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

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

Agenda

Call to Order

Approval of the [October 16, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Approve Purchase of Training from [PoliceOne.com Academy](#) for Ingham County Sheriff's Office Staff
 - b. Resolution to Continue Records Management Software Support from [Central Square Technologies](#)
 - c. Resolution to Accept Grant Funds and [Donations](#) for the Ingham County Sheriff's Office Victim Advocate Unit on an Ongoing Basis
 - d. Resolution to Purchase Three New [Tasers](#) and Associated Equipment for the Sheriff's Office from Axon Enterprise, Inc.
2. Treasurer's Office – Resolution to Provide Funding for [Low Income Tax Preparation](#)
3. Register of Deeds Office – Resolution to Authorize an Extension of an Agreement with [Fidlar Technologies](#) for the Records Management Software System Currently Used in the Register of Deeds Office
4. 55th District Court
 - a. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program ([SCAO-MMHCGP](#)), Continue a Probation Officer Position, and Authorize Subcontracts
 - b. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program ([SCAO-MDCGP](#)) and Authorize Subcontracts
5. Prosecuting Attorney – Resolution Authorizing Acceptance of a [Grant Amendment](#) with the Michigan State Police and the Ingham County Prosecutor's Office and Authorizing a Sub Contract Between the Ingham County Prosecutor's Office and Jackson County Prosecutor's Office and the Blackman Leoni Township Department of Public Safety
6. 9-1-1 Center Dispatch – Resolution to Authorize Purchase of Computer Aided Dispatch ([CAD](#)) Computers

7. MSU Extension Office – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual [Work Plan for 2020](#)
8. Facilities Department
 - a. Resolution to Authorize an Agreement with [Myers Plumbing](#) for the Replacement of the Humidification System at the Grady Porter Building and Veterans Memorial Courthouse
 - b. Resolution Authorizing an Agreement with [Laux Construction LLC](#) for the Renovations at New Hope Community Center, the Health Department's Administration and Women's Health
9. Parks Department
 - a. Resolution to Submit to the Electorate a Special Millage Renewal Question for a [Countywide System](#) of Trails and Parks
 - b. Resolution to Authorize the [Application](#) to the Ingham County Trails and Parks Millage Fund for Three Projects within the Ingham County Parks
 - c. Resolution to Authorize a New [Park Ranger](#) Position
10. Human Services Committee
 - a. Resolution to Submit to the Electorate a Special Millage Renewal Question for a Countywide Transportation System Primarily for the [Disabled and Elderly](#)
 - b. Resolution to Submit to the Electorate a Special Millage Question Authorizing Funding for [Elder Persons](#) Services and Certifying Ballot Language
 - c. Resolution to Submit to the Electorate a Special Millage for Continuing Health Services for Low Income, Uninsured Families and [Adults](#) Living in Ingham County
11. Health Department
 - a. Resolution to Authorize [Amendment of Resolution #19-351](#)
 - b. Resolution to Authorize a 2019-2020 [Americorps](#) State Grant
 - c. Resolution to Authorize an Administrative Service Agreement with [Blue Cross Blue Shield](#) of Michigan at the Ingham County Jail
 - d. Resolution to Convert [Medical Assistant](#) Position
 - e. Resolution to Extend [Curis Consulting](#) Agreement
 - f. Resolution to Authorize an Agreement with [Family and Community](#) Development Services
 - g. Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for [Refugee Health Promotion](#)
 - h. Resolution to Authorize Agreement with Michigan Department of Health and Human Services for [Refugee Health Screenings](#)
 - i. Resolution to Authorize [Amendment #1](#) to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - j. Resolution to Extend Agreement with Michigan State University Department of [Psychiatry](#)
 - k. Resolution to Authorize an Agreement with [Feldesman, Tucker, Leifer, and Fidell, LLP](#)
 - l. Resolution to [Amend Resolution #18-083](#) with Walmart Pharmacy
 - m. Resolution to Authorize Agreement with [St. Vincent](#) Catholic Charities
 - n. Resolution to Accept the FY20 Grant Agreement with Michigan Department of Health and Human Services – [Tobacco Use Reduction](#) for People Living with HIV– 2020
12. Innovation and Technology Department
 - a. Resolution to Approve Renewal of Support from [Core Technology](#)
 - b. Resolution to Approve Renewal of Training from [ITProTV](#)
 - c. Resolution to Approve the Renewal of the VmWare Support Agreement from [CDWG](#)

13. Road Department – Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow [Blades](#) and Wing Plow Shoes
14. Human Resources Department – Resolution to Authorize Purchase of [Neogov HRIS](#) Software Products and Related Services
15. Controller/Administrator's Office
 - a. Resolution to Approve a Deficit Elimination Plan for the [Homeland Security](#) Grant Fund
 - b. Resolution to Approve a Deficit Elimination Plan for the [Fair Fund](#)
 - c. Resolution to Authorize [Accounting and Consulting](#) Services Agreement
16. Board Referrals
 - a. Notice of Public Hearing from the City of Lansing Regarding the Proposed Creation of [Lansing Gateway](#) Corridor Improvement Authority
 - b. Notice of Public Hearing from the City of Lansing Regarding the Proposed Creation of South [Martin Luther King](#) Corridor Improvement Authority
 - c. Notice of Public Hearing from the City of Lansing Regarding the Approval of an Obsolete Property Rehabilitation Certificate for the Property Located at [1030 S. Holmes St.](#), Lansing
 - d. Notice of Public Hearing from the City of Lansing Regarding the Approval of an Obsolete Property Rehabilitation Certificate for the Property Located at [1611 East Kalamazoo St.](#), Lansing
 - e. Letter from the East Lansing Downtown Development Authority Regarding an Informational Meeting to Share Projects Completed over the Last Year and Discuss Future Plans in the [DDA District](#)
 - f. Notice of Public Hearing from the City of Lansing Regarding the Proposed [Saginaw Street](#) Corridor Improvement Authority Development and Finance Plan
 - g. Notice of Public Hearing from the City of Lansing Regarding the Proposed [Michigan Avenue](#) Corridor Improvement Authority Development and Finance Plan
 - h. Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #77-500 Block Redevelopment Project for the Property Referred to [501 S. Capitol Avenue](#) and 535 & Vacant S. Capitol Avenue and 520 & Vacant S. Washington Avenue in Lansing
 - i. Delhi Charter Township [Assessing Officers](#) Report for Industrial Facility Exemption Certificates for 2019

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
October 16, 2019
Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Morgan, Polsdofer, Schafer, and Tennis.

Members Absent: None.

Others Present: Andy Bouck, Darin Southworth, Terri Thornberry, Alan Fox, Deb Fett, Rick Terrill, Michael Townsend, Liz Noel, 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 October 2, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THAT THE MINUTES OF THE OCTOBER 2, 2019 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Additions to the Agenda

Substitutes –

4. 9-1-1 Center Dispatch – Resolution to Authorize Leases for the Necessary Communication Towers for the MPSCS/Ingham County Radio Communications System Project

Additional Information –

11. Human Resources Department
 - a. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units

Limited Public Comment

None.

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

1. Treasurer's Office
 - a. 1st Quarter Investment Report
 - b. 2nd Quarter Investment Report

2. Sheriff's Office/Health Department – Resolution to Authorize an Agreement with Michigan State University Department of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail
6. Parks Department – Resolution Approving the Scoring Criteria for the Trails and Parks Millage Grants
7. Health Department
 - a. Resolution to Authorize an Agreement with Larder Data Consulting, LLC
 - b. Resolution to Convert Charge Nurse Position
8. Michigan Department of Health and Human Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services
9. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of Box File Sharing Subscription from CDW-G
 - b. Resolution to Approve the Renewal of Remote Access Software from CDW-G
 - c. Resolution to Approve the Invoice for Renewing Courtview Support Services
10. Facilities Department – Resolution to Authorize an Agreement with Safety Systems Inc. for the Installation and Monitoring of the Intrusion System at the 911 Center's Radio Project Warehouse
11. Human Resources Department
 - a. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units
 - b. Resolution to Waive the Public Act 152 Health Care Requirements for 2020
 - c. Resolution to Authorize Renewal of a Contract for Job Recruitment Services
12. Controller/Administrator's Office
 - a. Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming for 2020 as Authorized by the Justice Millage
 - b. Ingham County 2020 General Appropriations Resolution
13. Board Referrals
 - a. City of Lansing Notice of Public Hearing – Proposed Creation of North Grand River Corridor Improvement Authority
 - b. City of Lansing Notice of Public Hearing – Proposed Creation of South Martin Luther King Corridor Improvement Authority
 - c. City of East Lansing Assessing Officers Report for Industrial Facility Exemption Certificates for 2019

THE MOTION CARRIED UNANIMOUSLY.

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

4. 9-1-1 Center Dispatch – Resolution to Authorize Leases for the Necessary Communication Towers for the MPSCS/Ingham County Radio Communications System Project

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

Chairperson Grebner asked if the \$3,000 per month lease amount was for cellphone or microwave uses.

Terri Thornberry, 911 Center Director, stated that the 911 system would be using microwave signals.

Chairperson Grebner asked if the County was buying or leasing the towers.

Ms. Thornberry stated that the County would lease the space on the towers.

Chairperson Grebner asked what else would be on the tower.

Ms. Thornberry stated the towers held other communications systems, for instance from cellphone companies.

Chairperson Grebner asked if \$3,000 per month was the general rate for leasing towers.

Ms. Thornberry stated that \$3,000 per month was a standard leasing rate.

Chairperson Grebner asked if the County owned communications towers, and if so, if they were leased out.

