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

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 22, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [May 8, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution Making [Limited Tax Pledge](#) for Ingham County Land Bank Fast Track Authority Series 2019 Note
2. Public Defenders Officer – Resolution to Authorize a Subscription for [Westlaw](#) Legal Research Program
3. 9-1-1 Center – Resolution to Authorize Administrative Finding that [Peninsula Fiber Network LLC](#) Shall be the Primary 9-1-1 Service Supplier
4. Community Agencies – Resolution Approving Criteria for Evaluating [2020 Applications](#) for Community Agency Funding
5. Parks Department – Resolution to Authorize the [Account Clerk](#), Parks Part-Time Position to be Converted to a Full Time Position
6. Health Department
 - a. Resolution to [Amend Resolution #19-194](#)
 - b. Resolution to Authorize an Agreement with [Edge Publicom](#) for a Medical Marihuana Public Education Campaign
 - c. Resolution to Accept Funding from [MDHHS](#) for Child Adolescent Expanded Mental Health
 - d. Resolution to Authorize an Agreement with [NextGen](#) for Custom Ryan White Templates
 - e. Resolution to Accept Reinvestment Fund Invest [Health Field Building](#) Grant Award
 - f. Resolution to Authorize an Agreement with [Rite Aid](#) Corporation for 340B Prescription Drug Services
 - g. Resolution to Enter Agreement with Roger L. Donaldson, AIA P.L.C. for New Hope Community Health Center [Renovations](#)

7. Potter Park Zoo
 - a. Resolution to Authorize a Purchase Order to [Radtech X-Ray](#)
 - b. Resolution to Authorize an Agreement with the City of Lansing for the Storm [Water Quality Study](#) at Potter Park Zoo
8. Facilities Department
 - a. Resolution to Authorize an Agreement with LJ Trumble Builders, LLC. for Improvements to the Four [Horse Barns](#) at the Fair Grounds
 - b. Resolution to Authorize a Contract Renewal with RNA Facilities Management for [Janitorial Services](#) at Several County Facilities
 - c. Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed [Security Guard Services](#) at Several County Facilities
9. Road Department – Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to [M&M Pavement Markings, Inc.](#), Grand Blanc, Michigan for Bid Packet #81-19
10. Human Resources Department
 - a. Resolution to Approve [Amendments](#) to the 2019 Managerial and Confidential Employee Personnel Manual
 - b. Resolution to Adopt a Letter of Understanding Between Ingham County, 30th Circuit Court and OPEIU Family Court Union Local 459 for [On-Call Clinical Mental Health Services](#)
11. Controller/Administrator's Office – Ingham County [Strategic Plan Update](#) (*Discussion*)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE

May 8, 2019

Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Polsdofer, and Schafer

Members Absent: Morgan, Tennis

Others Present: Tim Morgan, Melissa Buzzard, Bill Brickey, Tim St. Andrew, Michael Townsend, Beth Foster, and others.

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

Approval of the April 24, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE APRIL 24, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Morgan and Tennis

Additions to the Agenda

Substitutes –

5. Animal Control – Resolution to Accept Bissell Pet Foundation Empty the Shelters Free Adoption Grants on an Ongoing Basis
11. Road Department
 - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and ~~Rejection of~~ **Defer Action on All Bids** Received for Item IV of Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads

Limited Public Comment

None.

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

2. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Contract for Attorney Services for the Juvenile Division
 - b. Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center

3. Public Defenders Officer – Resolution Creating Clerk and Technical Support Position for the Public Defenders Office
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to LJ Trumble Group for the Hand Rails in the 30th Circuit Court Room at the Mason Courthouse
 - b. Resolution to Authorize a Purchase Order to Replace the Domestic Hot Water Storage Tank at the Ingham County Jail
 - c. Resolution to Authorize a Purchase Order to Replace the Sewage Ejector Pump at the Grady Porter Building
5. Animal Control – Resolution to Accept Bissell Pet Foundation Empty the Shelters Free Adoption Grants on an Ongoing Basis
6. 9-1-1 Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Solacom Product Guardian, Equipment, System Support, Training, and Optional Equipment
7. Fair Office – Resolution to Accept a Grant from the Michigan Department of Agriculture and Rural Development
8. Health Department
 - a. Resolution to Amend the Mother and Infant Oral Health Pilot Project Grant
 - b. Resolution to Accept Funding from Michigan State University’s College of Human Medicine
9. Parks Department
 - a. Resolution to Authorize an Amendment to Meridian Township’s Trails and Parks Millage Agreements
 - c. Resolution to Authorize a Contract with L.J. Trumble Builders, LLC.
10. Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the FOSP Board
11. Road Department
 - a. Resolution to Approve Local Road Agreement with Lansing Township
 - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and ~~Rejection of~~ **Defer Action on All Bids** Received for Item IV of Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads
 - c. Resolution to Replace Roof at the Road Department Eastern District Garage

12. Controller/Administrator's Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

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

1. Presentation – Pre-Audit Communication

Bill Brickey and Tim St. Andrew, Plante & Moran, gave a presentation on the pre-audit and audit.

Commissioner Crenshaw asked what happened if the audit was not completed by the June 30th deadline.

Mr. St. Andrew stated that it was a slap on the wrist by the State, but the plan was still to issue the report by the June 30th deadline.

Chairperson Grebner stated that he suspected there were a few municipalities that have missed the June 30th deadline before.

Mr. Brickey stated that it had happened before and if the State did withhold revenue sharing, they just would give it to the County when they did file.

Commissioner Crenshaw asked if the June 30th deadline was missed, when the date was that the County would want to file by.

Mr. St. Andrew stated that the worst case scenario was that the County could ask the State for an extension, which was usually 30 days and they could try to get it in by then.

Chairperson Grebner stated that in the past Plante & Moran had charged an additional five figure fee for reworking the County's own data and asked if they were looking at anything remotely like that this year.

Mr. Brickey stated that if the County gave them something they would audit it, but they were not going to do work and fix things beyond that. He further stated that the contract with the County was to audit, so they avoided doing accounting service.

Chairperson Grebner asked if they had a tally sheet of extra charges yet that they would end up billing the County in the end.

Mr. Brickey stated he felt like Plante & Moran had assisted a lot, but that their intent was not to end up with that off-to-the-side billing.

Mr. Brickey and Mr. St. Andrew concluded the presentation.

Chairperson Grebner thanked them for coming.

5. Animal Control – Resolution to Accept Bissell Pet Foundation Empty the Shelters

Free Adoption Grants on an Ongoing Basis

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

Chairperson Grebner stated that it was a great idea for a Department that received routine donations to have a standing resolution so they can accept money going forward without having to bring a resolution before the Board every year.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

9. Parks Department

- b. Resolution to Authorize an Amendment to the City of Lansing and the Village of Stockbridge Trails and Parks Millage Agreements

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

Commissioner Schafer stated that he was concerned about long term infrastructure and what plans were in place. He further stated that many people might not know that one of the reasons this millage existed was because the Lansing River Trail was so severely neglected that Mayor Virg Bernero worked hard on the Board of Commissioners to get a millage to pass.

Commissioner Schafer asked what the setback requirements were for trails.

Chairperson Grebner stated that he thought it might be a local issue governed by zoning.

Melissa Buzzard, Trails and Parks Millage Program Coordinator, stated that she had emailed her State co-workers who worked more closely with zoning and was waiting to hear back. She further stated she would forward that information as soon as she could.

Commissioner Schafer asked if the County had any liability for the trails since they helped fund them.

Chairperson Grebner stated that the Committee could ask the attorney for the details but there was very limited liability in Michigan for injuries on roadways or trails.

Chairperson Grebner directed staff to ask the County Attorney for a description of the liability. He further stated that where the trail was the property of the township or city and the County was merely providing money, he was sure the County didn't have any liability.

Ms. Buzzard said she would review the contract and if it was not in there, she would ask the attorney.

Commissioner Schafer asked if eminent domain has been used.

Tim Morgan, Parks Director, stated that he did not believe eminent domain had been used.

Ms. Buzzard stated that the communities had worked to get right of ways or easements, but she had not heard of any use of eminent domain.

Chairperson Grebner stated that, in most cases, municipalities would deal with that issue.

Commissioner Schafer stated that he wondered if there was opposition.

Commissioner Maiville stated that Delhi Township had been talking about possibly using eminent domain for something completely separate from this that was not funded by the County.

Chairperson Grebner stated that it was possible that it could happen and that staff could look that up.

Commissioner Schafer stated that his major concern was 10 years down the line, if anyone was working to plan set money aside for maintenance. He further stated concern that then there would be a millage for the County to start maintaining something that was supposed to be maintained by the local unit.

Ms. Buzzard stated that the application to receive funding, through the grant process, required local units to outline their maintenance plan. She further stated that she did not know if the actual contract outlined that, but she could check.

Commissioner Schafer stated that he did not want the County to be a bailout in the future.

Ms. Buzzard said she would ask the attorney to clarify.

Commissioner Schafer asked if a trail could ever be abandoned by a local unit.

Chairperson Grebner stated that he did not think there would be anything to stop that.

Tim Morgan, Parks Director stated that it would be up to each individual community to pursue or not pursue something like that and then up to the County to decide if they wanted to take it over.

Chairperson Grebner stated he could see that potentially happening if a new section was built that rendered an existing section obsolete.

Commissioner Schafer stated that when the soil was evaluated, he noticed the engineering estimates were all over the chart and asked how thorough of an engineering study was really done.

Ms. Buzzard stated that since she had been involved in the Trails and Parks Millage projects, many communities did feasibility studies, but that was up to each individual community and she was not heavily involved in that part of the process.

Commissioner Schafer asked if it really was the best route or was just desired to be the best route.

Discussion.

Chairperson Grebner stated that the question should have a clear answer. He further stated that, as he mentioned at the May 6, 2019 Human Services Committee meeting, it seemed the accuracy of the pre-bid estimate compared to the bids received was far off.

Chairperson Grebner stated that we were doing a bad job of guessing. He further stated that part of the problem could be that the municipalities carrying out the projects did not have a lot of experience doing trail projects yet.

Commissioner Crenshaw stated that he wanted to refute Commissioner Schafer's comment that this was the Lansing River Trail. He further stated that former Mayor Bernero never contacted him about this.

Commissioner Crenshaw stated that this is a County-wide trails and park millage that passed overwhelmingly across the County, which demonstrated interest in the project for every municipality. He further stated that this was not a Lansing River Trail millage, and he took offense at that.

Commissioner Maiville stated that, going back to the infrastructure discussion, right after the millage passed he county had done an inventory and engineering study. He asked if that study had been updated or if not, when it should be revisited.

Ms. Buzzard stated that if the millage was renewed, it should be reviewed then.

Mr. Morgan pointed out that Ms. Buzzard had been certified for PACER rating.

Mr. Morgan stated that Commissioner Maiville's point was valid the inventory and engineering study should be revisited.

Commissioner Maiville stated that perhaps Ms. Buzzard could do that.

Commissioner Schafer stated that he would like to clarify that this was not a Lansing River Trail millage, but what he was trying to convey was that this millage started, because former Mayor Bernero asked the County Board to do it, because the Lansing River Trail was in such bad shape.

Commissioner Schafer stated that his big point was that he wanted to see this maintained. He further stated that he was not opposed to the trails, and would vote for it, but that he wanted people talking about infrastructure and maintenance.

Chairperson Grebner stated that in general, the County should have oversight since there was a promise of a County system of trails. He further stated that he hoped that someone was familiar with every single foot of the trail no matter what segment.

Chairperson Grebner stated that the County should make sure the maintenance is occurring. He further stated that he did not mean the County should pay for it, just that they needed to play a role in ensuring it happened.

Chairperson Grebner stated that there should be a database of all the details, everything they could think of, to keep track of all the segments and that they should track usage numbers as well. He further stated that with four million dollars a year, they should be able to maintain a database.

Discussion.

Chairperson Grebner stated that people loved the trail system even though it was not even finished yet. He further stated that people had already begun to think of the trail system as a resource in our region which shows that it was paying off.

Commissioner Schafer stated that he liked trails, he just wanted to stress the importance of maintaining the trails long-term.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:41 p.m.

MAY 22, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Treasurer's Office** – *Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2019 Note*

The Ingham County Land Bank is in need of funds to pay the cost of acquiring, developing, improving, using, assembling, and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs. On April 25, 2019, the Board of Directors of the Authority adopted a resolution to authorize the issuance of its Series 2019 Note in the aggregate principal amount not to exceed \$5 million to pay Project Costs

The draft resolution offered by the County Treasurer would pledge the full faith and credit of Ingham County to support the Note. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Notes, such principal and interest are payable as a first budget obligation of the County from its general funds.

2. **Public Defenders Office** – *Resolution to Authorize a Subscription for Westlaw Legal Research Program*

This resolution will authorize the acquisition of 27 attorney licenses for Westlaw legal research at the present annualized cost of \$21,923.28 for a three year term. The Office of the Public Defender has selected Westlaw, a division of Thomson Reuters, as its preferred legal research engine. This is the same research engine used by Ingham County agencies. Funding for this expense is included in the 2018-2019 Michigan Indigent Defense Commission grant budget.

