which are not to be included in the one vote but which are to be discussed and voted upon separately.

Prior to the Committee Chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.

## **V.**

### **CONDUCT OF BOARD MEETINGS**

#### **A. QUORUM.**

A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary. Commissioners unable to attend due to medical reasons or due to military duty shall be permitted to participate in the discussion and votes of committee and board meetings by telephone or videoconference provided that the requirements of the Open Meetings Act are met and that a quorum is physically present. Commissioners participating by telephone or videoconference shall be considered present (by telephone or videoconference) without compensation. Effective January 1, 2021 Commissioners participating by telephone or videoconference are entitled to a per diem for a maximum of three (3) meetings annually.

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### B. ORDER OF BUSINESS.

1. Agenda.
  1. Call to Order and Roll Call
  2. Pledge of Allegiance
  3. Time for Meditation
  4. Reading and Correction of Minutes
  5. Addition of Items to the Agenda
  6. Petitions and Communications
  7. Limited Public Comment
  8. Committee Chair Response
  9. Consideration of Consent Agenda
  10. Committee Reports
  11. New and Miscellaneous Business
  12. Late Committee Reports and Late Individual Resolutions
  13. Special Orders of the Day
  14. Public Comment
  15. Commissioner Announcements
  16. Consideration and Allowance of Claims
  17. Adjournment
2. Specific Agenda Priorities. All matters shall be placed upon the agenda of the Board within a specific section as listed immediately above by the Clerk of the Board.
3. Committee Chair Response to Public Comment. Immediately after the conclusion of public comment, a Committee Chair or the Chair of the Board may respond to issues raised by a speaker, to correct a factual misunderstanding or provide helpful information regarding the County's consideration of the matter. Any such response should be limited to factual matters and not exceed one minute. The response should not be used to criticize the previous speaker, explain political positions, or engage in debate.
4. Consent Agenda. At the discretion of the Board Chairperson, with approval of the Board, all of the resolutions and actions of the Board which are on the agenda may be acted upon in one roll call vote; provided, however, that any member of the Board may identify specific resolutions and actions which are not to be included in the one roll call vote but which are to be discussed and voted upon separately; and provided further that resolutions and actions requiring a roll call vote and/or a 2/3 vote shall not be included in the one vote but shall be discussed and voted upon separately.

Prior to the Board Chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.
5. Agenda Deadline. All information to be placed on the agenda must be received by the Clerk of the Board from Committees no later than 10 am the Thursday prior to the Board of Commissioners meeting. On or before the fourth day before each Board meeting, the Clerk shall mail or provide electronically to each Commissioner the agenda for the meeting, arranged as described in these Rules, and briefly describing all matters to be considered, including a copy of all Committee reports and individual resolutions to be acted upon at said meeting. No Committee report or individual resolutions, other than reports on routine claims, shall ordinarily

## JUNE 11, 2019 REGULAR MEETING

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be considered unless a copy thereof has been mailed or provide electronically to each Commissioner with the agenda or otherwise delivered to each Commissioner not later than the third day prior to the meeting. Late Committee items shall be distributed to all Commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five minute recess may be granted at the request of any Commissioner prior to the consideration of late items. Individual resolutions, which have not been moved at Committee, shall ordinarily be referred to Committee unless 2/3 of the members present vote to allow the resolution to be considered by the Board immediately.

### **C. RIGHTS AND DUTIES OF MEMBERS.**

Speaking Priorities. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to three (3) minutes, after the formal introduction but prior to any discussion of the matter on the floor. In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the Chairperson which person shall exercise the right given by this rule to first speak on the pending matter. Before speaking, each member shall address themselves to the Chairperson. If two or more members seek recognition to speak at the same time, the Chairperson shall designate the order in which they shall speak. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, shall immediately cease talking and be seated. Every Commissioner shall vote on all questions unless excused by the Chairperson. The Chairperson shall vote on all questions unless excused by the Board.

### **D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS.**

No motion shall be debated or voted upon unless seconded. It shall then be stated by the Chairperson before debate. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, Committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn.

1. Voting. The vote on any question shall be taken by a yea and nay roll call when called for by any member of the Board. Closed sessions may be held, provided the Open Meetings Act, 1976 PA 267, is adhered to.
2. Order of Precedence of Motions. When a motion is seconded and before the Board, no other motion shall be received except the following:
  - a. To fix the time to which to adjourn
  - b. To adjourn
  - c. For the previous question
  - d. To lay on the table
  - e. To postpone indefinitely
  - f. To postpone to a date certain
  - g. To refer
  - h. To amend

These motions shall have precedence in the order as above named.

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3. Motions to Adjourn. A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor; provided, that there shall be other intervening business or a change in the circumstances between the two motions to adjourn.
4. Motions to Reconsider. A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event the moving member shall file written notice of their intention to move or a reconsideration in the Office of the Clerk of the Board at least one day before making such a motion.
5. Reports and Motions Requiring Signatures. All reports of Committees shall be in writing and the names of the members of such Committees concurring in such reports shall be noted thereon. Every written resolution or motion shall have noted the name of the member or members introducing the same.
6. Resolutions and Ordinances. Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board, in accordance with Section V, Subsection B, Number 2. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.
7. Division of Question. Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

### **E. APPEAL FROM DECISION OF CHAIRPERSON.**

When an appeal is taken from the decision of the Chairperson, the member taking the appeal shall be allowed to state their reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present, except the Chairperson, upon the request of any member, shall not preside over such a vote.

### **F. REFERRAL TO COMMITTEES.**

It shall be the duty of the Chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper Committee unless objection be made by some member, in which event a motion made and adopted with reference to the subject shall preclude the Chairperson's action.

### **G. DISCHARGE OF COMMITTEE.**

The Board may, by a majority vote of all its members, discharge any Committee from further consideration of any matter referred to the Committee for general referral if the motion to discharge was properly placed upon the meeting agenda at which action is desired. Any motion to discharge that does not appear on the agenda of the meeting at which action is desired, shall require a two-thirds (2/3) vote of all members elected and serving for passage.

**H. MOTION TO CLEAR THE FLOOR.**

If, in the judgment of the Chairperson, there is a confusion of Parliamentary procedure existing, the Chairperson shall have the right to request a "motion to clear the floor" which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the Chairperson, and if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.

**I. PUBLIC MEETINGS.**

Board meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267.

**J. COMMENTS FROM THE FLOOR.**

Only members of the Ingham County Board of Commissioners shall be given the floor to speak during any Board meeting except:

1. Anyone who desires to speak under Subsection B, Number 1, and J of this article; and
2. County officials and/or personnel may speak with the consent of the majority of the Board members present; and
3. Any person who, with the consent of the Chairperson of the Board and/or the Chairperson and/or a majority of any Board Committee, has been given permission to be listed in an appropriate place on the agenda for the purpose of that presentation at the meeting; and
4. Under public comment, each person shall be permitted to speak once during each meeting for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson; and
5. The Clerk of the Board with the consent of the Chairperson.

**K. PARLIAMENTARY AUTHORITY.**

Mason's Manual of Legislative Procedure, shall govern all questions of procedures which are not otherwise provided by the Rules, or by State law.

**L. USE OF CELL PHONES.**

During meetings of the Board, including Committee meetings, all cell phones or other electronic devices shall be turned off or set to "mute" or "vibrate" in order to avoid disruption.



## **JUNE 11, 2019 REGULAR MEETING**

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Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of Board and Committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to “mute” or “vibrate” in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.

### **VI.**

#### **FINANCE**

##### **A. SALARIES.**

The salary of each elected official shall be fixed by the Board according to the provisions of the law.

##### **B. BOARD COMPENSATION.**

Members of the Board and its Committees shall be compensated for their duties and their Committee work at such rates and such amounts as the Board, by resolution, in accordance with State law, shall determine.

##### **C. EXTRA COMPENSATION.**

The Board shall not grant or authorize extra compensation to any public officer, agent or contractor after the services have been rendered or the contract entered into.

##### **D. BUDGET LIMITATIONS.**

Except as may be otherwise required by law or Board Resolution, no County board, agency, or officer whose budget is in whole or in part subject to the jurisdiction of the Board shall exceed or commit itself to exceed its budget or any line item thereof without prior approval of the Board.