Ms. Thornberry stated she did not think the County owned any towers, although the Sheriff's Office might.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

3. Sheriff's Office – Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent Up to 50 Beds to the Michigan Department of Corrections

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

Undersheriff Andy Bouck, Sheriff's Office, stated that since the last Finance Committee meeting, he had learned that there were two different types of funding or reimbursements that the County received from the Michigan Department of Corrections (MDOC). He further stated that

the first was the County Jail Reimbursement Program(CJRP), which had been line-item vetoed by the Governor recently, and the second was the Intensive Detention Reentry Program (IDRP), which was the contract before the Committee and it was not related to the CJRP funds at all.

Chairperson Grebner asked if the inmates held at the County jail under this contract were from the County.

Major Darin Southworth, Sheriff's Office, stated that some inmates were from this County. He further stated that inmates that came from the State were in two categories, one being parole violators that needed to be housed for 30 to 45 days, and others were getting ready to leave prison.

Major Southworth stated that the County housed more IDRP inmates, but both were reimbursed at the same rate. He further stated that there was an average of 35 MDOC inmates a day and they were commingled throughout the facility.

Chairperson Grebner asked if the detainer inmates were local people, and if the IDRP inmates were from elsewhere in the State.

Major Southworth stated that the detainer inmates were usually local people.

Undersheriff Bouck stated that the County was only one of two IDRP contracts in the State.

Chairperson Grebner asked if that meant there were a lot of people from Detroit being housed in the County jail.

Undersheriff Bouck stated that was not necessarily the case, and usually it was a transition place for the inmate between two other facilities for 30 to 45 days.

Discussion.

Major Southworth stated that the MDOC inmates tended to be more so from this area than not.

Commissioner Crenshaw stated the resolution allowed for up to 50 beds per day, but the estimated revenue in the resolution was less than it would be for 50 beds per day, for 35 dollars per day.

Undersheriff Bouck stated he estimated the average to be about 35 beds per day, and he wanted his estimated revenue in the budget to be accurate. He further stated that the Sheriff's Office would take up to 50 MDOC inmates per day under this contract.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

5. Law & Courts Committee – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

Chairperson Grebner stated that although the Law & Courts Committee tabled the resolution, the resolution would be used for discussion.

Commissioner Schafer stated this resolution was tabled at the Law & Courts Committee meeting and he had voted against tabling the resolution then, but he would like to have a discussion regarding millages on the ballot in 2020.

Commissioner Crenshaw stated the discussion at the Law & Courts Committee had centered on the discussion from the Board Leadership meeting in August that had been left at committees determining the millages that would be up for renewal in 2020 and then the Board of Commissioners could see how all of them played out before placing them on a ballot. He further stated that the resolution before the Committee had just been placed on the agenda at the Law & Courts Committee without any discussion prior to it coming as an action item.

Commissioner Crenshaw stated the resolution had been tabled because the members wanted committees to put out a plan for their millages going forward.

Discussion.

Commissioner Tennis stated that millages had been discussed in the Human Services Committee, and the general consensus there had been to get as many on the March 2020 ballot as possible. He further stated that he would go along with other members of the Board of Commissioners who had more knowledge of millages.

Commissioner Morgan stated he would like to parse the millages out to have those more likely to pass in a Democratic Primary on the ballot in March, whereas the 911 millage would be likely to pass anytime.

Chairperson Grebner stated he thought that all renewals that were likely to pass anyway should go on the ballot in March. He further stated that if there were to be increases to a millage or a new millage, then those should be on the ballot in August or November.

Chairperson Grebner stated all of the renewals would pass, the March 2020 ballots would be paid for by the State, and it would not be buried under 30 other races on the March ballot as opposed to the August or November ballots.

Discussion.

Commissioner Maiville stated his recollection from the Board Leadership meeting was the same as Chairperson Grebner's. He further stated that a benefit of putting the millages on the ballot in March would be if perhaps there was fallout in that election, then there were other elections to address those millages again rather than waiting until the end.

Discussion.

Chairperson Grebner asked if the Ingham Health Plan Millage would be ready for the March Election.

Commissioner Tennis stated that was the goal.

Chairperson Grebner stated it was likely that other millages, like a new road millage, would not be ready in time to be on the March 2020 ballot.

Commissioner Schafer stated he thought it was important to gather information from the local entities about what millages they planned to put on the March 2020 ballot.

Discussion.

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

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. POLSDOFER, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED. **Yeas:** Grebner, Crenshaw, Maiville, Morgan, Polsdofer, Tennis **Nays:** Schafer

Announcements

Commissioner Morgan stated for the record that he worked for a nonprofit that provided health care coverage to school employees and some public employees. He further stated that he did not believe the organization put a bid in for Ingham County.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:19 p.m.

NOVEMBER 6, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1a. Sheriff's Office – Resolution to Approve Purchase of Training from PoliceOne.Com Academy for Ingham County Sheriff's Office Staff**

This resolution will approve the continuation of online training from PoliceOne Academy Training. The Sheriff's Office has been using the PoliceOne Academy Online Application to train all staff since 2016. Training includes Interactive Videos Courses and Course quizzes for Accreditation and Management Workflows for Accountability. The training cost will be paid from Booking Fees and Act 302 Training Fund revenue in the amount of \$6,480.

- 1b. Sheriff's Office – Resolution to Continue Records Management Software Support from Central Square Technologies**

This resolution will authorize entering into a contract with Central Square Technologies (formerly known as TriTech Software Systems) for limited software support for the time period of January 1 through December 31, 2020 for a cost not to exceed 7,506.66 (1 RMS Server License for \$6,789.00 and 2 RMS User Licenses for \$717.66). Funds for this contract are included in the 2020 budget for the IT LOFT Fund.

See memo for details.

- 1c. Sheriff's Office – Resolution to Accept Grant Funds and Donations for the Ingham County Sheriff's Office Victim Advocate Unit on an Ongoing Basis**

This resolution will authorize the Ingham County Sheriff's Office to accept up to \$6,000 of grant funds and donations annually on behalf of the Victim Advocate Unit. These funds will be used for the operation of the Victim Advocate Unit on an ongoing basis.

The Sheriff's Victim Advocate Unit provides short term crisis intervention to Ingham County residents who have experienced a traumatic event. The Unit is comprised solely of volunteers who are on call 24 hours a day, 7 days a week, and rely on grants and donations as their only means to purchase uniforms and equipment.

See memo for details.

- 1d. Sheriff's Office – Resolution to Purchase Three New Tasers and Associated Equipment for the Sheriff's Office From Axon Enterprise, Inc.**

This resolution will authorize the purchase of three Tasers and associated equipment and training from AXON Enterprise, Inc. for a total not to exceed \$11,693.00, funded from the Jail Commissary fund. Ingham County recognizes AXON Enterprise, Inc. as a sole source vendor for this equipment and training.

2. Treasurer's Office – Resolution to Provide Funding for Low Income Tax Preparation

The Capital Area United Way coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate-income citizens. A request for funding a coordinator position, to be hosted and administered by the United Way, is being made to the Counties of Clinton, Eaton, and Ingham and the City of Lansing. The County Treasurer seeks approval of a resolution to offer Board concurrence with the use of \$12,500 from the Delinquent Tax Administration fund for this purpose.

3. Register of Deeds Office – Resolution to Authorize an Extension of an Agreement with Fildar Technologies for the Records Management Software System Currently Used in the Register of Deeds Office

On June 14, 2011 the Board of Commissioners approved Resolution #11-179 which authorized the purchase of a record management system and associated maintenance agreement from Fildar Technologies to improve efficiency and accuracy of the office's workflow. The contract was subsequently renewed in 2016 (Resolution #16-389) through August 31, 2019. The Register of Deeds has proposed a resolution for a three (3) year extension of the Fildar Technologies, effective September 1, 2019 through August 31, 2022. The annual cost of the Agreement (\$91,560 for the AVID program and \$6,000 for the Direct Search module) would be taken from the Register of Deeds Automation Fund.

4a. 55th District Court – Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Authorize Subcontracts

This resolution will authorize a grant award in the amount \$369,000 from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

The grant funding supports one full-time probation officer assigned to the program, which is included in the 2020 budget.

The resolution will also authorize up to \$98,730 in Ingham County In-Kind funding and acknowledge \$27,828 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$495,558. This resolution also recognizes a \$4,500 allocation of Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

Subcontracts would also be authorized as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,296
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$290,534.

See memo for details.

4b. 55th District Court – *Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Authorize Subcontracts*

This resolution will authorize the acceptance of \$132,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. Both positions are included in the 2020 budget.

The resolution will also authorize \$152,994 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$284,994. This resolution also recognizes a \$9,600 allocation of Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

The resolution will also authorize subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$16,000
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

See memo for details.

5. Prosecuting Attorney – *Resolution Authorizing Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor’s Office and Authorizing a Sub Contract Between the Ingham County Prosecutor’s Office and Jackson County Prosecutor’s Office and the Blackman Leoni Township Department of Public Safety*

This resolution authorizes the Ingham County Prosecutor’s Office to enter into an amended contract in the amount of \$268,271 with Michigan State Police and a sub contract with Jackson County Prosecutor’s office and Blackman Leoni Township Department of Public Safety consistent with this resolution.

6. 9-1-1 Center Dispatch – *Resolution to Authorize Purchase of Computer Aided Dispatch (CAD) Computers*

This resolution will authorize the purchase of 18 workstations in the 9-1-1 Center, each equipped with a computer for the computer aided dispatch (CAD) software. Twelve of the 18 CAD computers are scheduled for CIP replacement this year by IT. A need to improve the build and performance of the CAD PC’s to better meet the needs of our CAD software has been identified. The cost difference between the 2019 capital budget for 12 standard office computers and the updated CAD computer specs, and the cost to replace the other six (6) CAD computers this year instead of replacing them in the near future, is \$21,263.91 and is available within the 9-1-1 Emergency Services fund balance. The total cost of the 18 workstation is \$32,463.11.

See memo for details.