See memo for details.

3. **9-1-1 Central Dispatch Center** – *Resolution to Authorize Administrative Finding that Peninsula Fiber Network LLC Shall be the Primary 9-1-1 Service Supplier*

The 9-1-1 Center is working to transition from the current analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 9-1-1 (NG911) infrastructure. This technology will give advancements in call routing and call location that will decrease response time. Peninsula Fiber Network (PFN) is the only provider of NG911 in Michigan. Oakland County has a contract with PFN, and the majority of counties receiving NG911 service have done so by adopting the Oakland County contract.

This resolution will authorize an Administrative Finding that Peninsula Fiber Network, LLC and/or its affiliate PFN NextGen 9-1-1 Services LLC, shall be the primary 9-1-1 service supplier for Ingham County, employing a common network that enables all other service suppliers within the 9-1-1 Plan's Service District to be selectively routed and otherwise access the 9-1-1 system and the primary PSAPs identified in the Plan. Peninsula Fiber Network, LLC and/or its affiliate PFN NextGen 9-1-1 Services LLC will be authorized and

directed to work with the 9-1-1 Plan's service suppliers, the Michigan Public Service Commission, State 9-1-1 Committee and State 9-1-1 Director, and any other state, federal, or local authority in order to implement the provisions of this Administrative Finding, including but not limited to the identification for a specific date and time for the switchover to the Peninsula Fiber Network's or its affiliate's common network. Ingham County will receive 9-1-1 service from Peninsula Fiber Network LLC subject to the terms and conditions set forth in Oakland County contract number 004702.

The State of Michigan legislature agreed that NG911 is a necessary improvement to our current infrastructure to provide a critical service to its residents and funding needed to be secured. State legislation provides the mechanisms for this funding. Changes in the distribution of the State 9-1-1 fees will reflect this increased revenue and costs for NG911 implementation.

See memos for detail.

4. Community Agencies - *Resolution Approving Criteria for Evaluating 2020 Applications for Community Agency Funding*

This resolution establishes the criteria by which each agency's application will be evaluated for the 2020 Community Agency funding process. If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

5. Parks Department – *Resolution to Authorize the Account Clerk, Parks Part-Time Position to be Converted to a Full Time Position*

This resolution authorizes converting the Account Clerk, Parks #759014 position from a part-time to a MCF/4 full time position. The job description has been updated to reflect the new duties as detailed in Exhibit A with additions made in bold italicized/underlined text. Funds are available from the Trails & Parks Millage to cover the increased costs.

6a. Health Department - *Resolution to Amend Resolution #19-194*

This resolution expands the Nurse Practitioner position (Position # 601527) from 0.75 FTE to 1.0 FTE effective April 1, 2019 through March 31, 2024. The additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through ICHC.

6b. Health Department - *Resolution to Authorize an Agreement with Edge Publicom for a Medical Marihuana Public Education Campaign*

This resolution authorizes an agreement with Edge Publicom for the period of June 20, 2019 through September 15, 2019 in an amount not to exceed \$35,000 for the development of an education, communication and outreach campaign regarding the Michigan Medical Marihuana Act. Funds for this agreement are available through a LARA grant.

6c. Health Department – Resolution to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health

This resolution authorizes the acceptance of funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000. The award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one social worker placed at Gardner International School.

6d. Health Department - Resolution to Authorize an Agreement with NextGen for Custom Ryan White Templates

This resolution authorizes entering into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020, or until 140 project management hours have been reached. The total cost is \$31,500 for the templates and project management hours. All costs will be covered by the HIV Care Coordination Grant.

6e. Health Department - Resolution to Accept Reinvestment Fund Invest Health Field Building Grant Award

This resolution authorizes acceptance of the Reinvestment Fund in the amount of \$75,000 for serving as the fiduciary for the National Invest Health Field Building Grant awarded to the Lansing Invest Health Team, and also authorizes subcontracting with Southside Community Coalition in an amount not to exceed \$45,000 to serve as the Coordinator of the Lansing Invest Health Team, effective July 1, 2019 through September 30, 2020.

6f. Health Department - Resolution to Authorize an Agreement with Rite Aid Corporation for 340b Prescription Drug Services

This resolution authorizes an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and will renew on an automatic basis for one subsequent year. The 340B program will allow ICHD to generate revenue by purchasing program drugs at federally mandated pricing that is substantially lower than retail pricing. RAC's partnership with the HRSA 340B program, will allow patients to obtain these eligible prescriptions at the lowest possible cost.

6g. Health Department - Resolution to Enter Agreement with Roger L. Donaldson, AIA P.L.C. for New Hope Community Health Center Renovations

This resolution authorizes an agreement with Roger L. Donaldson, AIA P.L.C. Architectural and Engineering Services for renovations to New Hope Community Health Center in an amount not to exceed \$9,800 effective May 1, 2019 through October 31, 2019.

7a. Potter Park Zoo – Resolution to Authorize a Purchase Order to Radtech X-Ray

In a 2012 Association of Zoos and Aquariums (AZA) report, an AZA inspector listed the loss of x-ray images at Potter Park Zoo due to a computer malfunction as a "major concern." To address this issue, Zoo employees began to back-up radiograph images on the County computer network once each month. However, recently encountered software compatibility issues resulted in cancellation of the back-up protocol causing a need for replacement software and associated computer system through Radtech X-ray. The Zoo Director recommends approval of a resolution to authorize a purchase order to Radtech X-ray in an amount not to exceed \$4,900. The purchase would include a three-year warranty on hardware and one-year of software support services.

7b. Potter Park Zoo – Resolution to Authorize an Agreement with the City of Lansing for the Storm Water Quality Study at Potter Park Zoo

A 2012 report issued by the Michigan Department of Environmental Quality (DEQ) specified storm-water runoff from Potter Park Zoo as a source of *E. coli* found in the Red Cedar River, while citing animal waste from waterfowl and zoo animals as the specific source of the contaminants. The City of Lansing Public Service Department has secured 50% of the \$120,000 necessary for a study to assess pathogen sources at the Zoo and to recommend alternatives for mitigating these pathogens in storm-water runoff. The remaining cost under the City proposal would be split evenly between the City and Potter Park Zoo. The Zoo Director recommends approval of a Resolution to enter into an agreement with the City of Lansing for the Storm Water Quality Study at a cost to the Zoo not to exceed \$30,000.

8a. Facilities Department – Resolution to Authorize an Agreement with LJ Trumble Builders, LLC. for Improvements to the Four Horse Barns at the Fair Grounds

The Facilities Department has proposed structural improvements on the four horse barns at the fairgrounds. Improvements will include but are not limited to interior plywood skirting, plumbing fixtures, earthwork and excavation, storm sewers, 4” and 8” concrete pavement, and removal/replacement of asphalt pavement. The Facilities Director recommends approval of a resolution to authorize an agreement with LJ Trumble Builders, LLC to complete this project at a cost not to exceed \$219,800.

8b. Facilities Department – Resolution to Authorize a Contract Renewal with RNA Facilities Management for Janitorial Services at Several County Facilities

On June 14, 2016 the Board of Commissioners approved Resolution #16-267 to authorize a contract with RNA Facilities Management for janitorial services at various County buildings. RNA Facilities Management submitted the lowest responsive and responsible bid of \$2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two-year renewal. The Facilities Department seeks to exercise the renewal option for one year. RNA Facilities Management has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

8c. Facilities Department – Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

On July 26, 2016 the Board of Commissioners approved Resolution #16-341 to authorize a contract with Teachout Security to provide uniformed unarmed guard services in various county buildings for three years beginning on June 1, 2016 through May 31, 2019 with an optional two-year renewal. The Facilities Department seeks to exercise the renewal option for one year. Teachout has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

9. Road Department – Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan for Bid Packet #81-19

The Road Department recommends approval of a resolution to accept the unit price bid results for annual countywide waterborne pavement marking and cold plastic common text and symbol pavement marking program, and to award a contract to M&M Pavement Markings, Inc. at a total cost not to \$416,267.

10a. Human Resources Department – Resolution to Approve Amendments to the 2019 Managerial and Confidential Employee Personnel Manual

On behalf of the Managerial and Confidential Employee Steering Committee, the Human Resources Department proposes a resolution to amend the Managerial and Confidential Employee Personnel Manual to accomplish the following:

- Compensate Assistant Public Defenders for on-call service at a rate of \$214 per day for the First Appearance of Counsel program on weekends and holidays.
- Increase the maximum accrual cap for vacation leave from three hundred eighty (380) hours to four hundred and fifty (450) hours for use by employees, while retaining the maximum accrual cap of three hundred eighty (380) hours for payout calculation at termination of service.

Both proposals are consistent with the stated intent of the Board that the Manual will be amended to equivalently match changes negotiated in collective bargaining agreements.

10b. Human Resources Department – Resolution to Adopt a Letter of Understanding between Ingham County, 30th Circuit Court & OPEIU Family Court Union Local 459 for On-Call Clinical Mental Health Services

The Human Resources Department seeks approval of a resolution to authorize a letter of understanding that recognizes Clinical Mental Health Professional (OPEIU/06) and Clinical Social Worker (OPEIU/06) will be paid a stipend of \$20.00/weekday; \$25.00/weekend day and holidays, when they are placed in an “on-call” status. Actual costs will depend on the frequency of the need to provide on-call duties. The proposed letter of understanding was agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459.

PRESENTATION/DISCUSSION/OTHER ITEM:

11. Controller/Administrator’s Office – Ingham County Strategic Plan Update (*Discussion*)

Introduced by the County Services and Finance Committees

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING LIMITED TAX PLEDGE FOR
INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY SERIES 2019 NOTE**

At a regular meeting of the Board of Commissioners of the County of Ingham, State of Michigan (the "Board of Commissioners"), held on the 28th day of May, 2019.

PRESENT: _____

The following resolution was offered by _____ and seconded by _____
_____:

WHEREAS, the Ingham County Land Bank Fast Track Authority ("the Authority") is in need of funds in an amount not to exceed \$5,000,000 to pay the costs of acquiring, developing, improving, using, assembling and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related thereto ("Project Costs") in accordance with the provisions of the Land Bank Fast Track Act; Act 258, Public Acts of Michigan, 2003 ("Act 258"), to foster the development of that property and promote economic growth; and

WHEREAS, the Authority is authorized pursuant to section 24 of Act 258 to borrow money and issue its note for such purpose; and

WHEREAS, on April 25, 2019, the Board of Directors of the Authority adopted a resolution (the "Authority Resolution") authorizing the issuance of its Series 2019 Note in the aggregate principal amount not to exceed \$5,000,000 (the "Note") to pay Project Costs; and

WHEREAS, to enable the Authority to sell the Note to PNC Bank, National Association upon the terms set forth in the Authority Resolution, it is necessary that the Board of Commissioners make a limited tax pledge in support of the Note; and

WHEREAS, the Board of Commissioners, by a majority vote, may make a limited tax pledge to support the Note pursuant to section 24(2) of Act 258.

BE IT RESOLVED by the Board of Commissioners of the County of Ingham, State of Michigan, as follows:

1. The Board of Commissioners hereby makes its full faith and credit limited tax pledge to support the Note in accordance with the terms of the Authority Resolution. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Note, such principal and interest are payable as a first budget obligation of the County of Ingham (the "County") from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County.

2. The Chairperson of the Board of Commissioners, the County Treasurer and the County Clerk are hereby authorized to do all things necessary to effectuate the pledge made by this resolution. The County Clerk is hereby directed to deliver a certified copy of this resolution to the Authority.

3. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS:

NAYS:

ABSENT:

A majority of the members of the Board of Commissioners of the County of Ingham having voted therefore, the resolution of the Board of Commissioners was adopted.

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ingham, State of Michigan held on the 28th day of May, 2019, the original of which resolution is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

Clerk
County of Ingham

Agenda Item 2

TO: Law and Courts and Finance Committees

FROM: Russel Church, Chief Public Defender

DATE: May 7, 2019

RE: RESOLUTION TO AUTHORIZE A SUBSCRIPTION FOR WESTLAW LEGAL RESEARCH PROGRAM

For the meeting agendas of May 16, May 22 and May 28

BACKGROUND

The Board of Commissioners approved Resolution #17-445 to create the Ingham County Office of the Public Defender. The State of Michigan approved the proposal to fund the office for the fiscal year 2018-2019. Most attorneys rely on a handful of legal research providers to find case law that supports positions they take in court. One legal research provider is Westlaw, a division of Thomson Reuters. Both the Ingham County Prosecutor's Office and the 30th Circuit Court have subscriptions with Westlaw for these services. The Office of the Public Defender needs this subscription to be able to provide quality legal services to its clients.