### **VII.**

#### **ADMINISTRATION**

##### **A. FORM OF REPORTS AND COMMUNICATIONS.**

All written reports and communications to the Board and its Committees and members from any office, agency or employee of the County shall be upon 8-1/2 by 11 inch paper.

**B. NOTICE OF BOARD ACTION.**

When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the Board of Commissioners' Office shall promptly notify the person or agency making the request or demand of the Board's action thereon.

**C. SCHEDULE OF CLAIMS.**

At the end of each regular and adjourned regular meeting of the Board, the County Clerk shall provide the Board with a schedule of the claims to be considered for allowance or disallowance in accordance with Resolution #07-315.

**D. MINUTES.**

A copy of the minutes of each Board meeting shall be prepared and transmitted to each Board member promptly. The County Clerk or their designee, shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.

All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered immediately by the Clerk of the Board in the order of their adoption, which number shall be prefixed with the last two digits of the year of its adoption and a hyphen. Thus, the third resolution adopted in 2019 would be designated "RESOLUTION NO. 19-03". As each resolution is finally adopted, the Clerk of the Board shall assign its proper number, which shall appear at the head of said resolution as finally adopted in the minutes as shown above.

**E. BUDGET AND SALARY DETAIL.**

When the tentative budget and when the budget itself is submitted to the Board by the Finance Committee, as provided in these Rules, the Controller/Administrator shall provide each member of the Board with a copy of the full budget and salary schedule and such other information as required in the Uniform Budgeting Act, 1978 PA 621.

**F. MEMBERS' MANUAL.**

As soon as possible after the adoption of these Rules, the Director, Board of Commissioners' Office shall make available the following information:

1. Names, addresses and telephone numbers (home and business) of all Board members.
2. The most current Board Rules, as amended.
3. The positions, names and addresses of all Board appointees, with the date of their original appointment to said board and the date which their current term expires.
4. The notebook or manual shall also include such other information as the Board, by resolution, from time to time directs.
5. The County Ethics Policy.

The Director, Board of Commissioners' Office shall update this information as necessary.

**G. COPIES OF PARLIAMENTARY AUTHORITY.**

The Director, Board of Commissioners' Office shall provide each member a copy of Mason's Rules of Order.

**H. RELEASE OF ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS.**

Attorney-client privileged communications may be released to persons and/or the general public under the following conditions:

1. A county commissioner requests the release of an Attorney-client privileged communication.
2. The county attorney provides their opinion regarding the release of such privileged communication to the County Services Committee. The county attorney will determine if disclosure could have any negative effect on pending litigation or other legal matters.
3. The County Services Committee shall make a recommendation to the full Board of Commissioners.

**VIII.**

**TITLES AND SUBTITLES**

The title and subtitles of these Rules, and the citations appended thereto, are for convenience only, and shall not be considered as part of these Rules.

**IX.**

**AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES**

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the Commissioners elect. They shall remain in effect until rescinded or amended.
- B. Any amendment to these Rules properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

**JUNE 11, 2019 REGULAR MEETING**

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**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 5**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RESCINDING RESOLUTION #06-292 REQUIRING CERTAIN  
ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES THAT EVALUATE EMPLOYEES TO  
SUBMIT THE EVALUATIONS TO THE INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION # 19 – 254**

WHEREAS, Resolution #06-292 required certain advisory boards and commissions that evaluate employees to submit the evaluations to the Ingham County Board of Commissioners; and

WHEREAS, due to restructuring and changes in oversight of certain positions within the County of Ingham, this resolution is no longer necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby rescinds Resolution #06-292 Requiring Certain Advisory Boards, Commissions, and Committees that Evaluate Employees to Submit The Evaluations to the Ingham County Board of Commissioners effective upon the adoption of this resolution.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 6**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION REAFFIRMING RESOLUTION #06-115  
TO ESTABLISH A POLICY ON THE COUNTY ORIENTATION OF COUNTY APPOINTEES TO  
CERTAIN BOARDS, COMMISSIONS, AND COMMITTEES**

**RESOLUTION # 19 – 255**

WHEREAS, the Board of Commissioners appoint County residents to a variety of advisory boards, commissions and committees which are essential to the function of Ingham County Government; and

WHEREAS, certain advisory boards, commissions and committees have the ability to independently solicit bids and contract for services and it is important for them to be made aware of certain Ingham County policies and procedures; and

WHEREAS, Resolution #06-115 established a policy regarding orientation of county appointees to certain boards, commissions, and committees and the Board of Commissioners wish to reaffirm this policy.

THEREFORE BE IT RESOLVED, that all Ingham County appointees to advisory boards, commissions and committees will receive copies of Ingham County's social media and attendance policies.

BE IT FURTHER RESOLVED, that all future Ingham County appointees to advisory boards, commissions and committees will receive copies of the county ethics policy, social media and attendance policies along with their appointment notifications.

BE IT FURTHER RESOLVED, that the directors of Community Health Center Board, Fair Board and Parks Commission shall conduct orientations with Ingham County appointees on County Ethics, Purchasing, Living/Prevailing Wage, Equal Employment Opportunity Committee, Travel and Open Meetings Act Policies as appropriate.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges that non-county appointed directors of other boards, commissions and committees such as Community Mental Health Authority and the Capital Region International Airport Authority provide orientations on appropriate county and organizational specific policies and practices.

BE IT FURTHER RESOLVED, that the Board of Commissioners' Office will distribute copies of this resolution to all Ingham County advisory boards and commissions and committees.

**JUNE 11, 2019 REGULAR MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 7**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING AN INTERVIEW PROCESS FOR MAKING APPOINTMENTS  
TO ADVISORY BOARDS/COMMISSIONS**

**RESOLUTION # 19 – 256**

WHEREAS, the Board of Commissioners appoints citizens to advisory boards and commissions; and

WHEREAS, applicants for these advisory boards and commissions are interviewed by the various Liaison Committees; and

WHEREAS, the interview process is an important part of ensuring that the most qualified applicants are selected to serve on Ingham County's boards and commissions; and

WHEREAS, a Board Rules/Appointments Subcommittee was appointed to review the Board Rules, Ethics Policy and procedures and policies currently in place overseeing advisory boards and commissions; and

WHEREAS, it is the recommendation of the Board Rules/Appointments Subcommittee that a uniform interview process be established for appointments to the various boards and commission; and

WHEREAS, to assist in the interview process, the Board Rules/Appointments Subcommittee also recommends that applicants have the option to submit resumes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the attached interview process whereby applicants are interviewed on an individual basis and asked a series of standardized questions, subject to follow-up questions if necessary.

BE IT FURTHER RESOLVED, that members of the Committee are free to ask additional questions.

BE IT FURTHER RESOLVED, that the Liaison Committee Chair has the option to waive this process in cases where it is not necessary to interview the applicants individually.

BE IT FURTHER RESOLVED, that the advisory board/commission application will be amended to reflect that applicants have the option to submit resumes if desired.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

Adopted as part of a consent agenda.



## **JUNE 11, 2019 REGULAR MEETING**

### **SCRIPT AND QUESTIONS FOR APPOINTEES TO BOARDS AND COMMISSIONS**

At this point in our agenda we will be interviewing potential appointees for \_\_\_\_\_ board/commission. This is a public meeting and all members of the public are welcome to stay during the interview process. However, we do ask that out of respect for their fellow interviewees, that all potential candidates please step out of the room and wait to be called in so that we may interview each candidate one at a time.

Mr./Ms./Mx. \_\_\_\_\_. Thank you for applying to serve on \_\_\_\_\_ commission/board. We have a set of questions we would like to ask as part of the interview process. Members of the committee may have additional follow-up questions based on your response.

1. Why are you interested in serving on this board/commission?
2. What do you see as the main focus of this board/commission?
3. What unique skills or qualifications do you have that would benefit the work of this board/commission?
4. Are there specific issues that you hope to address as a member of this board/commission?
5. What is the biggest challenge or opportunity you think this board/commission will face in the course of the next year?

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 8**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING AN APPOINTMENT TO THE POTTER PARK ZOO BOARD**

**RESOLUTION # 19 – 257**

WHEREAS, several vacancies exist on the Potter Park Zoo Board; and

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

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

Cindy Kangas, 944 South Cedar #5, Mason 48854

to the Potter Park Zoo Board to a term expiring December 31, 2021.