7. MSU Extension Office – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2020

This resolution authorizes the base agreement for extension services for 2020. For the period January 1, 2020 to December 31, 2020, the County shall pay to MSUE \$219,869 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$134,297 and \$85,572 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

8a. Facilities Department – Resolution to Authorize an Agreement with Myers Plumbing for the Replacement of the Humidification System at the Grady Porter Building and Veterans Memorial Courthouse

The humidification system at the Grady Porter Building and Veterans Memorial Courthouse has deteriorated to the point that replacement is required. The total cost of this project which includes a \$12,000.00 contingency for uncovered conditions, will not exceed \$160,350. The approved CIP line item for this project is not sufficient to cover the total costs of this project, requiring use of \$144,104.50 from the unreserved fund balance. The Facilities Director recommends approval of this project.

8b. Facilities Department – Resolution Authorizing an Agreement with Laux Construction LLC for the Renovations at New Hope Community Center, the Health Department's Administration and Women's Health

This resolution authorizes an agreement with Laux Construction, LLC for the renovations of New Hope Community Center and the Health Department's Administration. The total construction cost is \$80,505.00 for New Hope with an \$8,000.00 contingency for uncovered conditions that will not exceed \$88,505.00 using line item # 511-61515-931000-02099 with \$51,000.00 of the cost grant funded and the remaining balance for this project will be paid from current operations.

The total construction cost is \$48,295 for the Health Department's Administration with a \$5,000.00 contingency for uncovered conditions that will not exceed \$53,295.00 using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00. The remaining balance for this project will be paid by the Health Department 221 Operations Fund.

9a. Parks Department - Resolution to Submit to the Electorate a Special Millage Renewal Question for a Countywide System of Trails and Parks

This resolution seeks to have the voters of Ingham County determine whether or not they desire to raise funds at the same level as approved by the electorate in 2014 for a period of six (6) years to continue to support funding for the creation and maintenance of a system of recreational trails and adjacent parks within Ingham County. This would be placed on the March 10, 2020 primary ballot.

9b. Parks Department - Resolution to Authorize the Application to the Ingham County Trails and Parks Millage Fund for Three Projects within the Ingham County Parks

This resolution authorizes three Trails and Parks Millage applications to be made by the Parks Department. The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$450,000 from the Trails and Parks Millage fund balance, if these projects are selected for funding in the upcoming round

of grant applications. The \$450,000 includes the following: Hawk Island Planning Grant in the amount of \$200,000, Lake Lansing South Shovel Ready Grant in the amount of \$125,000, and Burchfield Shovel Ready Grant in the amount of \$125,000.

9c. Parks Department - Resolution to Authorize a New Park Ranger Position

This resolution authorizes the establishment of a new park ranger position. The long term annual cost would be \$80,375. Funding for the position would come from the Trails and Parks Millage.

10a. Human Services Committee - Resolution to Submit to the Electorate a Special Millage Renewal Question for a Countywide Transportation System Primarily for the Disabled and Elderly

This resolution seeks to have the voters of Ingham County determine whether or not they desire to raise funds at the same level as approved by the electorate in 2016 for a period of six (6) years to continue to support funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County. This would be placed on the March 10, 2020 primary ballot.

10b. Human Services Committee - Resolution to Submit to the Electorate a Special Millage Question Authorizing Funding for Elder Persons Services and Certifying Ballot Language

This resolution seeks to have the voters of Ingham County determine whether or not they desire to raise funds at a millage rate of 0.3000 of one (1) mill for a period of four (4) years for the purpose of eliminating wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County. This would be placed on the March 10, 2020 primary ballot.

10c. Human Services Committee - Resolution to Submit to the Electorate a Special Millage for Continuing Health Services for Low Income, Uninsured Families and Adults Living in Ingham County

This resolution seeks to have the voters of Ingham County determine whether or not they desire to raise funds at a millage rate of 0.7000 of one (1) mill for a period of four (4) years to continue to support funding for healthcare services for low income, uninsured families and adults residing in Ingham County. . This would be placed on the March 10, 2020 primary ballot.

11a. Health Department - Resolution to Authorize Amendment of Resolution #19-351

This resolution authorizes an amendment to Resolution #19-351 to authorize an additional CHW to participate in CHW training effective September 1, 2019 through December 31, 2019, in an amount not to exceed \$20,886.55.

11b. Health Department - Resolution to Authorize a 2019-2020 Americorps State Grant

This resolution accepts \$163,860 for the AmeriCorps State Grant for 2019-2020.

11c. Health Department - Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail

This resolution authorizes an administrative services agreement with Blue Cross Blue Shield of Michigan (BCBSM). Ingham County and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail. The agreement is updated

annually by executing Schedule A – Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements).

11d. Health Department - *Resolution to Convert Medical Assistant Position*

This resolution authorizes converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019. Both positions are UAW Grade D, so there is not a cost difference.

11e. Health Department - *Resolution to Extend Curis Consulting Agreement*

This resolution extends the agreement with Curis Consulting through December 31, 2020. CURIS Consulting works with ICHD's Community Health Centers (CHCs) to provide assessment, training, and solutions to meet clinical quality and cost efficiency goals of value-based care. The cost of the 12 month contract will be \$51,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000. The total cost of this contract and associated consultant travel totaling \$61,000 shall be paid through 2019 Health Center Quality funds.

11f. Health Department - *Resolution to Authorize an Agreement with Family and Community Development Services*

This resolution authorizes an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020. The cost of this agreement shall not exceed \$126,000. ICHD will cover up to \$69,404 of services which support client services within non-health center and public health programs through the Fiscal Year 2020 general budget. The remaining cost of \$56,596 will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

11g. Health Department - *Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Refugee Health Promotion*

This resolution authorizes an agreement with MDHHS for Refugee Health Promotion in an amount not to exceed \$47,100 effective October 1, 2019 through August 31, 2020.

11h. Health Department - *Resolution to Authorize Agreement with Michigan Department of Health and Human Services for Refugee Health Screenings*

This resolution authorizes an agreement not to exceed \$200,000 with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

11i. Health Department - *Resolution to Authorize Amendment #1 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution authorizes Amendment #1 with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2019 through September 30, 2020. This amendment increases funding for the regional perinatal care system from \$0 to \$50,000.

11j. Health Department - Resolution to Extend Agreement with Michigan State University Department of Psychiatry

This resolution authorizes extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services effective November 1, 2019 through October 31, 2020. The General Fund budget for Jail Medical is \$61,984 and is budgeted to fund the continuation of this contract.

11k. Health Department - Resolution to Authorize an Agreement with Feldesman, Tucker, Leifer, and Fidell, LLP

This resolution authorizes an agreement not to exceed \$6,000 with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020 to provide legal services as follows:

- Overview of the HRSA Compliance Manual requirements as it pertains to governance for co-applicant boards
- Overview of legal implications of incorporation/non-profit status for a co-applicant board
- Provide legal review and advisement to the authorities designated to each of the co-applicant board authorities and with regard to the co-applicant agreement

11l. Health Department - Resolution to Amend Resolution #18-083 with Walmart Pharmacy

This resolution amends resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 31, 2020. Walmart Pharmacy is part of the 340B savings program for uninsured patients. Resolution #18-083 included a dispensing fee of \$25 for each eligible brand drug claim processed. This amendment will increase the dispensing fee to \$26 for each eligible brand drug claim processed, will add two fill locations and will automatically renew the agreement with Walmart on an annual basis. The costs include a \$200 a month access fee and a \$26 prescription filling fee (dispensing fee). The overall cost is offset by the 340B program savings, which are projected to net \$4,500/month or \$54,000 annually.

11m. Health Department - Resolution to Authorize Agreement with St. Vincent Catholic Charities

This resolution authorizes entering into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020. The term of the agreement shall not exceed \$128,000. ICHD will cover up to \$70,537 of services which support client's services through non-health center/public health programs throughout the Fiscal Year 2020 general fund budget. The remaining cost (\$57,463) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

11n. Health Department - Resolution to Accept the FY20 Grant Agreement with Michigan Department of Health and Human Services – Tobacco Use Reduction for People Living with HIV– 2020

This resolution accepts an MDHHS grant up to \$249,970.10 which will enable the Health Department to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH).

12a. Innovation and Technology Department – Resolution to Approve Renewal of Support from Core Technology

Ingham County currently uses Multibridge and Talon software from Core Technology in the Sheriff's Office and patrol cars. Ongoing software support will ensure no disruption of service to our law enforcement personnel. The Chief Information Officer recommends approval of a resolution to renew support from Core Technology at a cost not to exceed \$5,571.

12b. Innovation and Technology Department – Resolution to Approve Renewal of Training from ITProTV

On October 24, 2017 the Board of Commissioners approved Resolution #17-400 to approve purchase of training from ITProTV. ITProTV provides training in easy to understand videos on various topics. Innovation and Technology (IT) Department staff determined that users could be trained very efficiently through ITProTV. Training programs relate to IT software applications as well as business, web design, and programming concepts. Training is reinforced by way of virtual labs and practice exams offered through an online subscription format. The IT Department recommends approval of a resolution to allow renewal of a one-year subscription for ITProTV user training in an amount not to exceed \$6,868.68.

12c. Innovation and Technology Department – Resolution to Approve the Renewal of the VmWare Support agreement from CDWG

Ingham County currently utilizes VmWare for virtualizing phone system servers and network servers at the datacenter and at the 911 center. These licenses require an annual support agreement that must be renewed each year, and CDWG has provided national contract pricing for ongoing support and upgrades. The IT Department offers a resolution to authorize purchase of a support agreement from CDWG for 12 months in the amount not to exceed \$35,978.51.