FINANCIAL IMPACT

The grant budget for 2018-2019 includes \$25,000 for subscription to an on-line legal research system. Thomson Reuters has made a proposal for 27 attorney licenses. The proposal had three alternatives and the request is for the middle of the proposals. The increase from the basic proposal has additional tools to verify that cases cited by the attorneys still reflect the current state of the law. Thomson Reuters offers reduced prices for multi-year agreements and the prices reflected are for a three year agreement. According to the sales representative, both the Prosecutor's Office and the Circuit Court are also under three year agreements. The price, based on 27 licenses, is \$1,826.94 per month. During years two and three it cannot be increased more than 5% per year. The annualized cost initially is \$21,923.28 which is fully covered within the budget for this year and the budget that has been proposed to MIDC for next year.

STRATEGIC PLANNING IMPACT

This resolution supports the immediate need of being able to establish a functional law office. Based on the existing relationship between the vendor and Ingham County, it is believed there is not a requirement for competitive bidding in this situation.

OTHER CONSIDERATIONS

None.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SUBSCRIPTION FOR
WESTLAW LEGAL RESEARCH PROGRAM**

WHEREAS, every local indigent defense system is required to implement a plan to provide quality defense to indigents who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved and provided by the State of Michigan; and

WHEREAS, the implementation of the plan will require the Ingham County Office of the Public Defender to have access to legal research tools; and

WHEREAS, the Office of the Public Defender has selected Westlaw, a division of Thomson Reuters as the legal research engine they prefer to use; and

WHEREAS, this is the same research engine used by other agencies of Ingham County for their attorneys; and

WHEREAS, the annualized cost for 27 attorney licenses is \$21,923.28 which is less than the sum budgeted in the 2018-2019 budget and requested in the 2019-2020 grant proposal to the Michigan Indigent Defense Commission; and

WHEREAS, Westlaw has proposed a three year subscription agreement providing for a discount and a limitation of 5% for any increases for the final two years of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of the attached Order Form for the acquisition of 27 attorney licenses for Westlaw legal research at the present annualized cost of \$21,923.28 for a 36 month term.

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



THOMSON REUTERS

Order Form

Order ID: Q-00476449

Contact your representative john.traini@thomsonreuters.com with any questions. Thank you.

Account Address

Account #: 1000082008
INGHAM COUNTY PUBLIC DEFENDER
ACCOUNTS PAYABLE
320 N WASHINGTON SQ
LANSING MI 48933-1242 US

Shipping Address

Account #: 1000082008
INGHAM COUNTY PUBLIC
DEFENDER
ACCOUNTS PAYABLE
320 N WASHINGTON SQ
LANSING MI 48933-1242 US

Billing Address

Account #: 1000082008
INGHAM COUNTY PUBLIC DEFENDER
ACCOUNTS PAYABLE
320 N WASHINGTON SQ
LANSING, MI 48933-1242 US

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", or "I". Subscription terms, if any, follow the ordering grids below.

ProFlex Products

See Attachment for details

Service Material	Product	Monthly Charges	Minimum Term (Months)	Year Over Year Increase During Minimum Term
40757482	WEST PROFLEX	\$1,826.94	36	5%

Minimum Terms

Online/ Practice Solution/Software/ProFlex Products : Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in that calendar month, if any. Your Monthly Charges will continue for the number of complete calendar months listed in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Subscriber ("you" or "I") is also responsible for all Excluded Charges. Excluded Charges are for accessing Westlaw data or a Practice Solutions service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

For Window Products: Monthly Charges begin on the date we process your order and will continue for the number of complete calendar months in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Monthly Charges are due regardless of the level of your usage. Transactional usage charges that exceed the Monthly Charges are waived up to the Monthly Window amount stated above. In addition to the Monthly Charges you are responsible for transactional usage charges in excess of the Monthly Window. Transactional charges are calculated based upon our then-current Schedule A rates. You are also responsible for all Excluded Charges. Excluded Charges are charges for accessing a service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Post Minimum Terms

For Online/Practice Solutions/Software /ProFlex Products: At the end of the Minimum Term your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

Automatic Renewal Term for Window Products. At the end of the Minimum Term your Monthly Charges will be billed at up to our then-current rate. Thereafter, we may modify the Monthly Charges if we notify you of a different rate with at least 90 days notice. The Monthly Window will remain unchanged. You are also responsible for all Excluded Charges. Excluded Charges may change after 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Federal Government Subscribers Optional Minimum Term. Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

Miscellaneous

Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

Settling a Disputed Balance. Payments marked 'paid in full', or with any other restrictive language will not operate as an accord and satisfaction without our prior written approval. We reserve our right to collect any remaining amount due to us on your account. Partial payments intended to settle an outstanding balance in full must be sent to: Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN

55123-1803, along with a written explanation of the disagreement or dispute. This address is different from the address you use to make account payments.

Credit Verification. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms. You may authorize us to automatically charge a credit card, debit card or electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you have previously authorized us to bill a credit card, debit card or make electronic fund transfers for West subscriptions on an ongoing basis, or authorizing the same as part of this order, no further action is needed.

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Applicable Law. If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-government entity, this Order Form will be interpreted under Minnesota state law. Any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.

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<http://static.legalsolutions.thomsonreuters.com/static/agreement/schedule-a-concourse-case-notebook-hosted.pdf>

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The Thomson Reuters General Terms and Conditions for Federal Subscribers is located at <https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

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- Westlaw
- Westlaw Doc & Form Builder
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- Westlaw Public Records

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You may cancel a product or service with at least 60 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document, (e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

Acknowledgement: Order ID: Q-00476449

Signature of Authorized Representative for order

Title

Printed Name

Date

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This Order Form will expire and will not be accepted after 7/2/2019.



THOMSON REUTERS

Attachment

Order ID: Q-00476449

Contact your representative john.traini@thomsonreuters.com with any questions. Thank you.

Payment, Shipping, and Contact Information

Payment Method:

Payment Method: Bill to Account
Account Number: 1000082008

Order Confirmation Contact (#28)

Contact Name: RUSSEL CHURCH
Email: rchurch@ingham.org

Shipping Information:

Shipping Method: Ground Shipping - U.S. Only

ProFlex Multiple Location Details			
Account Number	Account Name	Account Address	Action
1000082008	INGHAM COUNTY PUBLIC DEFENDER	320 N WASHINGTON SQ LANSING MI 48933-1242 US	New

ProFlex Product Details			
Quantity	Unit	Service Material #	Description
27	Attorneys	42510228	Gvt - Westlaw Edge™ National Primary
27	Attorneys	42077755	Gvt - Analytical Plus for Government

Account Contacts			
Account Contact First Name	Account Contact Last Name	Account Contact Email Address	Account Contact Customer Type Description
TAMMY	LISTON	tliston@ingham.org	EML PSWD CONTACT

Agenda Item 3

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 911 Staff Services Manager/Interim Director
DATE: May 6, 2019
SUBJECT: Proposed administrative finding to allow Peninsula Fiber Network to be the primary 9-1-1 service supplier.
For the meeting agendas of May 16 and 22, 2019

BACKGROUND

Advances in telecommunications technology and mobility have put the nation's 9-1-1 system at a crossroads. The growing market penetration of both wireless telephones and Voice over Internet Protocol (VoIP) underscore the limitations of the current 9-1-1 infrastructure. Next Generation 9-1-1 is an IP network that is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center. In our goal to make the transition from our current analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 9-1-1 (NG911) infrastructure, Ingham County 9-1-1 engaged Peninsula Fiber Network. This technology will give advancements in call routing and call location which will decrease responder response time.

The State of Michigan legislature agreed that the need for NG911 is a necessary improvement to our current infrastructure to provide a critical service to its residents and funding needed to be secured. Senate Bill 400 became Public Act 51 of 2018. This legislation provides the mechanisms to provide the funding for NG911. Changes in the distribution of the State 9-1-1 fees will reflect this increased revenue and costs for NG911 and creates a "spillover" provision requiring any revenue in excess of \$37 million to be directed to NG911. Also, as the legislation is being implemented, the Michigan Public Service Commission has opened Case No. U-20146 to address the requirement to issue a final order adopting the recurring and nonrecurring costs categories for all IP-based 9-1-1 service providers.

ALTERNATIVES

Peninsula Fiber Network is the only current vendor providing this service in Michigan. Attached to this packet is a map reflecting the most current IP-911 deployments in Michigan.

FINANCIAL IMPACT

PFN will report the costs of these services to each appropriate recovery mechanism permissible by Michigan Public Act 32 of 1986 as amended before it makes any attempt to recover any portion of these costs from Ingham County. Because of this, it is anticipated that there will be little or no financial impact.

OTHER CONSIDERATIONS

Being able to piggyback off of the Oakland County contract should expedite this process. Our legal department has reviewed and approved going forward in this fashion. Please also see the attached letter from Cohl, Stoker, and Toskey, P.C.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the administrative finding which will allow Peninsula Fiber Network to our 9-1-1 service supplier.

COHL, STOKER & TOSKEY, P.C.
ATTORNEYS AND COUNSELORS
601 NORTH CAPITOL AVENUE
LANSING, MICHIGAN 48933
(517) 372-9000

SHAREHOLDERS
PETER A. COHL
DAVID G. STOKER
BONNIE G. TOSKEY
ROBERT D. TOWNSEND
TIMOTHY M. PERRONE
MATTIS D. NORDEFJORD

ASSOCIATES
GORDON J. LOVE
COURTNEY A. GABBARA
SARAH K. OSBURN

OF COUNSEL
RICHARD D. McNULTY

May 6, 2019

Barb Davidson
Ingham County 9-1-1 Central Dispatch
710 E. Jolly Road
Lansing, MI 48910

Sent Via E-Mail

Re: PFN NG 911 Agreement

Dear Ms. Davidson:

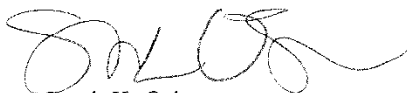
Thank you for coordinating the conference call with Thom Sumbler of Peninsula Fiber Network (PFN) regarding the procedure for Ingham County to receive 911 service from PFN. In order to receive 911 service from PFN and to maintain State funding for said service, the County may either adopt the Oakland County contract with PFN or proceed with the standard RFP process. As PFN is the only provider of Next Generation 911 in the State, PFN would be the only vendor to respond to the RFP. Adoption of the Oakland County contract can be done by resolution of the Ingham County Board of Commissioners.

Oakland County went through a formal RFP process and has a comprehensive contract with PFN. The majority of the counties receiving 911 service from PFN have done so by "piggybacking" on the Oakland County contract. I have reviewed the Oakland County contract and do not see any areas of concern for Ingham County.

If you have any questions with regard to the attached Agreement, do not hesitate to contact me.

Very Truly Yours,

COHL, STOKER & TOSKEY, P.C.



Sarah K. Osburn

SKO/gmk

N:\Client\Ingham\911\Correspondence\Davidson\Ltr re PFN NG Service Agr.docx

Status of IP-911 Deployments in Michigan

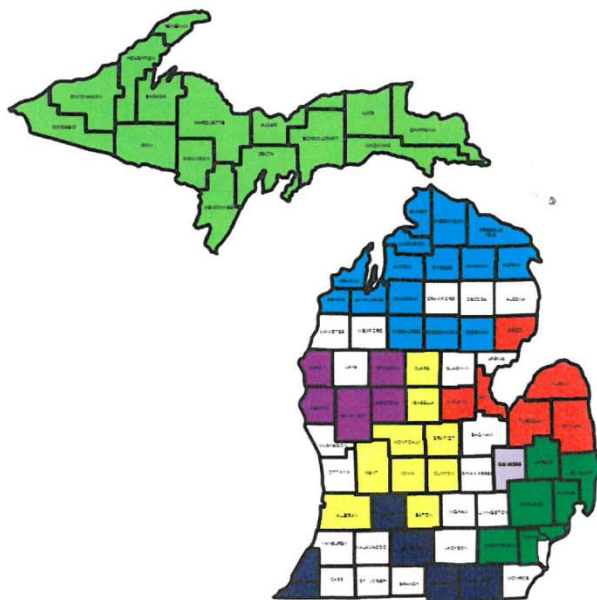
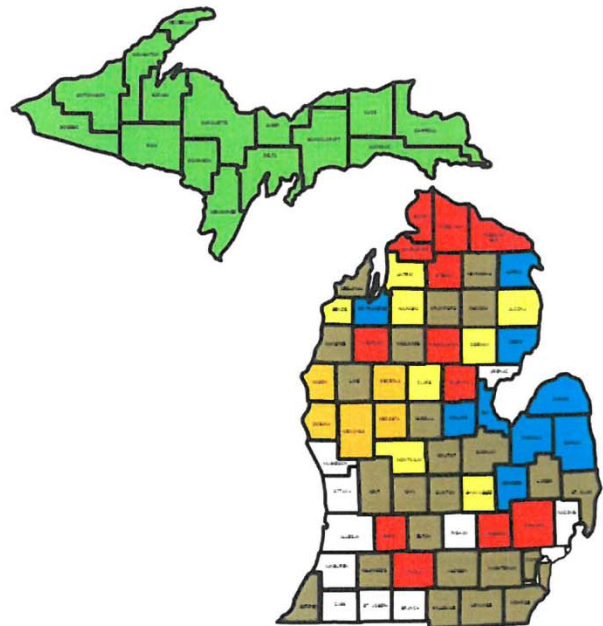
June 2018

Based on data that has been reported to the State 911 Office to date. All data is based on information available through current sources, including counties self-reporting through the SNC 301 forms.