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

**Nays:** None **Absent:** None **Approved 06/04/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 9**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TWO-YEAR EXTENSION TO THE CONTRACT WITH THE  
STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) FOR  
THE ACCESS AND USE OF THE MICHIGAN CENTRALIZED  
BIRTH CERTIFICATION SYSTEM (MiCBCS)**

**RESOLUTION # 19 – 258**

WHEREAS, Resolution #16-387 authorized Ingham County, in conjunction with the Ingham County Clerk, to contract with MDHHS for access to the MiCBCS, which is utilized to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, there are fees collected from customers for the service and remitted to MDHHS for access of the MiCBCS, and they are as follows:

- non-state-only records are \$4 for the first copy and \$1 for each additional copy;
- state-only records are \$34 for the first copy and \$16 for each additional copy; and
- state-only senior citizen records are \$14 for the first copy and \$16 for each additional copy; and

WHEREAS, pursuant to Resolution #17-21, the Ingham County Clerk collects \$10.00 per transaction for records issued from the MiCBCS irrespective of the number of certified copies processed and remits said funds to the General Fund; and

WHEREAS, the contract authorized by Resolution #16-387 expires after September 30, 2019; and

WHEREAS, the Ingham County Clerk desires to extend this contract for two more years (extension period: October 1, 2019 – September 30, 2021) in order to continue offering the highest level of customer service to Ingham County residents.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, in conjunction with the Ingham County Clerk, hereby authorizes a two-year extension to the contract with the MDHHS for access to and usage of the MiCBCS.

BE IT FURTHER RESOLVED, that the two-year extension shall run October 1, 2019 to September 30, 2021.

BE IT FURTHER RESOLVED, that Resolutions #16-387 and #17-21 otherwise remain in effect.

BE IT FURTHER RESOLVED, that the applicable MiCBCS fees to be collected and remitted to the MDHHS shall not exceed \$10,000 per year.

## **JUNE 11, 2019 REGULAR MEETING**

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

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 10**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT AN ULTRASOUND DONATION FROM THE POTTER PARK  
ZOOLOGICAL SOCIETY**

**RESOLUTION # 19 – 259**

WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, the Potter Park Zoo Veterinarian identified the need for a specialized ultrasound machine that will provide significant improvement in the monitoring of animal health through high quality images; and

WHEREAS, an anonymous donor has offered to fund a new ultrasound machine for the Potter Park Zoo animal health department through the Potter Park Zoological Society; and

WHEREAS, Ingham County Animal Control will be able to utilize the current Zoo ultrasound; and

WHEREAS, the new ultrasound is valued at \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the ultrasound donation from the Potter Park Zoological Society valued at \$35,000.

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

**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

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

**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

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

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF POTTER PARK ZOO**

**RESOLUTION # 19 – 260**

WHEREAS, Potter Park Zoo is an accredited Association of Zoos and Aquariums (AZA) facility which must maintain or exceed the standards as put forth by AZA; and

WHEREAS, a reorganization of the Zoo's animal care positions provides a more effective structure to meet the changing standards of the AZA; and

WHEREAS, creating a part-time clerk position allows for additional consistency in the Zoo's financial department; and

WHEREAS, Potter Park Zoo is funded by a County millage and there are sufficient funds in the Zoo budget for the proposed new positions; and

WHEREAS, personnel costs provided by the budget department show there is combined savings of \$8,088 at Step 8 for the proposed positions; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and Teamsters Local 243 – Potter Park Zoo Supervisory Unit support the proposed reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create the following new positions: (1) Animal Care Supervisor, (1) Animal Programs Manager, (1) Part-time Account Clerk, and (2) Zookeeper 400; eliminate the following positions: General Curator, Registrar, and Head Keeper; and amend the following job descriptions: Zookeeper 400 and Zookeeper 500.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2019 and 2020 budgets.

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 12**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LETTER OF UNDERSTANDING WITH THE CCLP SUPERVISORY  
OFFICERS UNIT REGARDING ADJUSTMENT OF THE 2018 BASE SALARY SCHEDULE FOR  
THE POSITION OF CAPTAIN**

**RESOLUTION # 19 – 261**

WHEREAS, an agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement); and

WHEREAS, during negotiations for this Agreement, the parties mutually agreed to add \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018; and

WHEREAS, this agreement was inadvertently omitted from the draft document titled “Agreement” as ratified by the parties; and

WHEREAS, it has been agreed to between the parties to include in the 2018 – 2020 Supervisory Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018;

THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Agreement with the CCLP Supervisory Officers Unit to include in the 2018 – 2020 Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018, subject to approval as to form by the County Attorney.

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

**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

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

**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**LETTER OF UNDERSTANDING  
BETWEEN  
COUNTY OF INGHAM  
AND  
SCOTT WRIGGELSWORTH, INGHAM COUNTY SHERIFF  
AND  
CAPITOL CITY LABOR PROGRAM (CCLP) INC.  
FOR  
SUPERVISORY OFFICERS UNIT**

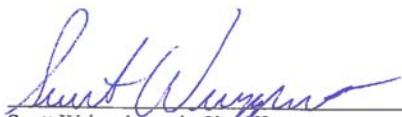
WHEREAS, an agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement); and

WHEREAS, during negotiations for this Agreement, the parties mutually agreed to add \$2,000 to the 2018 base salary schedule for the position of Captain, to be effective in the first full pay period in 2018; and

WHEREAS, this agreement was inadvertently omitted from the draft document titled "Agreement" as ratified by the parties;

NOW THEREFORE, IT IS HEREBY AGREED between the parties to include in the 2018 – 2020 Supervisory Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018;

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Agreement with the CCLP Supervisory Officers Unit to include in the 2018 – 2020 Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018, subject to approval as to form by the County Attorney.

  
\_\_\_\_\_  
Scott Wriggelsworth, Sheriff

5-20-19  
\_\_\_\_\_  
Date

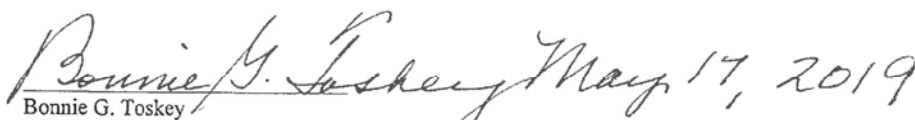
  
\_\_\_\_\_  
Tom Krug, CCLP Executive Director

5-20-19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Sue Graham, Human Resources Director

\_\_\_\_\_  
Date

APPROVED AS TO FORM FOR INGHAM COUNTY:  
COHL, STOKER, TOSKEY, P.C.

  
\_\_\_\_\_  
Bonnie G. Toskey



## JUNE 11, 2019 REGULAR MEETING

2017 with \$2,000 added

EFFECTIVE DATE	DESCRIPTION	STEP/LEVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
12/24/2016	CAPTAINS	1	\$38.4979	\$307.9833	\$3,079.8300	\$80,075.6500
12/24/2016	CAPTAINS	2	\$38.7823	\$310.2578	\$3,102.5800	\$80,667.0400
12/24/2016	CAPTAINS	3	\$39.0665	\$312.5324	\$3,125.3200	\$81,258.4300
12/24/2016	CAPTAINS	4	\$39.3529	\$314.8233	\$3,148.2300	\$81,854.0500
12/24/2016	CAPTAINS	5	\$39.6368	\$317.0937	\$3,170.9400	\$82,444.3700

2018 with 1% added

EFFECTIVE DATE	DESCRIPTION	STEP/LEVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
01/02/2018	CAPTAINS	1	\$38.8829	\$311.0631	\$3,110.6300	\$80,876.4100
01/02/2018	CAPTAINS	2	\$39.1700	\$313.3604	\$3,133.6000	\$81,473.7100
01/02/2018	CAPTAINS	3	\$39.4573	\$315.6577	\$3,156.5800	\$82,071.0100
01/02/2018	CAPTAINS	4	\$39.7465	\$317.9715	\$3,179.7200	\$82,672.5900
01/02/2018	CAPTAINS	5	\$40.0331	\$320.2647	\$3,202.6500	\$83,268.8100