13. Road Department – Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow Blades and Wing Plow Shoes

The Road Department requests authorization to purchase single tungsten carbide insert grader blades, wing plow blades, and wing plow shoes. The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Junior wing plows have been equipped on all new truck purchases since 2012 and are used for snow removal only. Department snowplow trucks must have these components to operate efficiently for winter maintenance services. The Road Department seeks Board authorization to purchase inserted grader blades from Chemung Supply Corp., heat-treated wing plow blades from Heights Machinery Inc., and wing plow shoes from Shults Equipment LLC.

14. Human Resources Department – Resolution to Approve Purchase NeoGov Software Products and Related Services

The Human Resources Department seeks authorization to purchase Human Resources Information Systems (HRIS) software to aid in hiring and onboarding processes, and to provide training to existing employees. The expenditure of funds to purchase NeoGov HRIS software products and related services was approved by the Board of Commissioners in the FY2020 Capital Budget. The Human Resources Director recommends approval of a resolution to authorize the purchase NeoGov HRIS software products and related services for \$161,316. It is understood that actual purchase will occur after January 1, 2020.

15a. Controller/Administrator's Office - Resolution to Approve a Deficit Elimination Plan for the Homeland Security Grant Fund

This resolution replaces approved Resolution 19-379 to authorize a 2018 Deficit Elimination Plan to address, in part, the Homeland Security Grant Fund deficit. The Michigan Department of Treasury determined that details provided in the previous plan were insufficient. This resolution is a revised Ingham County Homeland Security Fund Deficit Elimination Plan.

15b. Controller/Administrator's Office - Resolution to Approve a Deficit Elimination Plan for the Ingham County Fair Fund

This resolution replaces approved Resolution 19-379 to authorize a 2018 Deficit Elimination Plan to address, in part, the Fair Fund deficit. The Michigan Department of Treasury determined that details provided in the previous plan were insufficient. This resolution is a revised Ingham County Fair Fund Deficit Elimination Plan

15c. Controller/Administrator's Office – *Resolution to Authorize Accounting and Consulting Services Agreement*

The Financial Services Department recently experienced simultaneous vacancies in the Director, Payroll Coordinator, and Accounts Payable Coordinator positions. Vacancies in these three key positions have created an immediate need for additional personnel with government accounting expertise in order to accomplish daily accounting tasks. Several looming account closing and filing deadlines further underscore the need for professional assistance. Jill Rhode retired in 2018 from the position of Financial Services Director after ten years of service and therefore has the knowledge and skills to perform accounting and consulting duties. Ms. Rhode will also provide much-needed guidance to help assure timely completion of the 2019 comprehensive annual financial report. Ms. Rhode would be compensated at the rate of \$50 per hour (less applicable tax withholdings) for up to 29 hours per week. A resolution is offered to approve the accounting and consulting services agreement.

PRESENTATION/DISCUSSION/OTHER ITEM:

- 16a. Board Referrals - Notice of Public Hearing from the City of Lansing Regarding the Proposed Creation of Lansing Gateway Corridor Improvement Authority**
- 16b. Board Referrals - Notice of Public Hearing from the City of Lansing Regarding the Proposed Creation of South Martin Luther King Corridor Improvement Authority**
- 16c. Board Referrals - Notice of Public Hearing from the City of Lansing Regarding the Approval of an Obsolete Property Rehabilitation Certificate for the Property Located at 1030 S. Holmes St., Lansing**
- 16d. Board Referrals - Notice of Public Hearing from the City of Lansing Regarding the Approval of an Obsolete Property Rehabilitation Certificate for the Property Located at 1611 East Kalamazoo St., Lansing**
- 16e. Board Referrals - Letter from the East Lansing Downtown Development Authority Regarding an Informational Meeting to Share Projects Completed over the Last Year and Discuss Future Plans in the DDA District**
- 16f. Board Referrals - Notice of Public Hearing from the City of Lansing Regarding the Proposed Saginaw Street Corridor Improvement Authority Development and Finance Plan**
- 16g. Board Referrals - Notice of Public Hearing from the City of Lansing Regarding the Proposed Michigan Avenue Corridor Improvement Authority Development and Finance Plan**
- 16h. Board Referrals - Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #77-500 Block Redevelopment Project for the Property Referred to 501 S. Capitol Avenue and 535 & Vacant S. Capitol Avenue and 520 & Vacant S. Washington Avenue in Lansing**
- 16i. Board Referrals - Delhi Charter Township Assessing Officers Report for Industrial Facility Exemption Certificates for 2019**

Agenda Item 1a

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: October 3, 2019

RE: **RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM
POLICEONE.COM ACADEMY FOR INGHAM COUNTY SHERIFF'S
OFFICE STAFF**

This resolution is requesting the Ingham County Sheriff's Office be allowed to continue online training from PoliceOne Academy Training for the 2020 Calendar year.

The Sheriff's Office has been using the PoliceOne Academy Online Application to train all staff since 2016. The online training consists of Interactive Video Courses, Course quizzes for Accreditation, and Management Workflows for Accountability. The Sheriff's Office is requesting the training cost be paid from 302 Funds and Booking Fees in the amount of \$6,480.00 for the contractual year of 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM POLICEONE.COM ACADEMY
FOR INGHAM COUNTY SHERIFF'S OFFICE STAFF**

WHEREAS, Ingham County has been using PoliceOne Academy.com since 2016 to provide online training to the Ingham County Sheriff's staff; and

WHEREAS, ongoing training is an important part of ensuring the Sheriff's Office staff are best able to serve our citizens; and

WHEREAS, a subscription for a year of training will be \$6,480.00 and available to the Ingham County Sheriff's Office staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize the purchase of training from PoliceOne Academy in the amount of \$6,480.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 2020 Sheriff's Office budgets from 302 Training Funds #28532000-960000 (\$3,240.00) and Booking Fees/Training Fund #26336201-960000 (\$3,240.00).

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

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

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: October 17, 2019

RE: **RESOLUTION TO CONTINUE RECORDS MANAGEMENT SOFTWARE
SUPPORT FROM CENTRAL SQUARE TECHNOLOGIES**

This resolution is requesting the Ingham County Sheriff's Office, be allowed to continue limited software support with Central Square Technologies formerly known as Trittech Software Systems.

The Sheriff's Office has been using Trittech Software Systems since January 2011 which is now Central Square Technologies. The limited software support agreement allows the continued support of Central Square Technologies to maintain software should the system have application issues. The Sheriff's Office is requesting the limited software support agreement be paid from the IT LOFT fund in the amount of \$7,506.66.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE RECORDS MANAGEMENT
SOFTWARE SUPPORT FROM CENTRAL SQUARE TECHNOLOGIES**

WHEREAS, the Ingham County Sheriff's Office and Central Square Technologies, formerly TriTech Software Systems, entered into a software license agreement in January of 2011 for the license and support of certain VisionAIR software applications, and added the VisionAIR Records Management Systems (RMS); and

WHEREAS, the Ingham County Sheriff's Office wishes to continue limited software support with Central Square Technologies for their records management system; and

WHEREAS, the limited software support will include assistance in accessing the Central Square Technologies RMS database during the agreed time frame; and

WHEREAS, the continued software support agreement time frame would be a period of twelve (12) months beginning January 1, 2020; and

WHEREAS, the Ingham County Sheriff's Office at the end of the twelve months of software support will review the need to continue another period of time of software support with Central Square Technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Central Square Technologies for limited software support for the time period of twelve months beginning January 1, 2020 for the cost not to exceed \$7,506.66 (1 RMS Server License for \$6,789.00 and 2 RMS User Licenses for \$717.66 given a grand total of \$7,506.66).

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the IT LOFT Fund.

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

Agenda Item 1c

TO: Law & Courts and Finance Committees

FROM: Lieutenant Danielle Patrick, Ingham County Sheriff's Office

DATE: October 1st 2019

RE: RESOLUTION TO ACCEPT GRANT FUNDS AND DONATIONS FOR THE
INGHAM COUNTY SHERIFF'S OFFICE VICTIM ADVOCATE UNIT ON AN
ONGOING BASIS

The Ingham County Sheriff's Office Victim Advocate Unit is an all-volunteer unit that provides services to Ingham County residents who have experienced a traumatic event. The Victim Advocate Unit is comprised solely of volunteers who are on call 24 hours a day, 7 days a week.

The Victim Advocate Unit relies on grants and donations as their only means to purchase uniforms and equipment. The Victim Advocate Unit shall use grant funds and donations received for the sole purpose of the operation of the Victim Advocate Unit.

The Ingham County Sheriff's Office requests to accept grant funds and donations not to exceed \$6,000 annually on behalf of the Victim Advocate Unit to be used for the operation of the Victim Advocate Unit.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS AND DONATIONS FOR THE
INGHAM COUNTY SHERIFF'S OFFICE VICTIM ADVOCATE UNIT
ON AN ONGOING BASIS**

WHEREAS, the Ingham County Sheriff's Office has a Victim Advocate Unit; and

WHEREAS, the function of the Victim Advocate Unit is to provide short term crisis intervention to Ingham County residents who have experienced a traumatic event., and the Victim Advocates act as liaisons for victims and their families by assisting them in finding the resources they need to help them through difficult times; and

WHEREAS, the Victim Advocate Unit is comprised solely of volunteers who are on call 24 hours a day, 7 days a week, and rely on grants and donations as their only means to purchase uniforms and equipment; and

WHEREAS, the Victim Advocate Unit shall use grant funds and donations received for the sole purpose of the operation of the Victim Advocate Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to accept up to \$6,000 of grant funds and donations annually on behalf of the Victim Advocate Unit.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to accept these grant funds and donations which shall be used for the operation of the Victim Advocate Unit on an ongoing basis.

BE IT FURTHER RESOLVED, that all funds received on behalf of the Victim Advocate Unit be placed into the appropriate account and that the Controller/Administrator is authorized to make the necessary budget adjustments to the Ingham County Sheriff's Office budget.