IP Deployment Timeframes

Based on annual reporting data, 41 counties are currently receiving 911 calls via IP lines provided by Peninsula Fiber Network (PFN). An additional 32 counties have agreements in place with PFN for future deployments.

- Deployed in 2014 (15 counties)
- Deployed in 2016 (9 counties)
- Deployed in 2017 (12 counties)
- Deployed in 2018 (5 counties)
- Plan to deploy within 12 months (8 counties)
- Agreement signed, deployment pending (24 counties)



County planning groups depicted by color

Regional Planning Groups

Currently, the State 911 Committee is aware of eight IP-911 planning groups within the state of Michigan. These groups vary in the level of structure and progress.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADMINISTRATIVE FINDING THAT PENINSULA FIBER NETWORK LLC SHALL BE THE PRIMARY 9-1-1 SERVICE SUPPLIER

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners is authorized under Michigan's Emergency Telephone Service Enabling Act, 1986 PA 32, as amended, ("Act") and under authority provided by its Emergency Telephone Services Plan ("9-1-1 Plan") to make administrative findings regarding among other things, the service suppliers providing 9-1-1 services within the 9-1-1 Plan's Service District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby makes an Administrative Finding that Peninsula Fiber Network, LLC and/or its affiliate PFN NextGen 9-1-1 Services LLC, shall be the primary 9-1-1 service supplier, employing a common network that enables all other service suppliers within the 9-1-1 Plan's Service District to be selectively routed and otherwise access the 9-1-1 system and the primary PSAPs identified in the Plan.

BE IT FURTHER RESOLVED, that all service suppliers shall cooperate with Peninsula Fiber Network, LLC or its affiliate PFN NextGen 9-1-1 Services LLC in order to facilitate the switchover to its common network, Next Generation Selective Router and other Next Generation 9-1-1 services, features, and offerings as may be applicable or required herein.

BE IT FURTHER RESOLVED, that Peninsula Fiber Network, LLC and/or its affiliate PFN NextGen 9-1-1 Services LLC is authorized and directed to work with the 9-1-1 Plan's service suppliers, the Michigan Public Service Commission, State 9-1-1 Committee and State 9-1-1 Director, and any other state, federal, or local authority in order to effectuate and implement the provisions of this Administrative Finding, including but not limited to the identification for a specific date and time for the switchover to the Peninsula Fiber Network's or its affiliate's common network.

BE IT FURTHER RESOLVED, that Ingham County will receive 9-1-1 service from Peninsula Fiber Network LLC subject to the terms and conditions set forth in Oakland County contract number 004702.

BE IT FURTHER RESOLVED, that this Resolution shall augment, supersede, modify, or replace any inconsistent prior resolution or motion.

BE IT FURTHER RESOLVED, that the Ingham County Clerk shall send a copy of this resolution and its Administrative Findings to PFN and emergency service provider as it deems necessary within Ingham County.

Agenda Item 4

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: May 8, 2019
SUBJECT: Resolution Approving Criteria for Evaluating 2020 Community Agency Funding Applications
For the meeting agendas of May 20 and May 22

BACKGROUND

This resolution establishes the criteria by which each agency's application will be evaluated for the 2020 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

ALTERNATIVES

One alternative would be to have no criteria, and accept applications for a variety of different types of initiatives. Another alternative is for the Board of Commissioners to go back to the old way of awarding funding, which was to have agencies come to the Human Services Committee and make presentations on Community Agency night.

FINANCIAL IMPACT

This resolution has no direct financial impact.

STRATEGIC PLANNING IMPACT

This resolution support the overarching long term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

The community agency process has grown to over 30 applications requesting funding, with total requests of approximately \$310,000 annually.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution approving criteria for evaluating 2020 community agency funding applications.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING CRITERIA FOR EVALUATING 2020 APPLICATIONS
FOR COMMUNITY AGENCY FUNDING**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to over 30 applications requesting funding, with total requests of approximately \$310,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2020 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2020.

BE IT FURTHER RESOLVED, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2020.

Agenda Item 5

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

FROM: Tim Morgan, Parks Director

DATE: May 6, 2019

SUBJECT: Account Clerk, Parks

For the meeting agenda of 5/20/19 Human Services, 5/21/19 County Services, and 5/22/19 Finance

BACKGROUND

This resolution authorizes converting the Account Clerk, Parks #759014 position from a part-time to a MCF/4 full time position. The job description has been updated to reflect the new duties as detailed in Exhibit A with additions made in bold italicized/underlined text.

ALTERNATIVES

With the implementation of the Trails and Park Millage, the additional job functions necessitates an expansion in the working hours.

FINANCIAL IMPACT

The General Fund level of support stays the same; the increased costs will be met with funds from the Ingham County Trails and Parks Millage. The range of salary and total personnel costs including all benefits are: \$76,912 for step one and \$88,356 at the top of the scale as detailed in Exhibit B. The annual salary on the low end is \$39,043 and top end \$46,861.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(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, 4(b) provide responsive customer service and public engagement. In addition, this recommendation supports the following strategic goals and tasks: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

The Park Commission supported this resolution at their April 22, 2019 meeting.

RECOMMENDATION

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

Exhibit A:

INGHAM COUNTY JOB DESCRIPTION

ACCOUNT CLERK, PARKS

General Summary:

Under the supervision of the *Administrative* Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Processes passport applications. Responds to inquiries from employees and the public regarding Parks Department information.

Essential Functions:

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies. Serves as Site Coordinator for P-Card processing.
2. *Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program Coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.*
3. Oversees posting of all monies received by the Parks Department including reservation, registration, and park activity fees, grant reimbursements and other revenue.
4. Enters cash receipts for revenues, balances daily receipts and prepares deposits. Runs accounting and bookkeeping reports as requested. Prepares journal entries to adjust the general ledger as needed. Works with Accountant to resolve bank reconciliation issues.
5. Oversees the receipting, coding and balancing of tickets, and monies collected for the park activities. Processes credit card refunds. Transmits revenue to the County Treasurer.
6. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data.
7. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused

or insufficient to cover requested time. Runs time and attendance reports as requested.

8. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.
9. Works with the Director, Supervisor and Accountant to review budget reports and reallocate funds. Develops and prepares financial reports. Drafts contract list for preparation of annual budget request.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to inquires regarding Department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquires to appropriate staff as necessary. Maintains and updates related records.
12. Processes passport applications. Verifies applicants' identities, submits applications to the State Department and responds to questions about the process.
13. Enters Park and Millage contracts into Munis. *Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.*
14. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
15. *Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.*
16. Processes dog FOB's. Keep records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold.
17. Provides back-up to other office staff. Provides guidance and direction to interns and seasonal staff as needed.

Other Functions:

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

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

Employment Qualifications:

Education: A high school diploma or equivalent is required. Some advanced course work in bookkeeping, administrative assistance or a related field is required.

Experience: A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

Other Requirements: Must become a certified Passport Acceptance Agent within 3 months of hiring.

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

February 2019
MCF

Exhibit B:**2019 PERSONNEL COST PROJECTION**

	MCF 4 Step 1	Full Time MCF 4 Step 5
WAGES	\$39,043	\$46,861
UNEMPLOYMENT	195	234
FICA	2,987	3,585
HEALTH	15,067	15,067
DENTAL	936	936
VISION	132	132
LIFE	144	144
RETIREMENT	11,904	14,288
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	1,757	2,109
LIABILITY	533	639
DISABILITY	51	61
SEPARATION	683	820
CARES	33	33
TOTAL	\$76,912	\$88,356

Agenda Item 5

TO: Tim Morgan, Director of Parks

FROM: Beth Bliesener, Human Resources Specialist

DATE: 5-3-19

RE: Memo of Analysis for Account Clerk Parks

Human Resources can confirm the following information regarding the position requested in the Parks Department:

1. An Account Clerk - Parks is a current classification in the MC Manual at pay grade 4.
2. The Parks Department would like to increase the position from Part-Time to Full-Time.
3. Human Resources along with the Parks Department updated the job description to reflect the new duties to reflect the work that will need be done. After analysis the position remains a MC grade 4.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. 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).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCOUNT CLERK, PARKS
PART-TIME POSITION TO BE CONVERTED TO A FULL TIME POSITION**

WHEREAS, the Account Clerk, Parks position #759014 is classified as a part-time position which is funded by the County General Fund appropriation for 20 hours per week; and

WHEREAS, additional tasks have been added to the job description to assist with the administration of the Ingham County Trails and Parks Millage; and

WHEREAS, the Ingham County Parks Department wishes to convert the Account Clerk, Parks #759014 to a full time position; and

WHEREAS, in conjunction with 50% (Step 1: \$38,456 to Step 5: \$44,178) of the position from the County General Fund appropriation and 50% (Step 1: \$38,456 to Step 5: \$44,178) of the position from the Ingham County Trails and Parks Millage, the range of salary and total personnel costs including all benefits are: \$76,912 for step one and \$88,356 for step five at the top of the scale, and the annual salary on the low end is \$39,043 and top end is \$46,861.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting the Account Clerk, Parks, #759014 position from a part-time to a MCF/4 full time position funding 50% of the position from the County General Fund appropriation and 50% of the position from the Ingham County Trails and Parks Millage.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 6th 2019

SUBJECT: Amendment to Resolution #19-194
For the meeting agendas of May 20, May 21, and 22, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024. ICHD accepted \$5,470,000.00 in funds from the United States Department of Health and Human Services (USDHHS) to support the Healthy Start Grant. As part of this award, a 0.75 FTE Nurse Practitioner position was created to provide Centering Pregnancy services through the Ingham Community Health Centers' (ICHC) Women's Health site. The additional 0.25 FTE will be dedicated to providing billable OB/GYN and family planning services through Women's Health.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The 2019 salary range of a 1.0 FTE Nurse Practitioner (MNA, Grade 6) position is \$78,740.77 - \$94,510.67. The initial 0.75 FTE (\$59,055.57 - \$70,883.00) shall be covered through the Healthy Start Grant, with the additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through ICHC.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #19-194 to expand the Nurse Practitioner position (Position # 601527) from 0.75 FTE to 1.0 FTE effective April 1, 2019 through March 31, 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION # 19-194

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024; and

WHEREAS, ICHD accepted \$5,470,000.00 in funds from the United States Department of Health and Human Services (USDHHS) to support the Healthy Start Grant; and

WHEREAS, as part of this award, a 0.75 FTE Nurse Practitioner position was created to provide Centering Pregnancy services through the Ingham Community Health Centers' (ICHC) Women's Health site; and

WHEREAS, the additional 0.25 FTE will be dedicated to providing billable OB/GYN and family planning services through Women's Health; and

WHEREAS, the 2019 salary range of a 1.0 FTE Nurse Practitioner (MNA, Grade 6) position is \$78,740.77 - \$94,510.67; and

WHEREAS, the initial 0.75 FTE (\$59,055.57 - \$70,883.00) shall be covered through the Healthy Start Grant, with the additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through the CHCs; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support this amendment to Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments and position allocation list 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.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 7, 2019
SUBJECT: Agreement with Edge Publicom for the Development of a Communication Campaign, Education and Outreach Related to the Michigan Medical Marihuana Program
For the meeting agendas of May 20 and May 22, 2019

BACKGROUND

Ingham County Health Department (ICHD) was recently awarded a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019 authorized by Resolution #19-115. Public Act 2017 of 2018 section 901 directs funds appropriated for grants in the Michigan Medical Marihuana Act, MCL 333.26421 to counties for education and outreach relating to the Michigan medical marihuana program. The proposed communication campaign will focus on education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, and increase the perception of risk for adolescent marijuana use. This grant proposal will allot \$35,000 of the \$103,621 total funding to be spent on the development of a public education campaign.

ALTERNATIVES

ICHD issued a request for proposals (RFP) for this project and selected Edge Publicom based upon: capability and experience, work plan and timeline, and budget/relevance to scope of work.

FINANCIAL IMPACT

The funds for this agreement will come from the LARA grant (Account number: 01119) and will not exceed \$35,000.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorize an agreement with Edge Publicom for the period of June 20, 2019 through September 15, 2019 in an amount not to exceed \$35,000 for the development of an education, communication and outreach campaign regarding the Michigan Medical Marihuana Act.

Agenda Item 6b

TO: Joel Murr, Assistant Deputy Health Officer
Amanda Darche Health Communications Specialist

FROM: James Hudgins, Director of Purchasing

DATE: April 29, 2019

RE: Memorandum of Performance for RFP No. 96-19 Medical Marihuana – Public Education Campaign

Per your request, the Purchasing Department sought proposals from vendors to enter into a contractual relationship to develop a comprehensive medical marihuana campaign.