2018 with salary scale adj of .5%

EFFECTIVE DATE	DESCRIPTION	STEP/LEVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
01/02/2018	CAPTAINS	1	\$39.0773	\$312.6184	\$3,126.1800	\$81,280.7900
01/02/2018	CAPTAINS	2	\$39.3659	\$314.9272	\$3,149.2700	\$81,881.0800
01/02/2018	CAPTAINS	3	\$39.6545	\$317.2360	\$3,172.3600	\$82,481.3700
01/02/2018	CAPTAINS	4	\$39.9451	\$319.5613	\$3,195.6100	\$83,085.9500
01/02/2018	CAPTAINS	5	\$40.2333	\$321.8660	\$3,218.6600	\$83,685.1500

**JUNE 11, 2019 REGULAR MEETING**

2019 with 2% added

EFFECTIVE DATE	DESCRIPTION	STEP/LEVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
01/05/2019	CAPTAINS	1	\$39.8589	\$318.8708	\$3,188.7100	\$82,906.4100
01/05/2019	CAPTAINS	2	\$40.1533	\$321.2258	\$3,212.2600	\$83,518.7000
01/05/2019	CAPTAINS	3	\$40.4476	\$323.5808	\$3,235.8100	\$84,131.0000
01/05/2019	CAPTAINS	4	\$40.7441	\$325.9526	\$3,259.5300	\$84,747.6700
01/05/2019	CAPTAINS	5	\$41.0379	\$328.3033	\$3,283.0300	\$85,358.8500

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 13**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUPPORTING THE INGHAM COUNTY CULTURAL DIVERSITY COMMITTEE'S  
FIRST ANNUAL INGHAM COUNTY'S UNITY IN THE COMMUNITY**

**RESOLUTION # 19 – 262**

WHEREAS, the Ingham County Cultural Diversity Committee hosted a successful luncheon this year and is proud to say that Ingham County has a culturally diverse and changing population displayed in terms of many characteristics, including ethnicity, race, gender and religion; and

WHEREAS, in addition to the established luncheon initiative, it is the goal of the Cultural Diversity Committee to remain active throughout the year by educating, raising awareness and providing a positive environment that promotes diversity and inclusion for all; and

WHEREAS, employee survey results suggested that the Cultural Diversity Committee sponsor additional enrichment events that promote diversity; and

WHEREAS, in keeping with the strategic plan to promote respect for diversity, the Committee is initiating efforts to have an additional event this year to celebrate Ingham County's continued unity efforts; and

WHEREAS, this employee-community engagement event entitled "Ingham County's Unity in the Community" will highlight Ingham County's diversity and is scheduled for Friday, September 20, 2019 from 5:30 pm – 8:30 pm at Hawk Island Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Ingham County Cultural Diversity Committee on a successful 2019 Diversity Luncheon and supports the first annual "Ingham County's Unity in the Community" event.

BE IT FURTHER RESOLVED, that \$2,500 shall be appropriated from the Contingency Fund for this event and the Controller/Administrator is authorized to make the necessary budget adjustments.

BE IT FURTHER RESOLVED, that employees, as well as their family and friends, are encouraged to attend the first annual "Ingham County's Unity in the Community" event.

## **JUNE 11, 2019 REGULAR MEETING**

**COUNTY SERVICES: Yeas:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None **Absent:** Koenig **Approved 06/04/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 14**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION MAKING AN APPOINTMENT TO THE YOUTH COMMISSION**

**RESOLUTION # 19 – 263**

WHEREAS, several vacancies exist on the Ingham County Youth Commission; and

WHEREAS, the Human Services Committee has interviewed those interested in serving on the Commission.

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

Ismael Jaber, 4392 Greenwood Dr, Okemos 48864

to the Ingham County Youth Commission to a term expiring August 31, 2022.

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/03/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 15**

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION MAKING AN APPOINTMENT TO THE  
COMMUNITY HEALTH CENTER BOARD**

**RESOLUTION # 19 – 264**

WHEREAS, several vacancies exist on the Community Health Center Board; and

WHEREAS, the Human Services Committee interviewed applicants interested in serving on this Board.

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

Rachel Ruddock, 3895 Raleigh Drive, Okemos 48864

to the Community Health Center Board for a term expiring December 31, 2019.

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

**Nays:** None **Absent:** None **Approved 06/03/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 16**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE INTERGOVERNMENTAL CONTRACT  
WITH MID STATE HEALTH NETWORK (MSHN)**

**RESOLUTION # 19 – 265**

WHEREAS, Under 2012 PA 500 and 2012 PA 501, the coordination of the provision of substance use disorder services will be transferred, no later than October 1, 2014, from existing coordinating agencies to community mental health entities designated by MDHHS to represent a region of community mental health authorities, community mental health organizations, community mental health services programs or county community mental health agencies, as defined under MCL 300.1100a(22); and

WHEREAS, MSHN represents twelve (12) community mental health organizations in Region 5 and qualifies as a MDHHS-designated community mental health entity to coordinate the provision of substance use disorder services in Region 5; and

WHEREAS, MSHN, as a MDHHS-designated community mental health entity, is required, under MCL 330.1287(5) to establish a substance use disorder oversight policy board (SUD Policy Board) through a contractual agreement, under appropriate law, between MSHN and each of the Counties in Region 5; and

WHEREAS, through Resolution #14 – 386 an inter-local agreement was authorized and this resolution authorizes an extension of that agreement.

THEREFORE BE IT RESOLVED, that an extension to the inter-local agreement be entered into with MSHN for the establishment of a substance use disorder policy board that includes a provision for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County for a three - year time period beginning when the agreement is fully executed.

BE IT FURTHER RESOLVED, MSHN will provide Ingham County with substance abuse services and accounting and audit reports consistent with the requirements of the Michigan Department of Treasury, demonstrating its use of funds received from Ingham County from liquor tax revenues, which use shall be in accordance with the requirements of MCL 211.24(e).

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.

## **JUNE 11, 2019 REGULAR MEETING**

**HUMAN SERVICES: Yeas:** Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert  
**Nays:** None **Absent:** None **Approved 06/03/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.



**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 17**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND STAFFING SERVICES AGREEMENT WITH CROSS COUNTRY**

**RESOLUTION # 19 – 266**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Cross Country Agreement (Resolution #19-075) to include the Community Health Centers (CHCs) by adding temporary placements to sustain access to care for the patient panels of the recently vacated physician positions; and

WHEREAS, through Resolution #19-075, the agreement with Cross Country staffing for the placement of clinical staffing, including Certified Nursing Assistants, Nurses, Medical Assistants, Licensed Practical Nurses, was amended to include medical providers (Nurse Practitioners, Physician Assistants, and Physicians) through Cross Country's subsidiary, Medical Doctors Associates; and

WHEREAS, ICHD is experiencing critical staffing levels in CHC operations as a result of two recent vacancies in physician positions; and

WHEREAS, in order to avert negative impacts of provider staff vacancies to service delivery and quality of care for Health Center patients, ICHD would like to amend the Cross Country agreement to include the CHCs for temporary placements to sustain access to care for the patient panels of the recently vacated physician positions; and

WHEREAS, through this amended agreement, CHC operations can maintain adequate primary care provider staffing and service levels with temporary placements while permanent placements are recruited and hired into the vacant county physician positions; and

WHEREAS, this amendment totaling \$250,000 will be effective June 1, 2019 through March 30, 2020; and

WHEREAS, the costs associated with contractual staffing to fill employment vacancies for the physician positions are offset by unexpended salary and fringe budgeted for those positions; and

WHEREAS, the total costs of contractual staff even in a high vacancy year, would not exceed the total contractual, salary and fringe amounts budgeted in any given fiscal year; and

WHEREAS, the Ingham Community Health Center Board supports the amending of the Cross County Staffing Agreement to include the CHCs with temporary provider Placements; and

## **JUNE 11, 2019 REGULAR MEETING**

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners amend the existing Cross County Staffing Agreement to include the CHCs for temporary provider placements for a total amount not to exceed \$250,000 effective June 1, 2019 through March 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the existing Cross County Staffing Agreement to include the Community Health Centers for temporary provider placements for a total amount not to exceed \$250,000 effective June 1, 2019 through March 30, 2020.

BE IT FURTHER RESOLVED, that through this amendment, the CHC operations can maintain adequate staffing and service levels with temporary placements while permanent placements are recruited and hired into the vacant County positions.