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

Agenda Item 1d

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: October 23, 2019

RE: **RESOLUTION TO PURCHASE THREE NEW TASERS AND
ASSOCIATED EQUIPMENT FOR THE SHERIFF'S OFFICE FROM
AXON ENTERPRISE, INC.**

This resolution is for the approval to purchase three (3) Tasers and associated equipment from Taser International.

The Sheriff's Office is required annually by AXON (Taser International) to train all staff who utilize AXON equipment in the performance of their duties. AXON is a sole source vendor and all equipment must be purchased through them exclusively. The Sheriff's Office is requesting the use of existing budgetary funding from 59530110-726010 to purchase required equipment with a cost of \$11, 693.00.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE THREE NEW TASERS AND ASSOCIATED EQUIPMENT
FOR THE SHERIFF'S OFFICE FROM AXON ENTERPRISE, INC.**

WHEREAS, the Ingham County Sheriff's Office is responsible for police patrols and correctional security for Ingham County; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA), the County insurance carrier, fully supports their clients obtaining Tasers as a tool to maintain safe and secure operations in daily police patrols and corrections operations; and

WHEREAS, Deputies properly equipped and trained with functional, up to date Tasers have greatly limited use of force complaints, deadly force situations and legal issues since the initial release of these police tools; and

WHEREAS, the Sheriff's Office has determined the need to purchase three (3) new Tasers and associated Taser equipment, to supply our Field Services & Correctional divisions; and

WHEREAS, the purchase order also includes needed batteries and cartridges for certification training; and

WHEREAS, AXON Enterprise, Inc. is a sole source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed \$11,693.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase three (3) Tasers and associated equipment and training from AXON Enterprise, Inc. for a total not to exceed \$11,693.00 from the following Sheriff's Office Account: 59530110-726010.

BE IT FURTHER RESOLVED, that Ingham County recognizes AXON Enterprise, Inc. as a sole source vendor for this equipment and training.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 Sheriff's Office budget.

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

Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low and moderate income taxpayers and helped achieve annual refunds of almost \$4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding for the CAUW's VITA coordination efforts in 2020 of \$12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

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

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.

Agenda Item 3

TO: County Services and Finance Committees

FROM: Derrick Quinney, Register of Deeds

DATE: October 17, 2019

SUBJECT: Resolution to Authorize an Extension of an Agreement with Fidlar Technologies for the Records Management Software System Currently Used in the Register of Deeds Office

For the meeting agendas of November 5 and November 6

BACKGROUND

The Register of Deeds had entered into a five (5) year agreement for a new records management software system in 2011, as authorized in Resolution #11-179. In 2016, an extension of that agreement had been authorized in Resolution #16-389 for three (3) years.

The software provided by Fidar Technologies, currently used by the Register of Deeds Office, provides us with a more efficient and accurate process for the recordation of the County's land records. As part of the agreement, Fidar Technologies provides continuous support, maintenance and multiple back-ups of the County's digitized recorded land records. We are able to provide revenue to the County through Fidar's Laredo product. Laredo is a subscription-based product that provides access to our digitized recorded land records by monthly subscriptions, and is used by many title companies, abstract companies, law firms, financial institutions, etc. Through our partnership with Fidar Technologies, we are able to provide the County's land owners with a Property Fraud Alert (PFA) service as part of our annual LifeCycle payment.

ALTERNATIVES

None.

FINANCIAL IMPACT

2019-2022 Annual LifeCycle Payment	\$91,560.00/year
2019-2022 Direct Search – county website index search portal	\$6,000/year

The annual LifeCycle payment includes: receipting (cashiering) and indexing functions, acceptance of electronic recordings, Property Fraud Alert (PFA) service, training on current and new features (internal & public), any State mandated or regulatory updates, system upgrades, support, as well as other various services.

The agreement extension will be effective from September 1, 2019 through August 31, 2022. Funding will come from the Register of Deeds Automation Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION OF AN AGREEMENT WITH FIDLAR TECHNOLOGIES FOR THE RECORDS MANAGEMENT SOFTWARE SYSTEM CURRENTLY USED IN THE REGISTER OF DEEDS OFFICE

WHEREAS, in 2011, the Register of Deeds determined a new records management software system was needed to improve the accuracy and efficiency of the office workflow, ensure the protection of recorded documents available for purchase online and help protect citizens from property fraud; and

WHEREAS, a five (5) year agreement with Fidlar Technologies was authorized by Resolution #11-179 in 2011; and

WHEREAS, a three (3) year extension of the agreement had been authorized in 2016 by Resolution #16-389; and

WHEREAS, the Register of Deeds is recommending a three (3) year extension of the agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a three (3) year extension of the agreement with Fidlar Technologies from the Automation Fund for the records management software system currently used by the Register of Deeds Office, effective September 1, 2019 through August 31, 2022.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amount not to exceed \$91,560.00 annually for the AVID program and an amount not to exceed \$6,000.00 annually for the Direct Search module.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign the agreement after it has been approved as to form by the County Attorney.

Agenda Item 4a

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 10/22/19
Subject: Mental Health Court Resolution for Fiscal Year 2020

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept \$369,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism, and enhancing public safety.

The grant funding supports one full-time probation officer assigned to the program. This position has already been approved in the 2020 Ingham County budget.

The resolution also authorizes up to \$98,730 in Ingham County In-Kind funding and acknowledges \$27,828 in CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$495,558.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

Lastly, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500,
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,296,
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$290,534 (\$210,337 grant funding, \$52,369 Ingham County In-Kind Funding, and \$27,828 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding).

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), CONTINUE A PROBATION OFFICER POSITION, AND AUTHORIZE SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety and more efficient public sector spending; and

WHEREAS, the 55th District Court has received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$369,000 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Mental Health Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$495,558 to include SCAO/MMHCGP grant funds in the amount of \$369,000, Ingham County In-Kind matching funds not to exceed \$98,730 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$27,828 for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, that grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,296
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$290,534 (\$210,337 grant funding, \$52,369 Ingham County In-Kind Funding, and \$27,828 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding).

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 and 2020 55th District Court budget and Position Allocation List.

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

To: Ingham County Law & Courts and Finance Committees

From: Da'Neese Wells

Date: 10/22/19

Subject: Sobriety Court Resolution for Fiscal Year 2020

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept \$132,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2020 Ingham County budget.

The resolution also authorizes \$152,994 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$284,994.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$9,600 to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

Lastly, the resolution authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$16,000
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A
GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT
ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP)
AND AUTHORIZE SUBCONTRACTS**

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, continuation of the Sobriety Court will require continuing to employ two probation officers to provide staffing for the program; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO - Michigan Drug Court Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$132,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for any future possible donations to the 55th District Court Sobriety Court Program and authorizes the program to accept any future possible donation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$284,994 to include SCAO/MDCGP grant funds in the amount of \$132,000 and Ingham County In-Kind matching funds of \$152,994 with no local hard cash matching funds, all of which are required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$9,600 to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

BE IT FURTHER RESOLVED, that grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts are authorized:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$16,000
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$53,850

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2019 and 2020 55th District Court budget and Position Allocation List.

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

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: October 22, 2019

SUBJECT: Resolution to Authorize Acceptance of MSP SAKI Grant Amendment and Authorize Subcontracts for Jackson County Investigator

BACKGROUND

Our office has received an increased grant award from the Michigan Department of State Police (MSP) for the 2015 Sexual Assault Kit Initiative Grant. This grant and the proposed amendment provides funds to assist local prosecutors with investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO has received funding and utilizes one assistant prosecutor and one dedicated Ingham County Sheriff's Department (ICSD) Detective to investigate these unresolved cases. This year's additional funds are to be used to add subcontracts to support an investigator position in Jackson County to work cooperatively with our current SAKI investigator Annie Harrison.

ALTERNATIVES

None at this time. The amendment extension and additional funding were awarded to address the need for an additional investigator for Ingham County and to address the significant number of unresolved kits in Jackson County.

FINANCIAL IMPACT

There is no financial impact since MSP will continue to provide re-imbursement funding for the Ingham County SAKI investigator and has agreed to provide re-imbursement funding for the Jackson County SAKI investigator. The amount of the total award is \$268,271. The period of the award runs from May 1, 2018 and has been extended to March 31, 2020.

OTHER CONSIDERATIONS

Regionalized investigation with a multi-county approach is expected to enhance the quality of these complex investigations. The Blackman-Leoni Township Department of Public Safety has agreed to dedicate one investigator for Jackson County. The Jackson County Prosecutor's Office, the Blackman-Leoni Township Board, and the Michigan Department of the Attorney General are also in support of regionalization and this amendment.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT AMENDMENT WITH THE MICHIGAN STATE POLICE AND THE INGHAM COUNTY PROSECUTOR'S OFFICE AND AUTHORIZING A SUB CONTRACT BETWEEN THE INGHAM COUNTY PROSECUTOR'S OFFICE AND JACKSON COUNTY PROSECUTOR'S OFFICE AND THE BLACKMAN LEONI TOWNSHIP DEPARTMENT OF PUBLIC SAFETY

WHEREAS, the Department of the Michigan State Police (MSP) provides funds for investigators to review and investigate cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Michigan State Police has award the Ingham County Prosecutor's Office (ICPO) an amended SAKI Grant in the amount of \$268,271 and these additional funds are to be used to support an investigator position in Jackson County to work cooperatively with the current Ingham County SAKI investigator; and

WHEREAS, the Ingham County investigator will be paid by funds from the Michigan State Police SAKI Grant including by not limited to salary and fringe benefits, computers, phones, training and mileage and any other funds totaling \$144,455; and

WHEREAS, the Jackson County investigator, provided by the Blackman-Leoni Department of Public Safety, will be paid by funds from the Michigan State Police SAKI Grant including by not limited to salary and fringe benefits, computers, phone, training and mileage and any other funds totaling \$101,250; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a sub contract with Jackson County Prosecutor's Office to utilize a Blackman-Leoni DPS investigator to review and investigate SAKI cases with MSP funding of \$15,096; and

WHEREAS, the award includes \$7,470 to the Ingham County Prosecutor's Office for other expenses including but not limited to rent and cell phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into an amended contract in the amount of \$268,271 with Michigan State Police and a sub contract with Jackson County Prosecutor's office and Blackman Leoni Township Department of Public Safety consistent with this resolution.