The scope of work includes, but is not limited to, development, testing and execution of a public education campaign, with final deliverables to include short videos, billboard art, radio scripts, social media messages, and print items such as posters and postcards.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	29	17
Vendors responding	8	6

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Cost
Inerve Marketing Inc.	Yes, Lansing MI	\$31,625.00
Edge Publicom	Yes, Lansing MI	\$34,648.00
Ciesa Inc.	Yes, Lansing MI	\$34,750.00
King Media	Yes, East Lansing MI	\$34,875.00
American Eagle Co., DBA: Q & M	No, Ann Arbor MI	\$35,000.00
Message Makers	Yes, Lansing MI	\$35,000.00
MPRO	No, Farmington Hills MI	\$35,000.00
Redhead Design Studio	Yes, Lansing MI	\$35,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EDGE PUBLICOM FOR A
MEDICAL MARIHUANA PUBLIC EDUCATION CAMPAIGN**

WHEREAS, State of Michigan Department of Licensing and Regulatory Affairs (LARA) recently awarded a grant to the Ingham County Health Department (ICHD) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019 authorized by Resolution #19-115; and

WHEREAS, the approved grant budgets for the creation of a public education campaign in the amount of \$35,000; and

WHEREAS, ICHD seeks to engage in grant-funded activities with objectives to provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, and increase the perception of risk for adolescent marijuana use; and

WHEREAS, the Health Communication Specialist will work with Edge Publicom to develop a public education campaign; and

WHEREAS, the agreement with Edge Publicom will not exceed \$35,000, all of which will be funded by the LARA grant; and

WHEREAS, the Health Officer recommends authorization of an agreement between Edge Publicom and ICHD in an amount not to exceed \$35,000 for the period of June 20, 2019 to September 15, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with Edge Publicom for the development of a public education campaign regarding the Michigan Medical Marihuana Act, in an amount not to exceed \$35,000 for the period of June 20, 2019 to September 15, 2019.

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

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

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 1, 2019
SUBJECT: Authorization to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health
For the meeting agendas of May 20, May 21, and May 22, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020. This award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one social worker placed at Gardner International School. A full grant year is \$100,000 per site, totaling \$300,000 for all three sites, and may be adjusted due to the partial fiscal year 2019. Any remaining funds will be carried over and be available in fiscal year 2020.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The \$300,000 funding award will allow ICHD to enhance mental health support through the following:

- Create 3.00 FTE Social Worker (ICEA Pro Level 7); salary/benefits per 1.00 FTE is \$107,331 with a total cost of \$321,993
- The additional salary and other costs (supplies, materials, telephone, printing, etc.) will total \$92,037 and will be covered by patient fees and collections.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the acceptance of funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDING FROM MDHHS FOR CHILD ADOLESCENT
EXPANDED MENTAL HEALTH**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020; and

WHEREAS, this award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one placed at Gardner International School; and

WHEREAS, a full grant year awards \$100,00 per site, totaling \$300,000 for all three sites, and may be adjusted due to the partial fiscal year 2019; and

WHEREAS, any remaining funds will be carried over and be available in fiscal year 2020; and

WHEREAS, the \$300,000 funding award will allow ICHD to enhance mental health support through the following:

- Create 3.00 FTE Social Worker (ICEA Pro Level 7); salary/benefits per 1.00 FTE is \$107,331 with a total cost of \$321,993
- The additional salary and other costs (supplies, materials, telephone, printing, etc.) will total \$92,037 and will be covered by patient fees and collections; and

WHEREAS, the Ingham Community Health Center Board of Directors supports accepting funding from MDHH for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize accepting funding from MDHHS for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize accepting funding from MDHHS for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

BE IT FURTHER RESOLVED, that this resolution authorizes the creation of 3 FTE social worker positions (ICEA Pro Level 7).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments and position allocation list 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.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 1, 2019
SUBJECT: Authorization to Enter into an Agreement with NextGen for Custom Ryan White Templates
For the meeting agendas of May 20 and May 22, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached. NextGen's consulting services team will create eleven templates for the Ryan White HIV Care Coordination program. The templates will have the ability to generate a document to the patient's chart. The templates provided are as follows:

- Assessment Pilot Tool 3.7.2019.docx
- EIS Assessment – Final.docx
- EIS Care Plan – Final.docx
- EIS Discharge Form – Final.docx
- MCM ACUITY SCALE.docx
- MCM Discharge Summary.docx
- MCM Individualized Service Plan (ISP).docx
- MCM Intake.docx
- NMCM – Action Plan.docx
- RW Eligibility Documentation Recert Form 2018 (4).docx
- Ryan White Registration Form.docx

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The total cost is \$31,500 for the templates and project management hours. All costs will be covered by the HIV Care Coordination Grant.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020, or until the 140 project management hours have been reached.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH NEXTGEN FOR
CUSTOM RYAN WHITE TEMPLATES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached; and

WHEREAS, NextGen's consulting services team will create eleven templates for the Ryan White HIV Care Coordination program; and

WHEREAS, the templates will have the ability to generate a document to the patient's chart; and

WHEREAS, the total cost is \$31,500 for the templates and project management hours; and

WHEREAS, all costs will be covered by the HIV Care Coordination Grant; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached.

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.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 24, 2019
SUBJECT: Authorization to Accept Reinvestment Fund Grant Award

For the meeting agendas of May 20 and May 22, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a funding award to serve as the local fiduciary for the Lansing Invest Health Team to participate in the national Invest Health Field Building program through the Reinvestment Fund, effective July 1, 2019 through September 30, 2020. As the local fiduciary agent, ICHD will receive an award of \$75,000 to support the Lansing Invest Health Team's pursuit of:

- Advancing policies and practices that position and align community investment systems to increase capital flows to equity-promoting built environment investments
- Taking steps to advance a pipeline of financeable built environment projects focused on increasing equity as part of a long-term community health improvement strategy

The three main expenditures of this award include:

- Lansing Invest Health Team Coordination (to be subcontracted to Southside Community Coalition)
- Travel and lodging to national Invest Health convenings
- Built-environment investments in neighborhoods where residents experience large health inequities and limited access to health-promoting activities

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There are no costs to Ingham County associated with the acceptance of this award.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes acceptance of the Reinvestment Fund for serving as the fiduciary for the National Invest Health Field Building Grant awarded to the Lansing Invest Health Team, and also recommend subcontracting with Southside Community Coalition to serve as the Coordinator of the Lansing Invest Health Team, effective July 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT REINVESTMENT FUND INVEST HEALTH FIELD BUILDING
GRANT AWARD**

WHEREAS, the Ingham County Health Department (ICHD) wishes to accept award funding to serve as the fiduciary agent of the Invest Health Field Building grant award through the Reinvestment Fund, effective July 1, 2019 through September 30, 2020; and

WHEREAS, as the fiduciary agent, ICHD will receive a funding award of \$75,000 to support the work of the Lansing Invest Health Team to create health equity through built-environment investments in neighborhoods where residents experience health inequities and lack of access to health-promoting activities; and

WHEREAS, the \$75,000 award from the Reinvestment Fund supports the Lansing Invest Health Team's work to a) advance policies and practices that position and align community investment systems to increase capital flows to equity-promoting built environment investments and b) take steps to advance a pipeline of financeable built environment projects focused on increasing equity as part of a long-term strategy to improve overall community health; and

WHEREAS, in addition, ICHD staff working in health equity and health promotion & prevention will participate in the Lansing Invest Health Team as advisory member(s); and

WHEREAS, there are no additional costs associated with the acceptance of this award; and

WHEREAS, the \$75,000 will cover coordination of the Lansing Invest Health Team; travel and lodging to national Invest Health convenings and built-environment investments in target neighborhoods; and

WHEREAS, the Health Officer recommends accepting a \$75,000 award through the Reinvestment Fund to serve as the local fiduciary agent of the national Invest Health Field Building program, effective July 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a \$75,000 award through the Reinvestment Fund to participate in the national Invest Health Field Building program, and also authorizes subcontracting with Southside Community Coalition in an amount not to exceed \$45,000 for Coordination of the Lansing Invest Health Team, effective July 1, 2019 through September 30, 2020.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 1, 2019
SUBJECT: Agreement with Rite Aid Corporations for 340B Prescription Drug Services

For the meeting agendas of May 20 and May 22, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and will renew on an automatic basis for one subsequent year. The 340B program will allow ICHHD to generate revenue by purchasing program drugs at federally mandated pricing that is substantially lower than retail pricing. RAC's partnership with the HRSA 340B program, will allow patients to obtain these eligible prescriptions at the lowest possible cost.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This program is fully paid by funds generated from participating in the 340B program.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program, effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year.

Strickling, Stephanie

From: Heather Holsclaw <hholsclaw@cstmlaw.com>
Sent: Tuesday, June 28, 2016 1:49 PM
To: Strickling, Stephanie
Cc: Kolski, Russell; Bennett, Becky; Timothy Perrone
Subject: Walgreens & Rite Aid 340B Pharmacy Service Agreements
Attachments: Rite Aid 340B Pharm Svcs Agr.pdf; Walgreens 340B Pharm Svcs Agr.pdf; Rite Aid 340B TPA Agr.pdf

Ms. Strickling:

As we discussed over the telephone a little while earlier this afternoon, attached please find the Walgreens 340B Pharmacy Services Agreement, and the redline versions of the Rite Aid 340B Pharmacy Services Agreement and Third Party Administrator Services Agreement in this matter. Since Tim had a prior appointment out of town today, I had Robert Townsend sign all three in his stead. Should you have any questions please feel free to contact our office.

Heather R. Holsclaw
Assistant to Richard D McNulty and Timothy M. Perrone COHL, STOKER & TOSKEY, P.C.
601 N. Capitol Ave.
Lansing, MI 48933
(517) 372-9000
Fax: (517) 372-1026
hholsclaw@cstmlaw.com

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Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH RITE AID CORPORATION, FOR 340B
PRESCRIPTION DRUG SERVICES**

RESOLUTION # 16 – 308

WHEREAS, the Ingham County Health Department (ICHD) desires to participate with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program; and

WHEREAS, ICHD is proposing an agreement that authorizes Rite Aid Corporation to participate in the program under our Federally Qualified Health Center eligibility; and

WHEREAS, the Rite Aid Corporation will allow patients to obtain eligible prescriptions at the lowest possible cost; and

WHEREAS, the 340B program will allow ICHD to generate revenue from the savings offered by purchasing program drugs at Federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, the program is fully paid by funds generated from participating in the program; and

WHEREAS, the Health Officer recommends entering into the agreement with Rite Aid Corporation for 340B prescription services for the period of July 1, 2016 through June 31, 2017 at the rates outlined in the Rite Aid Corporation proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the agreement with Rite Aid Corporation for 340B prescription services for the period of July 1, 2016 through June 31, 2017 at the rates outlined in the Rite Aid Corporation proposal.

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: McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert
Nays: None **Absent:** None **Approved 6/20/2016**

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RITE AID CORPORATION FOR
340B PRESCRIPTION DRUG SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year; and

WHEREAS, the 340B program will allow ICHD to generate revenue from the savings offered by purchasing program drugs at Federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, RAC will allow patients to obtain eligible prescriptions at the lowest possible cost; and

WHEREAS, this program is fully paid by funds generated from participating in the 340B program; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year.

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.

TO: Board of Commissioners Human Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 6th, 2019
SUBJECT: Agreement with Roger L. Donaldson, AIA P.L.C. Architectural and Engineering Services for New Hope Community Health Center Renovations.
For the meeting agenda of May 20th and May 22nd, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC), for an amount not to exceed \$9,800.00, to be effective May 1, 2019 through October 31, 2019. Through Resolution #18-446 Ingham County Health Department's (ICHHD) Community Health Centers (CHC) accepted a Substance Use Disorder funding award through the U.S. Department of Health and Human Resources Health Resources and Services Administration (HRSA). This award included the funds to renovate newly annexed space at New Hope Community Health Center (authorized through Resolution # 19-050), located at 430 N. Larch, to accommodate expanded Substance Use Disorder treatment, including Medication Assisted Treatment. A request for three bids from Architectural/Engineering firms under \$10,000 was answered for the scope of work by Studio Intrigue Architects, Hobbs + Black Architecture, and Roger L. Donaldson AIA P.L.C. Of the three bids received, Roger L. Donaldson, AIA P.L.C. was able to provide the lowest price bid in accordance with a funded plan designed to be completed within the necessary timeframe to meet grant deadlines.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Roger L. Donaldson AIA P.L.C. provided the second lowest bid, at \$9,800.00, for the required scope of architectural and engineering services. Hobbs + Black architecture provided a lower cost bid (\$7,120), but could not start project work within the timeframe necessary to provide engineer documents to the Funder (HRSA) by the next grant reporting deadline. All costs associated with this scope of work are covered through the HRSA Substance Use Disorder funding award accepted through resolution #18-446.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners recommends entering into an agreement with Roger L. Donaldson, AIA P.L.C. Architectural and Engineering Services for renovations to New Hope Community Health Center in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019.

Agenda Item 6g

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 7, 2019

RE: Memorandum Regarding New Hope Renovations

A request for three bids from Architectural/Engineering firms under \$10,000 was answered for the scope of work by Studio Intrigue Architects, Hobbs + Black Architecture, and Roger L. Donaldson AIA P.L.C.