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 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 06/03/2019**

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

**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 18**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH NORTHWEST INITIATIVE FOR DAY  
REPORTING SERVICES AND SENTINEL, INC. FOR ELECTRONIC MONITORING SERVICES AS  
AUTHORIZED BY THE JUSTICE MILLAGE**

**RESOLUTION # 19 – 267**

WHEREAS, on August 7, 2018 the Ingham County Board of Commissioners 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 \$100,600 to fund community based programs, including \$52,000 for Day Reporting and \$20,000 which will supplement the current general fund allocation (\$50,000) for Electronic Monitoring services; and

WHEREAS, current vendors Northwest Initiative and Sentinel, Inc. are willing and prepared to provide program services to the County through a Justice Millage funded contract through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and with Sentinel, Inc. in an amount not to exceed \$20,000 for the period from the date of a fully executed contract through December 31, 2019.

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

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

## **JUNE 11, 2019 REGULAR MEETING**

**LAW & COURTS: Yeas:** Slaughter, Celentino, Crenshaw, Polsdofer, Trubac  
**Nays:** None **Absent:** Koenig, Schafer **Approved 05/30/2019**

**FINANCE: Yeas:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 19**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION AND ENTERING  
INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM  
COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO  
PROGRAM SUBCONTRACTS FOR FY 2019-2020**

**RESOLUTION # 19 – 268**

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

WHEREAS, the State Community Corrections Advisory Board approved the Funding Application and Plan for FY 2019-2020; and

WHEREAS, the FY 2019-2020 Application provides for the following CCAB Plans and Services programming: Relapse Prevention and Recovery (\$67,898) to be provided by CEI CMH; Gatekeeper services (\$4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$26,082) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$12,000) to be provided by Prevention and Training Services; Opioid Specific Program services (\$55,000) to be provided by Tri County Community Adjudication Program; Day Reporting services (\$40,274) to be provided by Northwest Initiative – ARRO; and, Electronic Monitoring Services for Pretrial defendants (\$10,134) to be provided by Sentinel, Inc., for a subcontracted program total of \$215,457 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, the FY 2019-2020 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30<sup>th</sup> Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$291,562 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, Ingham County is also provided with availability of a projected average daily population of 30 residential beds and with M.D.O.C. in the amount of \$531,075 and 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169 contracting directly with residential providers rather than with local jurisdictions for a projected total value of \$552,244; and

## **JUNE 11, 2019 REGULAR MEETING**

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

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2019-2020 in the amount of \$291,562 in CCAB Plans and Services and Administration funds for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2019 through September 30, 2020 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$26,082; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$12,000; with Tri County Community Adjudication Program for the cost of Opioid Specific Program services not to exceed \$55,000; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$67,898; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$40,274; and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

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

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

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

**Nays:** None **Absent:** Koenig, Schafer **Approved 05/30/2019**

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

**Nays:** None **Absent:** None **Approved 06/05/2019**

Adopted as part of a consent agenda.

**JUNE 11, 2019 REGULAR MEETING**

**ADOPTED – JUNE 11, 2019  
AGENDA ITEM NO. 20**

Introduced by the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPOINTING LINDSEY MCKEEVER  
AS THE INGHAM COUNTY FAIRGROUNDS EVENTS DIRECTOR**

**RESOLUTION # 19 – 269**

WHEREAS, the position of Fairgrounds Events Director was posted and advertised in accordance with Ingham County hiring procedures; and

WHEREAS, applicants were reviewed and screened and interviews were held by the Fairgrounds Events Director Selection Committee; and

WHEREAS, the Fairgrounds Events Director Selection Committee is recommending the appointment of Lindsey McKeever as Fairgrounds Events Director for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Lindsey McKeever as Ingham County Fairgrounds Events Director effective August 15, 2019.

BE IT FURTHER RESOLVED, that Lindsey McKeever will be placed on the current salary schedule for the Fairgrounds Events Director at MCF-13, Step 5 (\$94,510.67) with terms of employment and compensation as outlined in the Ingham County Managerial and Confidential Manual.

BE IT FURTHER RESOLVED, that Lindsey McKeever will be compensated as a temporary employee at the hourly rate of \$45.44 for hours worked during the period of July 22 – August 4, 2019 prior to and during the 2019 Ingham County Fair.

Adopted as part of a consent agenda.

## **JUNE 11, 2019 REGULAR MEETING**

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

Commissioner Slaughter moved to appoint himself as the alternate for the Equal Opportunity Committee. Commissioner Sebolt supported the motion.

The motion carried unanimously. Absent: Commissioner Schafer

### **PUBLIC COMMENT**

None.

### **COMMISSIONER ANNOUNCEMENTS**

None.

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

Commissioner Morgan moved to pay the claims in the amount of \$3,391,015.91. Commissioner Slaughter supported the motion.

The motion carried unanimously. Absent: Commissioner Schafer

### **ADJOURNMENT**

The meeting was adjourned at 6:45 p.m.



**RESOLUTION NO. 19-244  
VETERANS SERVICES GRANT FUNDING**

WHEREAS, MCL 35.623a(5)(a), as amended, establishes a “base amount” of \$50,000 per County for “veterans service operations;” and

WHEREAS, MCL 35.623a(5)(b) provides for a “per capita amount” for the “number of veterans residing in each county;” and

WHEREAS, the plain language of MCL 35.623a(5) provides that disbursements to counties are to be determined by “combining” these amounts; and

WHEREAS, the distinction between a “base amount” of \$50,000 per year and a variable “per capita amount” strongly suggests that the base amount may be interpreted as being fixed; and

WHEREAS, the statute can reasonably be interpreted to mean that the \$50,000 base amount would be ongoing, and would thus sustain County initiatives, provided the County complied with the provisions of MSC 35.623a; and

WHEREAS, the Gratiot County Department of Veterans Affairs has taken all steps prescribed by MVAA to achieve the eligibility requirements established in MCL 35.623a and thus to qualify for continued funding into the new fiscal year; and

WHEREAS, Gratiot County has, in fact, relied on this “fixed” base amount in implementing plans for services to veterans, to wit, hiring two highly qualified part-time Veterans Service Officers, with further plans to fund their VA Accreditation Training; and

WHEREAS, the Michigan Veterans Affairs Agency has a long history of promoting an increase in the number of Veterans Administration Accredited Representatives to serve Michigan Veterans; and

WHEREAS, subsequent to disbursing the statutorily mandated funds for 2019, the Michigan Veterans Affairs Agency briefed the Michigan Association of County Veterans Counselors that the grant funding is programmed to be reduced to a \$25,000 “base amount” for Fiscal Year 2020 due to funding constraints; and

WHEREAS, this reduction contravenes the plain language of the statute and will undermine steps taken by Gratiot County to provide services to our veterans; and

NOW, THEREFORE,, be it resolved, that the Gratiot County Board of Commissioners urges compliance with the plain language of MCL 35.623a, and calls upon the State Legislature and the Governor to fully fund the County Veterans Service Fund Grant in FY 2020 and beyond; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Whitmer, Senator Outman, Representative Filler, Representative Lower, the Michigan Association of Counties, and Veterans Services Offices in all Michigan counties.

**Certification**

I hereby certify that the above is a true copy of a Resolution adopted by the Gratiot County Board of Commissioners at its regular meeting on June 4, 2019 in the Commissioners' meeting room in the Gratiot County Courthouse, pursuant to the required statutory procedures.

Respectfully submitted,

  
\_\_\_\_\_  
Angie Thompson, Gratiot County Clerk

Dated: June 4, 2019



**Bennett, Becky**

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**From:** Mary Bowen <marybowenesq@att.net>  
**Sent:** Wednesday, June 12, 2019 7:29 AM  
**To:** Bennett, Becky  
**Subject:** Resignation from the Ingham County Women's Commission

Good morning Becky,

I wanted to notify you about my resignation from the Ingham County Women's Commission. I just moved to Clinton County and I no longer reside in Ingham County. Due to my change in residency, I am resigning from the Ingham County Women's Commission.

Please let me know if you need a more formalized resignation letter or if my email will suffice.

It has been a pleasure serving on the Women's Commission.