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

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

Agenda Item 6

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Terri Thornberry, 9-1-1 Director
DATE: October 22, 2019
SUBJECT: Purchase of CAD computer replacements
For the meeting agendas of *October 31st and November 6th, 2019*

BACKGROUND

There are 18 workstation positions in the 9-1-1 Center, each equipped with a computer for our computer aided dispatch (CAD) software. Twelve of the 18 CAD computers are scheduled for CIP replacement this year by IT. We have identified a need to improve the build and performance of the CAD PC's to better meet the needs of our CAD software and our dispatchers and the work they do. We worked with Ingham County IT and a consultant from Central Square (our CAD vendor) to arrive at a specification for the build of these computers. This resolution seeks approval to purchase 18 new CAD computers. The cost reflects a difference between what the IT CIP budgeted for 12 standard office computers and our CAD computer specs, and the cost to replace the other six (6) CAD computers this year instead of replacing them in the near future (scheduled anyway). In addition to improved performance, ensuring that all 18 computers are the same will eliminate points of failure and make it easier for our staff and IT to maintain and trouble shoot problems.

ALTERNATIVES

Only replace the 12 PC's on this year's CIP replacement list, but we would still need approval for the cost difference between a standard office computer and what our CAD computer build needs to be (\$10,103.68). This would also leave us with a mix of computers on different operating systems and versions.

FINANCIAL IMPACT

Quote for 18 computers	\$31,954.32
Video cables needed	508.79
Less current CIP balance from IT	<u>(\$11,199.20)</u>
Cost to purchase:	\$21,263.91

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the purchase of all 18 CAD computers.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE OF COMPUTER AIDED DISPATCH (CAD)
COMPUTERS**

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 replacement of computers is necessary and scheduled through a capital improvement program; and

WHEREAS, the 9-1-1 Center has consulted with both Ingham County IT and their CAD vendor, Central Square to enhance the performance of their CAD computers and replace all 18 of them this year instead of the 12 scheduled to be replaced by IT at a budgeted cost of \$11,199.20; and

WHEREAS, the cost to replace all 18 CAD computers and necessary cabling to install them is \$32,463.11; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund the difference between the budgeted amount and the requested amount from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of 18 CAD computers and necessary cabling at a total cost of \$32,463.11.

BE IT FURTHER RESOLVED THAT, up to \$22,000.00 be allocated from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of 18 CAD computer replacements above the 2019 budgeted cost of \$11,199.20.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are 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/Purchase Order documents consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 7

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: October 8, 2019

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County
For the meeting agendas of November 4 and November 6

BACKGROUND

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2019, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

ALTERNATIVES

N/A

FINANCIAL IMPACT

For the period January 1, 2020 to December 31, 2020, the County shall pay to MSUE \$219,869 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$134,297 and \$85,572 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

STRATEGIC PLANNING IMPACT

This resolution supports the 5-year action plan Goal C, strategy C7, implementation task B: Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division of the Health Department. It also supports the overarching long-term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY
APPROVING THE ANNUAL WORK PLAN FOR 2020**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$219,869 with MSU Extension for the period of January 1, 2020 through December 31, 2020 for delivery of Extension services and education.

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

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Ingham County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. **1.5** FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

2 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at **\$52,888**. (0.5 FTE * \$105,775.) assigned to County and reporting to Agriculture and Agribusiness Institute.
5. Funding for additional 4-H program capacity **0.5 FTE**
6. Funding for additional paraprofessional(s) at **0 FTE**

7. Total Annual Assessment in the amount of \$219,869.

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

A. Base Assessment (includes 1.5 FTE 4-H Program Coordination) \$134,297.

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU	\$0.
C. 0.5 FTE Educator (Program Area: Horticulture)	\$52,888.
D. 0.5 FTE Additional 4-H Program Coordination	\$32,684.
E. 0.5 FTE Additional paraprofessional staff	\$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2020: \$219,869.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2020 the first day of the County budget year 2020 and shall terminate on the last day of such County budget year 2020. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator's Office, 241 S Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.

4. **Entire Agreement.** This Agreement, with its Appendix “A” is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

Ingham COUNTY

By: _____

By: _____

Evonne Pedawi
Contract & Grant Administration

Print name: _____

Its: _____

Its: _____
(title)

Date: _____

Date: _____

Appendix A

Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange 35.8.0.0 - 35.9.255.255
CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
35.9.160.36 (1935,443) authentication)
35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.81.150 (zoom.msu.edu)
35.9.121.189 and 190 (443) (SharePoint)
35.8.200.57 (80 and 443) (SharePoint)
35.9.121.221, 223, and 225 (443) (Exchange)
35.8.200.56 (80 and 443) (Exchange)
35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
35.8.201.200 (443 TCP) (Lync)
35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
35.8.200.58 (80 and 443) (Lync)
35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199
MSUE.anr.msu.edu – 35.8.201.199
Events.anr.msu.edu – 35.8.200.220
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
Expression Engine – 35.8.201.215
Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) –
152.46.27.147 Msu.zoom.us (External) –
54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

Agenda Item 8a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: October 22, 2019

RE: Resolution Authorizing an Agreement with Myers Plumbing for the Humidification System Replacement at the Grady Porter Building and Veterans Memorial Courthouse

For the meeting agendas of: November 5 & 6

BACKGROUND

The humidification system at the Grady Porter Building and Veterans Memorial Courthouse has deteriorated to the point that replacement is required. Myers Plumbing submitted the lowest responsive and responsible proposal of \$148,350.00.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The approved CIP line item # 245-26710-931000-7FC15 for this project does not have the balance to cover the total costs of this project. The balance to cover the additional funds needed of \$144,104.50 will come from the County's fund balance. The total cost of this project which includes a \$12,000.00 contingency for uncovered conditions, will not exceed \$160,350.00.

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 an agreement with Myers Plumbing for the humidification system replacement at the Grady Porter Building and Veterans Memorial Courthouse.

Agenda Item 8a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: October 11, 2019

RE: Memorandum of Performance for RFP No. 216-19 Modifications to Humidifiers

Per your request, the Purchasing Department sought proposals from qualified and experienced mechanical contractors to enter into a contract for the purpose of making modifications to humidifiers at the Grady Porter Building and Veterans Memorial Courthouse.

This project serves to replace the humidifiers serving the main building air handling units. Work scope shall include the following and necessary related activities: demolition of the existing humidifiers, piping and sheet metal; provide and install new humidifiers, steam, condensate, and steam vent piping, valves and actuators; new actuators and controls, with connection to existing control panels; new condensate receiver pump in the basement of the Grady Porter building; and electrical support for the new equipment.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	61	23
Vendors attending pre-bid/proposal meeting	4	2
Vendors responding	3	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	Total Cost of Modifications
Myers Plumbing & Heating Inc.	No, Lansing, Clinton County	\$148,350.00
T.H. Eifert	Yes, Lansing	\$176,000.00
John E Green Company	Yes, East Lansing	\$210,803.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MYERS PLUMBING FOR THE
REPLACEMENT OF THE HUMIDIFICATION SYSTEM AT THE GRADY PORTER BUILDING
AND VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the humidification system at the Grady Porter Building and Veterans Memorial Courthouse has deteriorated and needs repairs and replacement; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Myers Plumbing, Inc. who submitted the lowest responsive and responsible proposal of \$148,350.00 for the replacement of the humidification system at the Mason Historical Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$12,000.00 for uncovered conditions; and

WHEREAS, funds for this project are available through approved CIP line item # 245-26710-931000-7FC15 that has a balance of \$16,245.50. The additional funding will come from the County's Fund balance for the amount of \$144,104.50.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Myers Plumbing Inc., 16825 Industrial Parkway, Lansing, Michigan 48906 for the replacement of the humidification system at Grady Porter Building and Veterans Memorial Courthouse for an amount not to exceed \$160,350.00 which includes a \$12,000.00 contingency.

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

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

FROM: Rick Terrill, Facilities Director

DATE: October 30, 2019

RE: Resolution Authorizing an Agreement with Laux Construction, LLC for the Renovation of New Hope Community Center, Health Department's Administration and Women's Health

For the meeting agendas of: November 4, 5 & 6

BACKGROUND

The New Hope Community Center and Health Department's Administration are in need of renovations. At the New Hope Community Center four dental rooms will be converted into three counseling offices, this will include modifying electrical, mechanical, life safety systems as well as ceiling, wall and floor finishes. At the Health Department's Administration area three offices will be created which will include demolition of the existing area, installing new floors, walls and ceiling finishes.

For Women's Health the exiting waiting room will be renovated for a new waiting area and additional exam rooms, this will include updating the electrical, HVAC and life safety Systems as well as new floor and wall finishes.

Laux Construction LLC a registered local vendor, submitted the lowest responsive and responsible proposal of \$80,505 for New Hope, \$48,295 for the Health Department's Administration and \$321,820.00 for Women's Health.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The total construction cost is \$80,505.00 for New Hope with an \$8,000.00 contingency for uncovered conditions that will not exceed \$88,505.00 using line item # 511-61515-931000-02099 with \$51,000.00 of the cost grant funded and the remaining balance for this project will be paid from current operations.