Roger L. Donaldson AIA P.L.C. provided the second lowest bid, at \$9,800.00, for the required scope of architectural and engineering services. A lower cost bid (\$7,120) was submitted but the vendor could not start project work within the timeframe necessary to provide engineer documents to the Funder (HRSA) by the grant reporting deadline.

Agenda Item 6g

TO: Anne Scott, Executive Director/Deputy Health Officer

FROM: James Hudgins, Director of Purchasing

DATE: May 8, 2019

RE: Memorandum of Performance for Packet No. 122-19: Architectural and Engineering Services for New Hope Community Health Center Renovation

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of providing professional architectural and engineering services for the renovation of the New Hope Community Health Center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	3
Vendors responding	3	3

Below is a summary of the vendors' costs:

Company Name	Address	Local	Total Bid
Hobbs + Black	117 E. Allegan St. Lansing, MI	Yes	\$8,070
Roger L. Donaldson, AIA	4787 Tartan Lane, Holt MI	Yes	\$10,200
Studio Intrigue	1114 S. Washington Ave., Lansing MI	Yes	\$15,500 plus reimbursable expenses

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER AGREEMENT WITH ROGER L. DONALDSON, AIA P.L.C. FOR
NEW HOPE COMMUNITY HEALTH CENTER RENOVATIONS**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC), for an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019; and

WHEREAS, through Resolution #18-446 Ingham County Health Department's (ICHD) Community Health Centers (CHC) accepted a Substance Use Disorder funding award through the U.S. Department of Health and Human Resources Health Resources and Services Administration (HRSA); and

WHEREAS, this award included the funds to renovate newly annexed space at New Hope Community Health Center (authorized through Resolution # 19-050), located at 430 N. Larch, to accommodate expanded Substance Use Disorder treatment, including Medication Assisted Treatment; and

WHEREAS, a request for three bids from Architectural/Engineering firms under \$10,000 was answered for the scope of work by Studio Intrigue Architects, Hobbs + Black Architecture, and Roger L. Donaldson AIA P.L.C.; and

WHEREAS, Roger L. Donaldson AIA P.L.C. provided the lowest bid, at \$9,800.00, for the required scope of architectural and engineering services to be completed within the timeframe necessary to provide engineer documents to the Funder (HRSA) by the next grant reporting deadline; and

WHEREAS, all costs associated with this scope of work are covered through the HRSA Substance Use Disorder funding award accepted through resolution #18-446; and

WHEREAS, the Ingham Community Health Center Board supports entering an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC) in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019; and

WHEREAS, the Health Officer recommends entering into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC) in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC) in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019.

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

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

TO: Board of Commissioners, County Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: May 7, 2019
SUBJECT: Purchase from Radtech X-ray
For the meeting agendas of May 21 and May 22, 2019

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums and as such must meet or exceed the standards established by the association. Standard 2.0.4. requires “Complete medical records must be maintained on all animals in the collection that have received veterinary attention. [See 1.4.7 for animal records.]”. Standard 1.4.7 states “Animal records must be kept current.” which includes a record retention policy for all animal records.

The radiographs (x-rays) are part of the animal’s medical record. In the 2012 AZA inspector’s report the loss of the x-rays (considered part of the animal’s medical records) due to a computer issue, was listed as a major concern. Consequently to address this issue, radiographs began to be backed up on the County network once a month. It is critical to continue the back up of radiographs on the County network to maintain compliance with these AZA standards.

The CR digital radiograph processor and associated computer system used by the zoo, which develops and saves the radiographs (x-rays), gets regular software updates to keep the systems functioning properly. Recently, the County malware program started to flag these updates as viruses. Due to this issue, the CR digital system was removed from the County network stopping updates and backups from occurring. To get the CR digital radiograph processor and associated computer system back on the network, we need to replace the current software and associated computer system through Radtech X-ray.

ALTERNATIVES

A short term alternative is to have Radtech X-ray reload the software for \$600.00 on the current computer so it can be placed back on the County network. However, the hardware is 7 years old and runs Windows 7 which Microsoft will no longer support as of January 14, 2020. At this time radiographs would once again not be backed up on the County network and updates would not occur. A second alternative is to purchase a new digital x-ray system. A quote from Radtech X-ray shows a new digital system would cost \$26,900.00 which is not in the Zoo Budget at this time.

FINANCIAL IMPACT

The cost of the machine and software, including a 3 year warranty on the hardware and 1 year software support services, is \$4,900.00. The Zoo budget line item 25869200 802102 31000 has the funds available for this purchase.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective, specifically section, A.1 (f) (Maintain and improve existing parkland facilities and features).

OTHER CONSIDERATIONS

Radtech X-ray (<https://radtechxray.com/>) has taken over for Grand X-ray (the company that originally sold the zoo the CR digital radiography equipment), which has now gone out of business. No other veterinary radiology companies in the Midwest sell this product.

Radtech X-ray has confirmed the hardware cannot be purchased from any other company and as such this would be a sole source purchase. The County IT department has confirmed once the new hardware is in place the system can be placed on the County network and x-rays will be backed up monthly and updates will be possible.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a purchase order to Radtech X-ray in an amount not to exceed \$4,900.00.



RADTECH XRAY, INC
98 Enterprise Dr, Vassar, Michigan 48768

Phone (989) 823-3300
800-689-XRAY (9729)
Fax (989) 823-3497
www.radtechxray.com

QUOTATION

Attn: Dr. Ronan
Potter Park Zoo
1301 Pennsylvania Ave.
Lansing, MI 48912

Date: April 17, 2019
Number: 16662
F.O.B.: Origin
Delivery: As Required
Payment Terms: 40% Down
Balance Due Upon Installation

Description

1-NX-MW21 HP RP5810 RAID1 Win10 PC

- Core i5 Windows 10 Desktop PC – for MUSICA Acquisition Workstation
- HP Keyboard for HP 8000 PC

1-Software Upgrade to NX-MW21

Warranty, Installation & Support:

- 3 Year HP Hardware Warranty & 1 Year Software Support

Price: \$4,900.00

Client Responsibility

- Client must provide a Secure and Private VPN line for communication with off-site Radiologist (if desired).
- Client must provide a "live" internet drop for remote access
- Installation will require network drops to be operational at time of pre-site survey.
- Systems do not come pre-loaded with Anti-Virus Software or any other Protective Software
- Client must acquire, install, and maintain Adware, Spyware, and Anti-Virus Software

Electrical Requirements

*Primary wiring and structural work is not included. A standard 120V duplex outlet is required to power the digital components. Customer may require additional network infrastructure – T1 connections, router, bridges, Hub and Network Drops. **Installation is to be done by client's IT person at client's expense.***

Any outside labor that may be required will be supplied and paid for by the client, in addition to the prices quoted. Additional charges may be incurred if network is not active during installation and a return trip becomes necessary to complete the installation. All equipment remains the property of Radtech X-Ray until full payment is received. All sales are final

Thank you for the opportunity to submit this quotation.

Quoted By: Brian Gorby BG:lf

Accepted By: _____ Date: _____

Prices are subject to manufacturer's increase. A service charge of 2% per month (24% Annual Rate) will be added to any balance exceeding the terms of this quote. Applicable sales tax will be added. Equipment purchases paid with credit card will be assessed a 3% fee. Down payments received for equipment orders are nonrefundable. Items that are received damaged must be notated on the shipping receipt and reported to Radtech X-Ray, Inc. within 48 hours of delivery.

Radtech X-Ray, Inc. Standard Radiographic Imaging Equipment Warranty Terms and Conditions

To obtain warranty service, the Customer must notify Radtech X-Ray, Inc. telephone support or a Radtech X-Ray, Inc. authorized service representative of the problem or defect before the expiration of the warranty period. Customers will provide appropriate assistance to telephone support personnel to resolve issues.

If telephone support is unsuccessful, Radtech X-Ray, Inc. or its authorized service representative will travel on site to repair or resolve the problem per manufacturer's guidelines at no charge for service or travel (for service warranty time period outlined in the quotation). Parts warranty is in effect for the time period specified on the quotation. Service, travel, and parts replaced will be applicable and billed to Customer if warranty has expired.

Radtech X-Ray, Inc. reserves the right to charge for service and/or parts in exception cases and shall not be obligated to warranty under the following circumstances:

- a) to repair damage resulting from attempts by personnel other than Radtech X-Ray, Inc. representatives to install, repair or service the product unless directed by a Radtech X-Ray, Inc. representative,
- b) to repair any defect, failure, or damage caused by improper use or inadequate maintenance and care,
- c) to repair damage, malfunction, or degradation of performance resulting from improper use or connection to incompatible equipment,
- d) to repair damage, malfunction, or degradation of performance caused by the use of non Radtech X-Ray, Inc. supplies or consumables or the use of Radtech X-Ray, Inc. supplies not specified for use with this product,
- e) to repair an item that has been modified or integrated with other products when the effect of such modification or integration increases the time or difficulty of servicing the product or degrades performance or reliability,
- f) to perform user maintenance or cleaning or to repair damage, malfunction, or degradation of performance resulting from failure to perform user maintenance and cleaning as prescribed in published product materials,
- g) to repair damage, malfunction, or degradation of performance resulting from use of the product in an environment not meeting the operating specifications set forth in the user manual,
- h) to repair damage, malfunction, or degradation of performance resulting from failure to properly prepare and transport the product as prescribed in published product materials,
- i) to repair items that have been abused, misused, or tampered with in any way,
- j) to install replacement items that are considered customer replaceable,
- k) to support software not supplied by Radtech X-Ray, Inc.
- l) to service or repair damage or failure caused by or attributable to acts of God, lightning, or other incidence of excessive voltage
- m) service calls related to operator error

Any service identified in the above list and provided by Radtech X-Ray, Inc. at the Customer's request shall be invoiced to Customer at Radtech X-Ray, Inc.'s current rates for parts, service and travel.

The above warranties are given by Radtech X-Ray, Inc. with respect to this product and its related items in lieu of any other warranties, express or implied. Radtech X-Ray, Inc. and its vendors disclaim any implied warranties of merchantability or fitness for a particular purpose or any similar standard imposed by applicable legislation.

To the extent allowed by local law, except for the obligations specifically set forth in this warranty statement, in no event shall Radtech X-Ray, Inc. and its vendors be liable for any indirect, special, incidental or consequential damages (including loss of profits) whether based on contract, tort, or any other legal theory and irrespective of whether Radtech X-Ray, Inc. or the vendor has advance notice of the possibility of such damages.

In the unlikely event that data loss occurs, resulting in the permanent loss of patient information, Radtech X-Ray, Inc. will claim no responsibility for the lost data. If this risk is of concern to you, we would recommend integrating a back-up procedure. There are several different ways to back-up images and we can suggest appropriate options that are available and advise a plan to avoid any issue in this regard.



Initial

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO RADTECH X-RAY

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association; and

WHEREAS, AZA standard 1.4.7 and 2.0.4 require animal x-rays be stored as part of the permanent animal record; and

WHEREAS, the computer and software used by the Zoo must be replaced to allow for regular software updates and backups of the Zoo's x-rays on the County network; and

WHEREAS, the Zoo Veterinarian and IT department confirmed with Radtech X-ray that the computer must be purchased from Radtech X-ray in order to have the necessary software installed; and

WHEREAS, the County IT department confirmed once the new hardware is in place the computer will be placed back on the County network and as such backups and updates will occur keeping the zoo in compliance with this AZA standard; and

WHEREAS, Radtech X-ray is the only veterinary radiology company in the Midwest to sell this product.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes issuing a Purchase Order to Radtech X-ray in an amount not to exceed \$4,900.00.

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

TO: Board of Commissioners, County Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: May 7, 2019
SUBJECT: Agreement with City of Lansing for Storm Water Quality Study
For the meeting agendas of May 21 and May 22, 2019

BACKGROUND

In 2012, the Michigan Department of Environmental Quality (DEQ) issued the Total Maximum Daily Load for *E. coli* in portions of the Red Cedar River and Grand River Watersheds because these water bodies are federally-listed as not meeting Water Quality Standards; specifically due to excessive, in-stream levels of the pathogen, *Escherichia Coli* (*E. coli*). In the Source Assessment of the TMDL, the document specifies stormwater runoff from the Potter Park Zoo as a source of *E. coli* to the Red Cedar River, while citing animal waste from waterfowl and zoo animals as the specific source of the contaminants.

The DEQ, Water Quality Division, is requiring correction of the adverse site conditions from both the City of Lansing and the Ingham County Drain Commissioner's Office through their respective National Pollutant Discharge Elimination System (NPDES) Permits that authorize storm water discharges from their Municipal Separate Storm Sewer Systems (MS4s).

The City's Public Service Department has secured 50% of the funding through a federal grant program, the Planning Assistance to States (PAS) Program, for conducting a study to assess pathogen sources at the site and recommend alternatives for mitigating these pathogens in the storm water runoff from the site.

ALTERNATIVES

There are no alternatives recommended at this time.