Thank you,

Mary

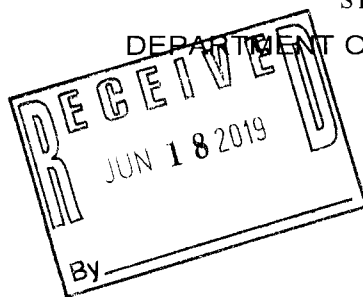
Mary A. Bowen  
 Attorney & Civil Mediator  
[marybowenesq@att.net](mailto:marybowenesq@att.net)

(810) 444-5654

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GRETCHEN WHITMER  
GOVERNOR



STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

June 12, 2019

Dear Interested Party:

Pursuant to Act 451, Section 5511, the Michigan Department of Environmental Quality, Air Quality Division's Pending New Source Review Application Report is enclosed. This report lists all of the pending applications submitted for sources within your county.

The Pending New Source Review Applications Report includes the following information: county, city, date received, applicant's name, site address, application permit number, and a brief description of the nature of the source or process.

This report will be sent to you on a monthly basis unless you request that your name be deleted from our mailing list. Please note that this information is updated weekly and is also available on the Internet. A list is available on the Permits to Install Internet page at <https://www.michigan.gov/air>. Click the "Permits" tab, click the link by the second bullet for PTI/NSR permits, and click the sixth bullet under "Application / PTI Information" entitled "Pending PTI Application List." You may obtain information on sources located in neighboring counties by accessing the above list or by contacting me.

Thank you for your interest in this matter.

Sincerely,

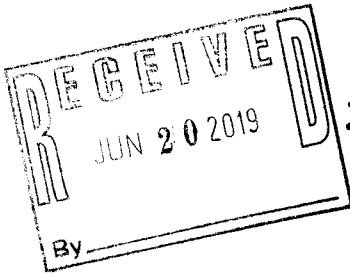
Sue Thelen  
Permit Section  
Air Quality Division  
517-284-6804

Enclosure

## MDEQ Air Quality Pending Permit to Install Applications

### District: Lansing

<u>County</u>	<u>City</u>	<u>SRN</u>	<u>Site Address</u>	<u>Applicant</u>	<u>Permit No.</u>	<u>Received</u>	<u>Application Reason</u>
EATON	DIMONDALE	P0152	7432 PARSONS DRIVE	MICHIGAN DEPT OF TECHNOLOGY MANAGEMENT & BUDGET	60-19	3/29/2019	NEW BOILER
GENESEE	BURTON	P0999	4420 DAVISON ROAD	MI NP BURTON DISTRIBUTION, LLC	27-19	1/23/2019	TWO COMPRESSION IGNITION AND DIESEL FIRED EMERGENCY GENERATORS
GENESEE	CLIO	P0755	14235 N SAGINAW ROAD	WEBER SAND & GRAVEL, INC	79-19	5/13/2019	PORTABLE CRUSHING & SCREENING FACILITY
GENESEE	FLINT	N8325	4201 PIER NORTH BLVD	WOODWORTH, INC	41-19	2/22/2019	VACUUM NITRIDING FURNACE
GENESEE	FLINT	P1014	3302 KENT STREET	GROUND EFFECTS, LLC	57-19	4/1/2019	APPLICATION OF SPRAY IN BED LINERS
GENESEE	GRAND BLANC	N5991	2361 W GRAND BLANC ROAD	CITIZENS DISPOSAL, INC	67-19	4/16/2019	INCREASE THE SULFUR DIOXIDE EMISSIONS
GENESEE	GRAND BLANC	N5991	2361 W GRAND BLANC ROAD	ENERGY DEVELOPMENTS GRAND BLANC, LLC	62-19	4/5/2019	EMISSION LIMITATION INCREASE
GRATIOT	ITHACA	P0788	1266 E WASHINGTON ROAD	ZFS ITHACA, LLC	20-17B	5/16/2019	MODIFY STACK HEIGHTS
GRATIOT	SAINT LOUIS	P0768	4324 NORTH STREET	VELSICOL CHEMICAL CORPORATION	1-19SA	5/20/2019	SRD FOR TEMPORARY REMEDIATION SYSTEM
INGHAM	EAST LANSING	K3249	354 SERVICE ROAD	MICHIGAN STATE UNIVERSITY	139-18	8/13/2018	NEW NATURAL GAS POWER GENERATION - 4 RECIPROCATING INTERNAL COMBUSTION ENGINES. DUAL-FUEL BOILER, FUEL HEATERS.
INGHAM	LANSING	B2647	1201 S WASHINGTON AVENUE REO TOWN PLANT	LANSING BOARD OF WATER & LIGHT	88-19	5/23/2019	CHANGES TO EMISSION LIMITS
INGHAM	LANSING	N2473	209 W MOUNT HOPE AVENUE	ATMOSPHERE ANNEALING, LLC	289-98B	3/22/2019	ATMOSPHERE OIL QUENCH AND TEMPER LINE
SHIAWASSEE	OWOSSO	N7289	123 N CHIPMAN STREET	SONOCO PROTECTIVE SOLUTIONS, INC	278-02E	4/10/2019	NEW HIRSCH 6000 PRE-EXPANDER



# Tri-County Office on Aging

*A Consortium of Clinton, Eaton & Ingham Counties  
and the Cities of Lansing and East Lansing since 1974*

June 18, 2019

Ingham County Board of Commissioners  
P.O. Box 319  
Mason, MI 48854

Dear Ingham County Board of Commissioners:

The Tri-County Office on Aging's (TCOA) Fiscal Year 2020-2022 Multi-Year Plan is available for review. This planning document is required under the Older Americans Act and Older Michiganians Act.

The Michigan Aging and Adult Services Agency (AASA) requires TCOA to ask major cities and county commissions to approve the plan. We are requesting that this plan be approved by August 1, 2019. A resolution endorsing the plan would be appreciated. If the Board does not respond by August 3, 2019, TCOA will consider this passive approval of the plan.

We have sent an electronic copy via email to Director Becky Bennett, with a copy to TCOA Administrative Board Members Robin Naeyaert and Bryan Crenshaw. You may also view the plan and its attachments on the TCOA website at [www.tcoa.org/documents](http://www.tcoa.org/documents). Simply click the link referring to the Multi-Year Plan document.

Ingham County, along with Eaton and Clinton counties and the Cities of Lansing and East Lansing, is a member of the Tri-County Aging Consortium. The Consortium members appoint representatives to serve on TCOA's Administrative Board, which has the responsibilities of agency operations, and must endorse and recommend approval of the Plan to AASA. The Board endorsed the plan on July 17, 2019. Two older adults, with an additional vacancy, appointed by Ingham County serve on the Advisory Council that reviewed and recommended approval to the Consortium Administrative Board.

Please email the resolution to [LemmerT@tcoa.org](mailto:LemmerT@tcoa.org) at your earliest convenience. If you have further questions, please feel free to contact me. I can be reached at 517-887-1348.

Thank you for your attention to this issue.

Sincerely,

Tammy S. Lemmer  
Community Relations and Grants Manager

5303 S. Cedar Street, Suite 1, Lansing, MI 48911-3800  
Telephone 517.887.1440 • Toll Free 1.800.405.9141  
Fax 517.887.8071 • [www.tcoa.org](http://www.tcoa.org)



**TRI-COUNTY OFFICE ON AGING  
MULTI-YEAR AREA PLAN SUMMARY  
Fiscal Years 2020-2022**

Tri-County Office on Aging's (TCOA) mission is to promote and preserve the independence and dignity of the aging population. This mission is at the core of all programs and services the agency provides in its service area and the foundation of the agency's 2020-2022 Multi-Year Plan (MYP). This plan was created using the input of local seniors and persons with disabilities, community partners, staff members and members of the agency's Advisory Council and Administrative Board.

Between the 2010 National Census and the 2017 American Community Survey, the three counties that make up TCOA's service area experienced a 19% increase in the 60 and older population. The tri-county population of adults age 60 and older represented 20% of the total tri-county population in 2017. TCOA has continued prioritizing services to focus on serving individuals considered high risk and needing the most assistance.