The total construction cost is \$48,295 for the Health Department's Administration with a \$5,000.00 contingency for uncovered conditions that will not exceed \$53,295.00 using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00. The remaining balance for this project will be paid by the Health Department 221 Operations Fund.

The total construction cost is \$321,820.00 for Women's Health with a \$32,000.00 contingency for any uncovered conditions that will not exceed \$353,820.00, this amount will be charged to line item # 631-23304-931000-9FC30. The total costs will be reimbursed by the Health Department's Budgeted Fund Balance Reserves using line item number 511-399999.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, both the Facilities Department and Health Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction, LLC for the renovations of New Hope Community Center, the Health Department's Administration and Women's Health.

Agenda Item 8b

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: October 14, 2019

RE: Memorandum of Performance for RFP No. 170-19 Ingham County Health Department Renovations

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of renovating portions of the New Hope Community Health Center, Cedar Community Health Center - Women's Health, and the Health Department Administrative Offices.

The general scope of work for includes, but is not limited to:

- 1) Demolishing/removing portions of gypsum board walls, ceilings, flooring, casework, accessories, plumbing fixtures and electrical as may be necessary;
- 2) Modifying steel stud and gypsum board walls, suspended acoustical ceilings, lighting, HVAC, fire alarm and fire suppression system as may be necessary; and,
- 3) Providing new steel stud and gypsum board painted walls, new doors, frames and hardware, flooring, and new electrical receptacles.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	9
Vendors attending pre-bid/proposal meeting	13	7
Vendors responding	3	2

(Note: 1 local vendor withdrew their proposal due to errors reported prior to opening)

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

[illegible]

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH LAUX CONSTRUCTION LLC FOR THE
RENOVATIONS AT NEW HOPE COMMUNITY CENTER, THE HEALTH DEPARTMENT'S
ADMINISTRATION AND WOMEN'S HEALTH**

WHEREAS, space at the New Hope Community Center and the Health Department's Administration needs to be renovated for additional offices; and

WHEREAS, space for Women's Health needs to be renovated for a new waiting area and additional exam rooms; and

WHEREAS, it is the recommendation of the Facilities Department and the Health Department to enter into an agreement with Laux Construction LLC., a registered local vendor who submitted the lowest responsive and responsible proposal of \$80,505.00 for New Hope Community Center, \$48,295.00 for the Health Department's Administration and \$321,820.00 for Women's Health; and

WHEREAS, the Facilities Department is requesting a contingency of \$8,000.00 for New Hope Community Center, \$5,000 for the Health Department's Administration and \$32,000 for Women's Health for uncovered conditions; and

WHEREAS, the total cost including an \$8,000.00 contingency is \$88,505.00 for New Hope using line item # 511-61515-931000-02099 with \$51,000.00 being grant funded and the remaining balance for this project will be paid from current operations; and

WHEREAS, the total cost including a \$5,000.00 contingency is \$53,295.00 for Health Department's Administration using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00 and the remaining balance for this project will be paid by the Health Department 221 Operations Fund; and

WHEREAS, the total cost including a \$32,000.00 contingency is \$353,820.00 for Women's Health that will be charged to line item # 631-23304-931000-9FC30, the total cost for this project will be reimbursed by the Health Department's Budgeted Fund Balance Reserves from line item # 511-399999.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction Inc., 1018 Hogsback Road, Mason, Michigan 48854 for the renovations at New Hope Community Center for an amount not to exceed \$88,505.00 which includes a \$8,000.00 contingency, the Health Department's Administration for an amount not to exceed \$53,295.00 which includes a \$5,000.00 contingency and for Women's Health for an amount not to exceed \$353,820.00 which includes a \$32,000.00 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.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 22, 2019
SUBJECT: Trails and Parks Millage Renewal
For the meeting agenda of 11/4/19 Human Services and 11/6/19 Finance

BACKGROUND

In November 2014, the electorate approved a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails. This resolution will renew the millage for an additional six years.

ALTERNATIVES

The alternative is to not to renew the millage, which would not allow for the continuation of the development of a county-wide regional trails and parks system.

FINANCIAL IMPACT

If the millage is renewed and levied in full, this millage will raise an estimated \$3,841,444.00 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on state taxable valuation.

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.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE RENEWAL
QUESTION FOR A COUNTYWIDE SYSTEM OF TRAILS AND PARKS**

WHEREAS, the Board of Commissioners desires to continue to fund the creation and maintenance of a system of recreational trails and adjacent parks within Ingham County; and

WHEREAS, this system may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, the millage funds were approved by the electorate in 2014 to create and maintain this system of recreational trails and adjacent parks within Ingham County and that millage authorization expires on December 31, 2019; and

WHEREAS, the current authorized millage adopted in 2014 is 0.5000 of one (1) mill and this current millage is needed to continue to provide for this program; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at the same level as approved by the electorate in 2014 for a period of six (6) years to continue to support funding for the creation and maintenance of a system of recreational trails and adjacent parks within Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the primary election to be held on March 10, 2020.

**COUNTYWIDE SYSTEM OF TRAILS AND PARKS
MILLAGE RENEWAL QUESTION**

For the purpose of renewing funding at the same millage level previously approved by the voters in 2014 for the creation and maintenance of a countywide system of recreational trails and adjacent parks, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.5000 mills, \$0.50 per \$1,000 of taxable value, be continued and renewed for a period of six (6) years (2020-2025) inclusive? If approved and levied in full, this millage will raise an estimated \$3,841,444.00 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be stated on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 16, 2019
SUBJECT: Application to the Ingham County Trails and Parks Millage Fund for County Parks Projects
For the meeting agenda of 11/4/19 Human Services and 11/6/19 Finance

BACKGROUND

The Parks Department & Park Commission has identified three separate needs for improvements for the fifth round of the Trails and Parks Millage Fund Applications. Attached are the preliminary cost estimates for three grant applications.

The first proposed grant application will be for engineering for Hawk Island Dock/Boardwalk Replacement. The project includes the engineering work necessary to replace 2,200 LF of boardwalk around the east and north sides of the 35-acre lake at Hawk Island. The boardwalk is one of the most popular locations in the park and is used for fishing and wildlife viewing, as well as walking and access to the lake. The boardwalk is fully accessible for people of all abilities with the demand for these facilities to be kept safe and up to date. The project is needed because the existing boardwalk is showing its age with deterioration. The boardwalks currently provide access to the lake and without them, access to the lake along the north and east sides of the park would be difficult due to the steep bluffs. Without them access would be from the paved paths on the upper side of the bluffs which would make fishing difficult. Without grant assistance from the trails and park millage, this project will likely not take place. The size of the project is too expensive for the County to take on with its existing funding. Without grant assistance the County would continue to do minor repairs on these docks, as necessary, but eventually, the docks would be so deteriorated that their removal would be necessary.

The second proposed grant application will be a shovel ready project for Lake Lansing South Park. The project includes removal of existing green chain link fence along Lake Lansing Road from the Band Shell gate to the carousel building gate, and replacing it with 6-8' privacy fencing and a two car employee parking area to be constructed at end of privacy fence. Then going east from the carousel gate to the corner of the fence near the Lake, and then south along Shaw St. – replacing the chain link fence with a more modern style and aesthetically pleasing 36" landscaping boulders every 5-6'; incorporate the existing sidewalk entrance into design for signage and flow purposes, and redesign and replace gate areas (4 total) with rolling style wrought iron gates. The overall length of the fence to be replaced equals approximately 1000'. The project also includes the design and construction of an approved gated access drive to Lake Lansing off of Shaw St. to allow for emergency vehicles to access the south end of the lake and also a more efficient drop-off spot for the Special Assessment District (SAD) contractors to unload harvested weeds. The future plan is to have a permanent dock installed near the new access drive for boaters to moor and visit the commercial district as well as the park. The new access drive will connect a trailway and blueway. This project will remove a physical barrier (existing chain-link fence), provide multiple access points to the park for the public, and will improve connectivity and community involvement with the park.

The third proposed grant application will be a shovel ready project for McNamara Landing. Ingham County Parks is proposing parking lot upgrades at McNamara Landing. This will include asphalt paving for the remaining parking lot, adding one more ADA stall, pavement marking and signage, and create a bio-swale for water retention and sediment control from runoff to address environmental stewardship. McNamara Landing is a popular access point for recreational activities that include kayaking/canoeing, fishing, hiking, mountain biking, nature/wildlife viewing, and cross country skiing. Project improvements will increase accessibility to the trail systems, especially the Grand River Water Trail, and provide additional parking for vehicles with trailers.

Improved and increased parking will attract more visitors and have a positive economic impact to the area. In addition, asphalt paving will improve the overall appearance and safety of the site, decrease the maintenance of the facility from the costs associated with regular grading, adding gravel annually, and dust control measures. The proposed project will also alleviate drainage issues in the parking lot by collecting runoff in the bioswales to deter runoff into the river. This project will enhance the recently completed MNRTF grant project that included two paved designated ADA parking spots, a barrier-free bathroom, a universal accessible launch, an easy-use hand pump and improved walkways. The grant project has increased the use of this site and Ingham County Parks recognizes a need to add more parking to accommodate users. The improvements will especially help designate parking for vehicles with trailers, as there is currently no designated areas for vehicles with trailers.

ALTERNATIVES

The Parks Department is seeking funding for these applications to the current Trails and Parks Millage Application Round. Currently there are not park funds available to do these projects.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$450,000 from the Trails and Parks Millage fund balance, if these projects are selected for funding in the upcoming round of grant applications. The \$450,000 includes the following: Hawk Island Planning Grant in the amount of \$200,000, Lake Lansing South Shovel Ready Grant in the amount of \$125,000, and Burchfield Shovel Ready Grant in the amount of \$125,000.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their September 23, 2019 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.