FINANCIAL IMPACT

The total cost of the study is \$120,000 of which \$60,000 will be paid by the PAS program and \$30,000 paid by the City of Lansing. The County or Zoo portion of the cost is \$30,000 and would be paid using monies from the Zoo Fund Balance. There are \$730,216 of spendable funds in the Zoo Fund Balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

The study will review existing conditions and future modifications, including the expectation for adding new animal exhibits and/or modifying existing exhibits. In addition, the study will consider the scope in conjunction with a review of the recommendations from the 2008 Potter Park Sewer System Evaluation Study (SSES) Report prepared by Malcom Pirnie, Inc.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to enter into an agreement with the City of Lansing for the Storm Water Quality Study at Potter Park Zoo.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE CITY OF LANSING FOR THE
STORM WATER QUALITY STUDY AT POTTER PARK ZOO**

WHEREAS, the City and the County have identified a joint interest in a storm water study conducted in and around Potter Park Zoo; and

WHEREAS, in 2012, the Michigan Department of Environmental Quality (DEQ) issued the Total Maximum Daily Load (TMDL) for *E. coli* in portions of the Red Cedar River and Grand River Watersheds because these water bodies are federally-listed as not meeting Water Quality Standards; and

WHEREAS, in the Source Assessment of the TMDL, the document specifies storm water runoff from the Potter Park Zoo as a source of *E. coli* to the Red Cedar River, while citing animal waste from waterfowl and zoo animals as the specific source of the contaminants; and

WHEREAS, the DEQ, Water Quality Division, is requiring correction of the adverse site conditions from both the City of Lansing and the Ingham County Drain Commissioner's Office through their respective National Pollutant Discharge Elimination System (NPDES) Permits that authorize storm water discharges from their Municipal Separate Storm Sewer Systems (MS4s); and

WHEREAS, the City's Public Service Department has secured funding assistance through a federal grant program, the Planning Assistance to States (PAS) Program, for the conducting of a study to assess pathogen sources at the site and recommend alternatives for mitigating these pathogens in the storm water runoff from the site; and

WHEREAS, the total cost of the study is \$120,000 of which \$60,000 will be paid by the PAS program and \$30,000 paid by the City of Lansing; and

WHEREAS, the County or Zoo portion of the cost is \$30,000 and would be paid from the Zoo Fund Balance, which has \$730,216 of spendable funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with the City of Lansing for the storm water quality study at Potter Park Zoo for an amount not to exceed \$30,000.

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.

Agenda Item 8a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 7, 2019

RE: Resolution Authorizing an Agreement with LJ Trumble Builders, LLC for Improvements to the four Horse Barns at the Fair Grounds

For the meeting agendas of: May 20 & 22

BACKGROUND

The Horse Barns at the Fair Grounds are in need of improvements. The scope of work for the four horse barns will include but not limited to interior plywood skirting, plumbing fixtures, earthwork and excavation, storm sewers, 4" and 8" concrete pavement, remove and replace asphalt pavement. LJ Trumble Builders, LLC submitted the lowest responsive and responsible proposal of \$219,800.00.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available through CIP line item # 561-76900-974000.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department and Fair respectfully recommends approval of the attached resolution to support an agreement with LJ Trumble Builders LLC to make improvements to the four horse barns at the Ingham County Fair Grounds.

Agenda Item 8a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2019

RE: Memorandum of Performance for RFP No. 59-19 Horse Barn Improvements at the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for the purpose of making improvements to four horse barns at the Ingham County Fairgrounds.

The scope of work includes, but is not limited to, interior plywood skirting, and HVAC upgrade including ceiling fans, air intakes, and exhaust fans, electrical service upgrades to support the HVAC work, ice clips on the roof, industrial gutters and downspouts, and new hose bibs at each end of all four barns. Overall site improvements include ADA access to the west side of each barn via a 7' wide concrete sidewalk, a new gravel access drive, water service extensions, and an underground storm drain system to convey the roof runoff from each barn.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	13
Vendors attending pre-bid/proposal meeting	4	2
Vendors responding	2	2

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Base Bid	Revised Bid HVAC & Electrical Removed
L.J. Trumble Builders LLC	Yes, Lansing	\$321,800.00	\$219,800.00
Moore Trosper Construction Co.	Yes, Holt	\$383,090.05	\$281,159.80

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LJ TRUMBLE BUILDERS, LLC. FOR IMPROVEMENTS TO THE FOUR HORSE BARNs AT THE FAIR GROUNDS

WHEREAS, the four horse barns at the Fair Grounds are in need of improvements; and

WHEREAS, it is the recommendation of both the Facilities Department and Fair to enter into an agreement with LJ Trumble Builders, LLC., a registered local vendor who submitted the lowest responsive and responsible bid of \$219,800.00, to make improvements to the four horse barns; and

WHEREAS, the Facilities Department would like to ask for a \$10,000.00 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 approved CIP Line Item # 561-76900-974000.

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 improvements to the four horse barns at the Fair Grounds for an amount not to exceed \$229,800.00 which includes a \$10,000.00 contingency.

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.

Agenda Item 8b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 7, 2019

RE: Resolution Authorizing a Contract Renewal with RNA Facilities Management for Janitorial Services at Several County Facilities

For the meeting agendas of: May 21 & 22

BACKGROUND

The contract with RNA Facilities Management expires on July 31, 2019. The Facilities Department would like to exercise a one year contract renewal. RNA Facilities Management has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 maintenance contractual line items.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract renewal for one year with RNA Facilities Management for janitorial services at several county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH RNA FACILITIES
MANAGEMENT FOR JANITORIAL SERVICES AT SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with RNA Facilities Management for janitorial services;
and

WHEREAS, the current contract will expire on July 31, 2019; and

WHEREAS, a two year renewal option was included in the contract and the Facilities Department would like to
exercise a one year renewal; and

WHEREAS, RNA facilities Management has agreed to hold their current hourly billing rate plus the living
wage increase as stipulated in the current agreement; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year
contract renewal with RNA Facilities Management, 717 West Ellsworth Road, Ann Arbor, Michigan, 48108,
for the janitorial services at several county facilities.

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.

Agenda Item 8c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 7, 2019

RE: Resolution Authorizing a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

For the meeting agendas of: May 21 & 22

BACKGROUND

The contract with Teachout Security expires on July 31, 2019. The Facilities Department would like to exercise a one year contract renewal. Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 maintenance contractual line items.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract renewal for one year with Teachout Security for uniformed unarmed security guard services at several county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH TEACHOUT SECURITY
FOR UNIFORMED UNARMED SECURITY GUARD SERVICES AT
SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with Teachout Security for uniformed unarmed guard services; and

WHEREAS, the current contract will expire on July 31, 2019; and

WHEREAS, a two year renewal option was included in the contract and the Facilities Department would like to exercise a one year renewal; and

WHEREAS, Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current agreement; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year contract renewal with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532 for the uniformed unarmed security guard services at several county facilities.

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.

Agenda Item 9

To: County Services and Finance Committees

From: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

Date: May 7, 2019

Re: Proposed Resolution to Approve a Contract with M&M Pavement Marking, Inc. for Bid Packet #81-19, 2019 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for the Road Department's annual Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program and award a contract for the work.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define road laneage and white rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

The Purchasing Department advertised and received three bids for each of the pavement marking work items: Item No. 1 – Waterborne Pavement Markings and Item No. 2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	<u>Total Bid</u>
M&M Pavement Marking, Inc.	\$416,267.00
JV Contracting, Inc.	\$450,671.25
P. K. Contracting, Inc.	\$454,400.00

This year's recommended contractor for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$416,267.00.

Approval of the attached resolution is recommended.

Agenda Item 9

TO: Kelly Jones, County Highway Engineer & Director of Engineering
Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 30, 2019

RE: Memorandum of Performance for RFP No. 81-19; 2019 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2019 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department.

The scope of work includes, but is not limited to, placing waterborne longitudinal pavement marking and cold plastic common text & symbol pavement markings on public roads within the confines of Ingham County, Michigan; that includes, the cities of Leslie, Mason, Williamston and the village of Webberville. The pavement markings will be to the width, color, dimensions, type and locations as specified in the request for proposal, or as directed by the Engineer

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	10	2
Vendors responding	3	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Item #1 - Total Bid Price Waterborne Pavement Marking – Longitudinal Lines	Item # 2 - Total Bid Price Cold Plastic Pavement Marking – Common Text & Symbols	Grant Total Bid Price Items #1 & #2
M & M Pavement Marking Inc.	No, Grand Blanc MI	\$385,400.00	\$30,867.00	\$416,267.00
JV Contracting Inc.	No, Goodrich MI	\$428,160.00	\$22,511.25	\$450,671.25
PK Contracting Inc.	No, Troy MI	\$423,760.00	\$30,640.00	\$454,400.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR
WATERBORNE PAVEMENT MARKINGS AND COLD PLASTIC COMMON TEXT & SYMBOLS
TO M&M PAVEMENT MARKINGS, INC., GRAND BLANC, MICHIGAN FOR BID PACKET #81-19**

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

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

WHEREAS, a request for proposals was issued and the following three responsive bids were received to provide the contractor applied pavement markings:

M&M Pavement Marking, Inc.	\$416,267.00
JV Contracting, Inc.	\$450,671.25
P. K. Contracting, Inc.	\$454,400.00

WHEREAS, the Road Department recommends that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorizes a contract with the most responsive low bidder, which is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$416,267.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Markings, Inc., Grand Blanc, Michigan, to provide Countywide Waterborne Pavement Markings and Cold Plastic Common Text & Symbols for a total estimated cost of \$416,267.00.

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

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: May 7, 2019
SUBJECT: Resolution Approving Amendments to the 2019 Managerial and Confidential Employee Personnel Manual

BACKGROUND

On May 3, 2019, the Steering Committee for the Managerial and Confidential Employee Personnel Manual met and discussed the following proposed amendments to the manual:

- 1) The creation of a Public Defenders Office by Ingham County included creation and hire of Assistant Public Defenders into the Managerial and Confidential Employee Personnel Group. One of the functions required of Assistant Public Defenders is staffing the First Appearance of Counsel program which operates year-round on a 24/7 basis. This will require Assistant Public Defenders to be on-call and performing work every weekend day and holiday. It is proposed that Assistant Public Defenders be compensated for this service at the rate of \$214 per day assigned on-call to the First Appearance of Counsel program on weekends and holidays.
- 2) A number of Managerial and Confidential Employee Personnel Group employees have reached the maximum accrual cap for vacation leave accrual and have expressed difficulty in utilizing vacation leave already accrued, resulting in their inability to accrue additional vacation leave. To address this, it is proposed that the maximum accrual cap be increased from three hundred eighty (380) hours to four hundred and fifty (450) hours for use by and employee, while retaining the maximum accrual cap of three hundred eighty (380) hours for payout calculation at termination of service.

The proposed changes are reflected in the document attached to the Resolution

ALTERNATIVES

The Board of Commissioners may approve or reject the proposed changes in whole or in part.

FINANCIAL IMPACT

- 1) The financial impact will at a minimum be \$214 per weekend day and holiday for the services of one (1) Assistant Public Defender. If additional Assistant Public Defenders are required due to the volume of service required, additional costs will be incurred.
- 2) No direct financial impact.

OTHER CONSIDERATIONS

- 1) Assistant Prosecuting Attorneys are compensated for on-call service at the same rate of \$214 per day.
- 2) The vacation accrual cap was recently increased for a bargaining unit whose members had reached the maximum cap and expressed difficulty in utilizing vacation leave already accrued.

RECOMMENDATION

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

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

**RESOLUTION TO APPROVE AMENDMENTS TO THE
2019 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL**

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

WHEREAS, the Steering Committee recommended changes to the current 2019 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommended amendments, as proposed by the Managerial and Confidential Employee Steering Committee, to the current 2019 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section M. Vacations: increase maximum vacation accrual cap to four hundred fifty (450) hours from three hundred eighty (380) hours for employee use and retain the maximum vacation accrual cap of three hundred eighty (380) hours for payout at termination of service.
2. (NEW) Appendix A. Other Specific Managerial Benefits. 5. Assistant Public Defenders. Provide for on-call pay of \$214 per day for the First Appearance of Counsel program retroactive to the first day of the program in April 2019.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual as amended will be effective January 1, 2019 and shall expire on December 31, 2019.

M. VACATIONS

1. Employees who have completed at least six (6) months of continuous service are eligible for compensated annual leave. Following six (6) months of employment, an employee may apply to use any credited vacation hours, but vacation hours may not be used prior to the payroll period in which they are earned according to the vacation schedule below. An employee's vacation credit accumulation rate shall be based upon the length of continuous service, and the amount of vacation leave earned each payroll period by each full time employee shall be according to the following schedule. This schedule shall apply to full-time employees in the confidential classification of Court Officer/Research Clerks, hired prior to January 1, 2015 (date of integration into MC group):

<u>Years of Continuous Service</u>	<u>Hours Earned Each Fully Compensated Payroll Period</u>	
1	3.384	(88)
2	3.693	(96)
3	4.000	(104)
4 thru 8	4.923	(128)
9	5.231	(136)
10 thru 14	5.846	(152)
15 thru 19	6.492	(168)
20 and over	6.769	(176)

The amount of vacation leave earned each payroll period by each full time employee hired on or after January 1, 2013 shall be according to the following schedule:

<u>Years of Continuous Service</u>	<u>Hours Earned Each Fully Compensated Payroll Period</u>	
1	3.076	(80)
2	3.384	(88)
3	3.693	(96)
4 thru 8	4.615	(120)
9	5.231	(136)
10 thru 14	5.846	(152)
15 thru 19	6.492	(168)
20 and over	6.769	(176)

2. Part-time employees who work less than full-time but at least half-time (twenty (20) hours per week) shall accrue vacation leave at one-half ($\frac{1}{2}$) the rate of full-time employees and three quarter time employees who work thirty (30) to thirty-nine (39) hours per week shall accrue vacation leave at 75% of the rate of full-time employees.