**Special Projects and Partnerships:**

- \* Medicare/Medicaid Assistance Program – Continue to partner with Capital Area Community Services and Disability Network Capital Area to provide MMAP services in the tri-county area. Utilize traditional and social media to share information and recruit and train new MMAP volunteers to keep up with the growing demand from the ever-changing health care system.
- \* Evidence-based programs – Strengthen partnerships with health plans, physician groups and community organizations to expand implementation of evidence-based programs.
- \* Advocacy - Advocate with Silver Key Coalition and other advocacy organizations to increase state and federal funding for in-home services and promote higher reimbursement rates, resulting in increased wages and training for direct care workers.  
Support exploration and possible formation of a committee for county senior millage(s).
- \* Accreditation - TCOA anticipates obtaining accreditation through the National Committee for Quality Assurance (NCQA). NCQA uses the most up to date evidence based-practices to determine quality indicators. One benefit to accreditation is that potential entities that may want to partner with TCOA will recognize the agency's dedication to quality and know that specific minimum standards have already been met. Currently, TCOA is only choosing to pursue accreditation in relation to the MI Choice Waiver, though opportunities remain for the agency to bring multiple programs forward in the future, such as Care Management or Case Coordination.

**Public Hearings:**

At least two public hearings on the FY 2020-2022 MYP must be held in the Planning and Service Area (PSA). The hearings must be held in an accessible facility. Persons need not be present at the hearings to provide testimony: e-mail and written testimony must be accepted for at least a thirty-day period beginning when the summary of the MYP is made available (no later than April 19, 2019).

May 6, 2019 1:00PM	Charlotte Community Library 226 S. Bostwick, Charlotte, MI 48813
May 8, 2019 1:00PM	Briggs District Library 108 E. Railroad St., St. Johns, MI 48879
May 9, 2019 1:00PM	Tri-County Office on Aging 5303 S. Cedar St., Bldg. 1, Lansing, MI 48911

**Proposed Goals and Objectives**

\*All goals and objectives are subject to change.

<b>GOAL 1*</b>	At least one community in the PSA will complete an aging-friendly community assessment and receive recognition as a CFL by 9/30/2020.
<b>Objective A</b>	Work to secure at least one community in the Region 6 PSA as a recognized CFL by September 2020.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Explore or revisit CFL recognition with communities in the tri-county area that may be willing to align their efforts with the qualifications and requirements to become a CFL.</li> </ul>
<b>GOAL 2*</b>	Ensure older adults have access to information and services to improve their ability to make informed decisions regarding their independence.
<b>Objective A</b>	Work with Area Agencies on Aging Association of Michigan (4AM) on development of Management Services Organization (MSO) to prepare for the demands of managed care and multiple healthcare contractual opportunities.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Participate in Strategic Initiative Committee.</li> <li>• In partnership with 4AM, secure the services of a consultant with expertise in managed care.</li> <li>• Educate staff, board and stakeholders (including provider network and consumers) on the impact and benefits of the model and engage them in the process.</li> </ul>
<b>Objective B</b>	Improve access to programs and services for underserved populations.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Secure services of a Resource Navigator.</li> <li>• Facilitate connections with culturally and/or linguistically specific community based organizations.</li> <li>• Provide access to assistance with MMAP and other public benefits.</li> <li>• Connect with medical community, physician organizations, and health plans.</li> <li>• Connect with neighborhood organizations.</li> <li>• Promote cultural competency issues impacting underserved local seniors and persons with disabilities, including non-English speaking and Lesbian, Gay, Bisexual and Transgender individuals.</li> <li>• Utilize the SAGE LGBT inclusivity guide to enhance service to the community.</li> </ul>
<b>Objective C</b>	Expand housing assistance to increase access to community housing options.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Create/distribute public directory of all senior housing, low income and accessible housing options in the tri-county area.</li> <li>• Schedule and convene meetings for Managers of Senior Complexes and Landlords.</li> <li>• Maintain information on Private Landlords.</li> </ul>
<b>Objective D</b>	Provide information about benefits and help people solve problems with health benefit programs and related insurance products.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Continue to advocate for funding.</li> <li>• Continue to recruit and train new MMAP volunteers.</li> <li>• Utilize traditional and social media to share information and obtain new volunteers.</li> </ul>
<b>Objective E</b>	Improve transportation partnerships focusing on TCOA's consumer demographic needs.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Maintain supply of bus passes on hand for non-waiver clients.</li> <li>• Explore options for increased usability of local transportation providers.</li> <li>• Explore ways to make on-demand transportation available and affordable when needed. (e.g. senior discounts expanded hours and routes, rural service)</li> <li>• Pursue ability to process CATA Spectran applications to certify riders.</li> </ul>



<b>Objective F Activities</b>	<p>Increase access to kinship care services in the tri-county area.</p> <ul style="list-style-type: none"> <li>• Partner/explore idea of forum on kinship with MSU Kinship Resource Center.</li> </ul>
<b>Objective G Activities</b>	<p>Work to advance community integration and outreach efforts.</p> <ul style="list-style-type: none"> <li>• Expand public awareness and education efforts.</li> <li>• Maintain Long Term Care Collaborative/Aging and Disability Resource Center partnership.</li> <li>• Expand partnerships with doctors' offices, physician groups, health plans and community-based organizations.</li> <li>• Partner with MSU College of Human Medicine to implement the Caring for Patients with Chronic Conditions curriculum to educate Medical Residents on resources available through the aging network.</li> </ul>
<b>Objective H Activities</b>	<p>Work to advance advocacy efforts in the tri-county area.</p> <ul style="list-style-type: none"> <li>• Have local seniors represent the tri-county area on the Michigan Senior Advocates Council to advocate for older Michiganians.</li> <li>• Continue to have Tri-County Office on Aging staff and Advisory Council representation on the planning committee for Older Michiganians Day.</li> <li>• Encourage Advisory Council members and other local advocates to meet with local state legislators to advocate on issues impacting older adults and persons with disabilities as identified in the Older Michiganians Day Platform.</li> <li>• Support exploration and possible formation of a committee for county senior millage(s).</li> <li>• Advocate with Silver Key Coalition, IMPART Alliance and other advocacy organizations to increase state and federal funding for in-home services and promote higher reimbursement rates, resulting in increased wages and training for direct care workers.</li> </ul>

<b>GOAL 3*</b>	Improve access to health, wellness and nutrition supports.
<b>Objective A Activities</b>	<p>Continue to expand access to evidence-based disease prevention programs in the tri-county area.</p> <ul style="list-style-type: none"> <li>• Explore alternative and additional fund sources available to expand and sustain evidence-based programs.</li> <li>• Seek out community partners and train new Coaches, Lay Leaders and Master Trainers for these programs.</li> <li>• Seek out community organizations that serve minorities and underserved populations as partners to offer these programs to otherwise overlooked individuals.</li> <li>• Maintain Medicare certification and explore the possibility of expanding to Medicaid and other health plans for reimbursement.</li> <li>• Work to provide oral health programs in partnership with nutrition and dental organizations.</li> </ul>
<b>Objective B Activities</b>	<p>Provide access to healthy and affordable meals to nutritionally at-risk older adults.</p> <ul style="list-style-type: none"> <li>• Explore expansion of food preparation, storage and distribution to improve participant choice and variety of frozen and other meals.</li> <li>• Explore additional funding sources and partnerships to prevent wait lists. (e.g. Medicare Advantage)</li> </ul>

<b>Objective C</b>	Expand care transition efforts to improve communication and consumer experience and reduce unnecessary admittance and readmittance to hospitals and emergency rooms.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Work to expand reimbursement sources to Medicare Advantage Plans, Medicaid and private insurances, including Medicare D-SNP.</li> <li>• Implement Connect 2 Care to improve communication and quality of care by sharing information with hospitals, physicians and skilled nursing facilities.</li> <li>• Implement CAPABLE (Community Aging in Place, Advancing Better Living for Elders) project to improve participant physical function and underlying issues that impact abilities, like pain and depression, with the intent to reduce unplanned transitions. (e.g. Hospitalizations, Emergency Room visits, etc.)</li> </ul>
<b>Objective D</b>	Explore the opportunity to assist tri-county community members in securing a Senior Millage for vital unmet needs.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Support possible millage planning committee, including providing data and information to inform campaign.</li> </ul>

<b>GOAL 4*</b>	Protect older adults from abuse and exploitation.
<b>Objective A</b>	Raise awareness of domestic abuse, physical and sexual abuse and financial exploitation occurring in the older adult population and how to better respond to these situations.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Pursue the Prevent Elder and Vulnerable Adult Abuse, Exploitation, and Neglect TODAY (PREVNT) grant renewal and other funding sources.</li> <li>• Continue to strengthen partnerships in Clinton and Eaton counties.</li> <li>• Continue to participate in the Ingham County Coordinated Community Response team.</li> <li>• Continue to participate in vulnerable adult networks (VANs) in the tri-county area.</li> <li>• Utilize social media to assist in publicizing information about current scams and fraud occurrences that are being reported locally.</li> </ul>

<b>GOAL 5*</b>	Support formal and informal caregivers in the community, including direct care workforce.
<b>Objective A</b>	Continue to expand access to caregiver supports and education.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Explore options for an Adult Day Center to provide respite services in Clinton County.</li> <li>• Work with community partners to promote and advance workshops and information, including SAVVY/Creating Confident Caregivers and Powerful Tools for Caregivers.</li> <li>• Work with IMPART Alliance to increase availability of Building Training Building Quality (BTBQ).</li> <li>• Continue partnering with MI Disability Rights Coalition on Living Well in Michigan initiative.</li> </ul>
<b>Objective B</b>	Work to expand access to programs and services addressing dementia.
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Expand SAVVY/Creating Confident Caregivers training to reach more caregivers of minority populations.</li> <li>• Provide additional education and resources for professional and non-professional caregivers.</li> <li>• Maintain the Resource Directory for Caregivers with an emphasis on dementia supports in partnership with other community organizations.</li> </ul>

- Explore opportunities for persons with dementia to receive personal music therapy.
- Partner with AASA and AAAAM to secure funding for evidence-based programs relating to dementia.

*The complete Multi-Year Plan 2020-2022 draft is available online at [www.tcoa.org/documents](http://www.tcoa.org/documents).*

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 –**

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**

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 June 4, 2019 as submitted.

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

**INGHAM COUNTY ROAD DEPARTMENT**

DATE June 4, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
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:

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 –**

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**

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



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

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 N 1/4 COR OF SEC 16 -E ALNG N SEC LN 889.32 FT TO POB -E 150 FT -S0D01'50"E 675 FT -W 150 FT -N0D01' 50"W 675 FT TO POB ON NE 1/4 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 SW 1/4 OF NW 1/4 SEC 18 T1N 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

2019 Foreclosure List

33-16-16-16-400-010	DEXTER TR	S 16-15-S COM AT CEN OF SEC 16-SUBSO 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 -S0D04'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 DURANT 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

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 –**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on \_\_\_\_\_, 2019, at \_\_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner:  
\_\_\_\_\_

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

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

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: Commissioners \_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**FINANCE:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**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.

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

### **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 \_\_\_\_\_, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

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

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Barb Byrum, Clerk  
County of Ingham

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 –**

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; 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**



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 –**

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

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**

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, Hagadorn 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

**2019 Local Road Program Match Amounts, Projects & Estimated Costs**

<b>Township</b>	<b>Prior Match Remaining</b>	<b>2019 Road dept. Match</b>	<b>Total 2019 Match Available</b>	<b>Proposed 2019 Local Road Projects</b>	<b>Estimated Total Project Cost</b>	<b>Estimated Township Cost</b>	<b>Road dept. Contribution</b>
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, Hagadorn 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

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 –**

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**

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 –**

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

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.

**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**

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).*



**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.)

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

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 –**

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:

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**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF CERTAIN GRANTS DURING THE  
BOARD OF COMMISSIONERS 2019 SUMMER SCHEDULE**

**RESOLUTION # 19 –**

WHEREAS, during the months of July, August and September the Board of Commissioners is on its summer schedule, meeting once per month; and

WHEREAS, in the summer schedule period, departments may be offered grant funding whereby final acceptance and contract execution must occur prior to the next Board of Commissioners meeting; and

WHEREAS, failure to act on final grant acceptance and contract execution within time limits prescribed by the granting agency may result in program disqualification; and

WHEREAS, in order to avoid such a situation occurring in 2019, it is necessary to authorize the Board Chairperson to sign those grant agreements after approval as to form by the County Attorney.

THEREFORE BE IT RESOLVED, the Chairperson of the Board of Commissioners is hereby authorized to sign grant agreements after approval as to form by the County Attorney, in cases whereby final acceptance and contract execution must occur prior to the next Board of Commissioners meeting.

BE IT FURTHER RESOLVED, that authorization through resolution or contract authorization form will be sought at the earliest possible round of Board of Commissioners' meetings following the date the department was notified of the grant.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary adjustments to the budget and position allocation list associated with grants accepted under this resolution.

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

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 –**

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**

Key Implementation Tasks	<u>Lead Responsibility/Others</u> Involved	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.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
g. Work to improve accessibility for visitors of all ages and abilities.	<u>Parks</u> Zoo Animal Control	Ongoing	The Parks Department was awarded two grants for Burchfield Park and McNamara Landing. The grant for McNamara Landing will provide for a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility. The Overlook Shelter grant will provide for the installation of a new ADA shelter, parking improvements, accessible pathway, etc. at Burchfield Park. In addition, we have a new ADA wheelchair at Lake Lansing South to provide beach access for any park visitor.
h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.	<u>Parks</u> Board of Commissioners Purchasing	Ongoing	A fourth round of millage applications were reviewed and 16 new projects were awarded that will address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. The grant for McNamara Landing to install a new EzDock kayak launch will also enhance access to a blueway trail connecting to Burchfield Park. In addition, we have purchased kayaks for Hawk Island and Burchfield Park.
i. Construct a new 50,000 sq. ft. exposition center and replace the grandstands at the Fairgrounds.	<u>Fair</u> Controller Board Of Commissioners Purchasing	Last quarter 2019 (Fair)	Exploring a variety of methods to get the project completed by late 2019.
j. The Drain Commissioner's office will continue its program of maintenance and improvement of the important public drain infrastructure	<u>Drain Commissioner</u>	Ongoing	Maintenance and improvement of drain infrastructure is an ongoing activity.
k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.	<u>Health Department</u> Purchasing	Ongoing	Household Hazardous Waste collection program continued. See activity indicators for metrics.



Key Implementation Tasks	Lead Responsibility/Others Involved	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.

Key Implementation Tasks	Lead Responsibility/Others Involved	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

Key Implementation Tasks	Lead Responsibility/Others Involved	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.*

Key Implementation Tasks	Lead Responsibility/Others Involved	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.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
<b>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.</b>			
<i>Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.</i>			
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.

Key Implementation Tasks	Lead Responsibility/Others Involved	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.*

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

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



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.

Key Implementation Tasks	Lead Responsibility/Others Involved	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/upgraded by 2021.	The Board of Commissioners decided to move forward with a ballot question in November 2018 to increase the 9-1-1 surcharge to fund a full radio replacement, per Resolution 18-322. The ballot question was approved by voters and the radio replacement project is underway.
e. Supplement the CCAB Plans and Programs through local funding given the limited resources available.	<u>Community Corrections</u> <u>Advisory Board</u> Circuit Court Prosecuting Attorney	2018	CMH-CATS, Jail and Community Corrections worked together to propose programming that 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.

Key Implementation Tasks	Lead Responsibility/Others Involved	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.**

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.*

Key Implementation Tasks	Lead Responsibility/Others Involved	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.

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

Key Implementation Tasks	Lead Responsibility/Others Involved	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 Sheriff Controller Facilities	August 2018	The County is requesting that the voters consider a millage that would replace the current county jail, the Sheriff's administrative offices and court facilities located in Mason. This construction would be financed with bonds which would be paid for by the proceeds of the millage over the next 20 years. The County is also requesting additional programming funds over the same time period in order to expand services that would treat substance addictions and mental illness at the jail, and also to reduce re-incarceration among arrested persons. Voters approved the millage, and planning for the new justice complex and expanded programming is underway.
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.



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.*

Key Implementation Tasks	Lead Responsibility/Others Involved	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.*

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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

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



## OUR VALUES

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

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





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 –**

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**

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 –**

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**

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 –**

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.

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**



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 –**

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**

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 –**

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**

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 –**

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 (ICHC) 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/ICHC'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/ICHC'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.

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**

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 –**

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**

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 –**

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.

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**

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 –**

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**



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 –**

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

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**

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 –**

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**

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

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 –**

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**