3. Proration.

(a) Effective the first full pay period of April, 2010, the accrual rates in Subsection (1) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in Subsection 2, above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsection 2, above, for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).

(b) Unpaid time taken off pursuant Ingham County Board of Commissioners' Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.

4. Vacation leaves shall be scheduled by the department head in accordance with operating requirement, and, where possible, with the written request of the employee. The amount of vacation leave charged to an employee during an annual leave will be equal to the number of regularly scheduled hours that would otherwise have been worked during the period of absence on

such leave. A maximum of ~~three hundred eighty (380)~~ four hundred fifty (450) hours vacation leave may be accumulated for use by an employee. Payout to an employee at termination of service is limited to a maximum of three hundred eighty (380) hours.

5. Absence due to an employee's medically verified illness or disability in excess of previously accumulated sick leave hours may be charged against vacation credits at the employee's request.

6. An employee whose service is terminated voluntarily or involuntarily is entitled to receive a vacation payout for all accrued vacation hours, subject to the allowable maximum.

7. Each department head shall keep a record of vacation credit; employees shall have access to records of their vacation eligibility and vacation days used.

8. Positions reporting directly to the Board of Commissioners will notify the Board Office of his/her scheduled vacation leaves.

APPENDIX A

OTHER SPECIFIC MANAGERIAL BENEFITS

5. **Assistant Public Defenders.** An attorney from the Office of the Public Defender is required to be present for the First Appearance of Counsel program 365 days per year. While not considered overtime, the attorney assigned to be on-call to attend the First Appearance program shall receive additional compensation as follows:

<u>Saturday/Sunday/Holiday</u>	<u>\$214.00/day</u>
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This on-call pay shall be retroactive to the beginning of the First Appearance of Counsel program in April 2019. On-call pay shall be paid in the next regular pay period after the service is performed.

Agenda Item 10b

TO: Board of Commissioners County Services and Finance Committees

FROM: Sue Graham, Human Resources Director

DATE: May 6, 2019

SUBJECT: Resolution to Adopt a Letter of Understanding (LOU) between Ingham County, 30th Circuit Court & OPEIU Family Court Union Local 459 for On-Call Clinical Mental Health Services For the meeting agendas of May 21 and May 22, 2019

BACKGROUND

Currently, when the Chief Staff Psychologist is unavailable to provide services (including after-hours crisis services) to the residents of the Ingham County Youth Center, these services have been provided by the Sparrow Hospital Emergency Department or the Director of the Youth Center. To provide licensed care to the residents of the Ingham County Youth Center, a Letter of Understanding (LOU) between Ingham County, 30th Circuit Court and OPEIU Family Court Union Local 459 is proposed and has been agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459.

ALTERNATIVES

The Board of Commissioners may approve the LOU in its entirety, in part or not at all.

FINANCIAL IMPACT

It is proposed that the Clinical Mental Health Professional (OPEIU/06) and Clinical Social Worker (OPEIU/06) will be paid a stipend of \$20.00/ weekday; \$25.00/weekend day and holidays, when they are placed in an “on-call” status. Actual costs will depend on the frequency of the need to provide on-call duties.

OTHER CONSIDERATIONS

Entering into this LOU will permit continuation of licensed services to individuals, including after-hours crisis services during periods of unavailability of the Chief Staff Psychologist.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to adopt a LOU between Ingham County, 30th Circuit Court and OPEIU Family Union Local 459.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A LETTER OF UNDERSTANDING BETWEEN INGHAM COUNTY,
30TH CIRCUIT COURT AND OPEIU FAMILY COURT UNION LOCAL 459 FOR ON-CALL
CLINICAL MENTAL HEALTH SERVICES**

WHEREAS, when the Chief Staff Psychologist is unavailable to provide services including after-hours crisis services to the residents of the Ingham County Youth Center, these services have been provided by Sparrow Emergency Department or the Director of the Youth Center; and

WHEREAS, to provide licensed care to the residents of the Ingham County Youth Center a Letter of Understanding between Ingham County, 30th Circuit Court and OPEIU Family Court Union Local 459 is proposed and has been agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459; and

WHEREAS, the proposed Letter of Understanding provides that the Clinical Mental Health Professional (OPEIU/06) and Clinical Social Worker (OPEIU/06) shall be placed in an “on-call” status when the Chief Staff Psychologist is unavailable and will be paid a daily stipend of \$20.00/ weekday; \$25.00/weekend day and holidays; and

WHEREAS, upon adoption of the proposed Letter of Understanding, services including after-hours crisis services will continue for the residents of the Ingham County Youth Center; and

WHEREAS, the proposed Letter of Understanding has been agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459; and

WHEREAS, the Human Resources Director recommends that the Ingham County Board of Commissioners adopt the proposed Letter of Understanding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes adoption of the attached Letter of Understanding.

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

**LETTER OF UNDERSTANDING
BETWEEN
Ingham County
30th JUDICIAL CIRCUIT COURT /
FAMILY DIVISION**

and

**OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 459, AFL-CIO**

for the

**CIRCUIT COURT / FAMILY DIVISION
PROFESSIONAL EMPLOYEES**

WHEREAS, the Ingham County 30th JUDICIAL CIRCUIT COURT / FAMILY DIVISION COUNTY (the "Employer") and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION (the "Union") have agreed to a collective bargaining agreement for the Circuit Court / Family Division Professional Employees unit from January 1, 2018, through December 31, 2020 (the "Collective Bargaining Agreement") and;

WHEREAS, the Parties wish to amend the Collective Bargaining Agreement regarding on-call time for certain Mental Health Professional and Clinical Social Worker employees;

NOW THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The impacted positions of Clinical Mental Health Professional (OPEIU/ 06) and Clinical Social Worker (OPEIU/06) will be placed on an on-call list in seniority order, with the employee with the most seniority placed first on the list and shall rotate on a bi-weekly basis.
2. Employees in the impacted positions will be notified 48 hours prior to being placed on-call, their on-call will be governed by this Letter of Understanding. Article X., Section 5 Call Back and Section 7 On Call of the Collective Bargaining Agreement will not apply to these Employees.
3. The Clinical Mental Health Professional (OPEIU/ 06) and Clinical Social Worker (OPEIU/06) who are on-call shall be paid an "on-call" bonus as follows:

Daily Stipends Per Pay Period - \$20.00/weekday; \$25.00/weekend day and holidays.

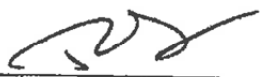
Weekends are defined as beginning at 5:00 p.m. on Friday and running through 7:59 a.m. on Monday. The waiting time spent during on-call will not be included in calculating overtime or constitute hours worked for the calculation of wages under this Agreement.

Time spent working during on-call (e.g. responding to work related telephone calls, following up with email and text messages etc.) will constitute hours worked and will be tracked and paid, in addition to the Daily Stipend, consistent with this Agreement and Employer policy.

4. All the other terms and conditions specified in the parties' Collective Bargaining Agreement will remain in full force and effect, except as stated above.

IT IS FURTHER AGREED THAT this Letter of Understanding will be unique to this case and neither the Employer nor the Union waive any rights as to other future cases. It is expressly understood this agreement will be without precedent or prejudice for any future circumstance.

EMPLOYER



Honorable Richard J. Garcia
Chief Circuit & Probate Judge

**OFFICE AND PROFESSIONAL
EMPLOYEES INTERNATIONAL UNION,
LOCAL 459, AFL-CIO**



Naudia Fisher
Service Representative

Approved:

Bryan Crenshaw, Chairperson
Ingham County
Board of Commissioners

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



Mattis D. Nordfjord

Agenda Item 11

TO: Law & Courts, Human Services, County Services, & Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: May 7, 2019

SUBJECT: Ingham County Strategic Plan Update - Discussion
For the meeting agendas of 5/16, 5/20, 5/21 and 5/22

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan that specifies activities and tasks for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals. A summary of the Ingham County Strategic Plan is attached.

The presentation of the Action Plan here includes all of the goals and strategies of the complete Strategic Plan, but only the key implementation tasks related to each liaison committee are shown. Tasks that have been completed are shaded. This is presented as a discussion item, so committees can discuss adding, deleting, or changing any of the current key implementation tasks in order to keep the plan up to date. The most recent update is from February 2019, as was distributed at the February 21, 2019 Board Leadership meeting. Departments will be providing updated information for this document as part of their 2020 budget requests.

Ingham County Strategic Plan Summary

VISION

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

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

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

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

1. Service to Residents
 - a. Strive to make facilities and services user-friendly.
 - b. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
 - c. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
 - d. Ensure employees provide complete and courteous responses to resident questions and inquiries.
 - e. Provide opportunities to gather feedback on County services from the public.
2. Communication
 - a. Promote key services through the local media.
 - b. Provide opportunities for residents and service recipients to share their experiences about County services.
 - c. Consider ways to brand and unify County messaging.
 - d. Assure ease of access to information on and maintenance of the County Web site.
3. Management, Finance and Governance
 - a. Maintain the County's financial reserves at adequate levels.
 - b. Continue to monitor adherence to the County's financial reserve policy.
 - c. Develop options for service levels depending on the County's fiscal health.
 - d. Periodically review and revise policies and contracting procedures to reflect current best practices.
 - e. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
 - f. Identify long and short-term funding priorities and financing options for capital projects.
 - g. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
 - h. Monitor and address unfunded liabilities.
4. Information Technology
 - a. Support well-trained IT managers and staff current with emerging trends and best practices.
 - b. Annually budget for countywide IT projects including updates to existing software applications.
 - c. Establish consistent standards for department website design, information postings and monitoring.

5. Facilities and Infrastructure
 - a. Review recommendations of the Space Utilization Study for Ingham County.
 - b. Plan physical space needed for future storage needs.
 - c. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
 - d. Consider environmentally-friendly construction strategies.
6. Human Resources and Staffing
 - a. Attract and retain employees who value public service.
 - b. Regularly solicit employee feedback and suggestions for workflow improvements.
 - c. Encourage employee creativity and innovation.
 - d. Support employee and professional development.

OVERARCHING LONG-TERM OBJECTIVES

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					●	

ACTION PLAN UPDATE - FINANCE COMMITTEE (shaded tasks are complete)

Key Implementation Tasks	<u>Lead Responsibility/Others</u> Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
<i>Strategy 1. Strive to make facilities and services user-friendly</i>			
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
<i>Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.</i>			
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
<i>Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.</i>			
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
<i>Strategy 4. Ensure employees provide complete and courteous response to resident questions and inquiries.</i>			
Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.			
<i>Strategy 5. Provide opportunities to gather feedback on County services from the public.</i>			
Goal B. Communication: Improve service by enhancing the quality of external and internal communication.			
<i>Strategy 1. Promote key services through the local media.</i>			
Goal B. Communication: Improve service by enhancing the quality of external and internal communication.			

Key Implementation Tasks	<u>Lead Responsibility</u> /Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Strategy 2. Provide opportunities for residents and service recipients to share their experiences about County services.

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

Strategy 3. Consider ways to brand and unify County messaging

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.

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

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

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.
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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.

b. Provide regular reports to the County Board on the use of debt service, updates on Tax Increment Financing and other financing tools.	<u>Controller</u> Financial Services	Ongoing	The County has a debt service policy, updates done annually through the audit and other financial reporting.
c. Continue periodic reports to the County Board on management and financial issues outside of the budget process.	<u>Controller</u> Financial Services Human Resources Purchasing	Ongoing	Updates have been or will be provided on Purchasing and contracts policies, and new IT security training has been implemented.

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

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

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.

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

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.

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.

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.

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.

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

Key Implementation Tasks	<u>Lead Responsibility</u> /Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
Strategy 1. Review recommendations of the Space Utilization Study for Ingham County.			
Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.			
<i>Strategy 2. Plan physical space needed for future storage needs.</i>			
Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.			
<i>Strategy 3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.</i>			
Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.			
<i>Strategy 4. Consider environmentally-friendly construction strategies.</i>			
Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.			
<i>Strategy 1. Attract and retain employees who value public service.</i>			
Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.			
<i>Strategy 2. Regularly solicit employee feedback and suggestions for workflow improvements.</i>			
Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.			
<i>Strategy 3. Encourage employee creativity and innovation.</i>			
Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.			
<i>Strategy 4. Support employee and professional development.</i>			