JOB # 124334SG2017
AERIAL SOURCE: BING MAPS

DOCK IMPROVEMENTS

HAWK ISLAND PARK

9/19/19

PRELIMINARY ESTIMATE OF COST
Round 5 Millage Application
HAWK ISLAND PARK
INGHAM COUNTY, MICHIGAN

Item	Est.			Unit	
No.	Qty.	Unit	Description	Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$6,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$15,000.00
3.	2,500	Lin. Ft.	Remove Existing Dock, 10' wide	\$160.00	\$400,000.00
4.	2,500	Lin. Ft.	New Dock, 10' wide	\$600.00	\$1,500,000.00
5.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$25,000.00
6.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$12,500.00
SUBTOTAL					\$1,958,500.00
Contingency					\$195,900.00
Planning and Design Engineering					\$200,000.00
Construction Engineering					\$123,160.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$2,477,560.00

HAWK ISLAND PARK
10/2/19



Photo C.
View of
the
boardwalk
on the
north side
of the lake.



PROPOSED IMPROVEMENTS:

1. REMOVE APPROX. 980 LF OF EXISTING CHAIN LINK FENCE.
2. INSTALL BOULDERS, APPROX. 6 FT O.C.
3. PROPOSED GATE, 20' WIDE, ROLL-AWAY.
4. PROPOSED PRIVACY FENCE, APPROX. 375 LF.
5. PROPOSED PARKING SPACES FOR STAFF, 2 SPACES.
6. PROPOSED ACCESS ROAD FOR WEED HARVESTER.

EX.
VOLLEYBALL
COURTS

EX.
CAROUSEL
BUILDING

EX.
PLAYGROUND

EX.
TRIKE
TRACK

EX.
BANDSHELL

LAKE LANSING RD.

MARSH ROAD



FENCING / PARKING IMPROVEMENTS



JOB # 124334SG2017

AERIAL SOURCE: BING MAPS

LAKE LANSING PARK SOUTH

9/19/19

PRELIMINARY ESTIMATE OF COST
Round 5 Millage Application
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN

Item	Est.			Unit	
No.	Qty.	Unit	Description	Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$6,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$2,500.00
3.	1	Lump Sum	Excavation and Rough Grading	Lump Sum	\$2,500.00
4.	1	Lump Sum	Remove Ex. Fence	Lump Sum	\$2,500.00
5.	400	Lin. Ft.	Fence, 6' ht, privacy	\$75.00	\$30,000.00
6.	4	Ea	Gate, 20' wide, roll-away, decorative	\$5,000.00	\$20,000.00
7.	100	Ea	Boulders, 24" - 36"	\$150.00	\$15,000.00
8.	15	Ton	HMA, 13A, 4" thick, 2 lifts	\$150.00	\$2,250.00
9.	220	Sq. Yd.	Crushed Limestone, 22A, C.I.P.	\$15.00	\$3,300.00
10.	1	Lump Sum	Regulatory Signage & Striping	\$2,500.00	\$2,500.00
11.	1	Lump Sum	Drainage for Parking Spaces	\$5,000.00	\$5,000.00
12.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$5,000.00
13.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$3,500.00
SUBTOTAL					\$100,050.00
Contingency					\$12,450.00
Engineering (15%)					\$16,500.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$129,000.00

[illegible]

**PRELIMINARY ESTIMATE OF COST
MCNAMARA LANDING PARKING LOT
INGHAM COUNTY PARKS
13-Sep-19**

Item No.	Quantity	Unit	Description	Unit Price	Amount
1.	1	Lsum	Site Clearing and Tree Removal	\$5,000.00	\$5,000.00
2.	2,200	Sy	21AA, 4"	\$16.00	\$35,200.00
3.	500	Ton	4" HMA 13A Paving	\$100.00	\$50,000.00
4.	1	Lsum	Pavement Marking	\$1,650.00	\$1,650.00
5.	1	Lsum	Bioswale Grading and Planting	\$4,500.00	\$4,500.00
6.	100	Feet	8" Storm Sewer	\$30.00	\$3,000.00
7.	1	Lsum	24" Yard Drain	\$750.00	\$750.00
8.	1	Lsum	Parking Signage	\$1,500.00	\$1,500.00
9.	1	Lsum	Site clean up	\$3,500.00	\$3,500.00
Sub-total Construction Cost					\$105,100.00
Engineering, Design and Permitting					\$19,900.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$125,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE APPLICATION TO THE INGHAM COUNTY TRAILS AND PARKS MILLAGE FUND FOR THREE PROJECTS WITHIN THE INGHAM COUNTY PARKS

WHEREAS, the Ingham County Parks Department is eligible to apply for the Ingham County Trails and Parks Millage funds in round five of the Trails & Parks Millage applications; and

WHEREAS, the Ingham County Parks Commission supports the submission of three grant applications to the Ingham County Trails and Parks Millage Fund for submission of one planning grant for Hawk Island Park, one shovel ready grant at Lake Lansing South Park, and one shovel ready grant at Burchfield Park; and

WHEREAS, the proposed applications are supported by the Community's 5-year Parks Master Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the grant applications requires a financial commitment to the three projects in the amount \$450,000 total from the Trails and Parks Millage fund balance, if these projects are selected for funding in the upcoming round of grant applications. Broke out it would be as follows: Hawk Island Planning Grant \$200,000, Lake Lansing South Shovel Ready Grant \$125,000, and Burchfield Shovel Ready Grant \$125,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners herby authorizes the Ingham County Parks Department to submit a grant request to the Ingham Count Trails and Parks Millage Fund balance for \$450,000.00 total, if these projects are selected for funding in the upcoming round of grant applications. Broke out it would be as follows: Hawk Island Planning Grant \$200,000, Lake Lansing South Shovel Ready Grant \$125,000, and Burchfield Shovel Ready Grant \$125,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution, if selected for funding in the upcoming future round of grant applications.

TO: Board of Commissioners Human Services, County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 15, 2019
SUBJECT: Park Ranger

For the meeting agenda of 11/4/19 Human Services, 11/5/19 County Services, and 11/6/19 Finance

BACKGROUND

The Ingham County Parks Department is requesting a new position for a Park Ranger. See attached cost projection, justification for this position, and the job description. This was previously discussed at the Human Services Committee meeting on September 30th, and it was recommended that staff write a resolution to bring forward to be considered. The Human Service Committee also asked staff to include a contingency, that only upon the millage renewing in 2020, this position would be filled.

ALTERNATIVES

Creating a new position will address immediate needs within the department necessitated by the trails and parks millage, see attached justification for this position.

FINANCIAL IMPACT

The financial analysis of this request is attached, and the long term annual cost would be \$80,375. This resolution requests that the Board of Commissioners authorize funding this position from the trails and parks millage.

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 May 20, 2019 meeting.

RECOMMENDATION

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

2019 PERSONNEL COST PROJECTION

	ICEA Parks Step 1	Full Time ICEA Parks Step 5	Ranger
WAGES	\$40,629	\$47,893	
UNEMPLOYMENT	203	239	
FICA	3,108	3,664	
HEALTH	15,449	15,449	
DENTAL	936	936	
VISION	135	135	
LIFE	115	115	
RETIREMENT	3,917	4,617	
CURRENT RETIREE HLTH	3,585	3,585	
FUTURE RETIREE HLTH	1,828	2,155	
LIABILITY	554	653	
DISABILITY	53	62	
SEPARATION	711	838	
CARES	33	33	
TOTAL	\$71,256	\$80,375	

Justification for additional FT Ranger position:

- **Accessibility:** Distance problem – can take hours for them to reach other park if immediate need for them arises. The work list/job duties from the park they leave from suffer delays resulting in all parties' progress hindered causing frustration and stress in working relationships.
- **Scheduling projects:** Time sensitive needs – hard to schedule project development when the Lead on a project is the FT Ranger but is only available every other week. Projects are also susceptible to inclement weather delaying projects beyond a reasonable timeline. It is even a greater challenge to build new structures or complete bigger projects that require more than a week, since much of the time spent at each park is just to catch up on repairs. Many current projects/improvements could be done in a timely manner if a Ranger I was assigned at each location. Management will sometimes take lead on these projects and spend time planning, purchasing supplies, and initiate construction to get the Ranger I started. Other times these projects are started by a Ranger I, but completed by management with the help other seasonal staff because of the lack of Ranger I availability week to week. This takes away from other important managerial duties and park operations.
- **Scheduling conflicts:** Time sometimes does not end up being divided fairly between the two parks because of the FT Rangers personal time conflicts. For example, the FT Ranger is splitting time between two parks every other week, the one week he is scheduled he or a family member becomes ill and has to take off the week – the result could be he/she is not at the particular park for a three week period. Also holidays and vacation use affect the time spent at one park or the other.
- **Sense of ownership:** A person develops a sense of pride with ownership as they become more knowledgeable with the facilities and personalities. It is hard to establish those senses when he/she is bounced between facilities. Ranger I has to think about two separate parks all the time and often field questions about repairs or projects when they are at the other location.
- **Large combined coverage:** Currently the FT Ranger is responsible for two larger park areas totaling seven different smaller parks. Between the two areas, there is over 1000 acres, 20 miles of trail, and over 11 miles of river they are responsible for. Almost all of the facilities are over 30 years old and deteriorating quickly. These aging structures need more maintenance needs with every passing year. The work that is required to make repairs often takes skilled working knowledge in construction, electrical, masonry, and plumbing and would be very expensive to contract out. Our seasonal staff generally do not have the skill sets or experience to perform most of the building and infrastructure repairs.
- **Safety and customer service:** Safety and customer service- When items/structures break down, it's never at a convenient time. This often leads to the closure of a structure or a quick fix by assistant manager or manager until a Ranger I is back on the scheduled week. Time delays in repairs can increase risk exposure and sometimes result in customer complaints. The issue is compounded when the assistant or manager has to fill in the gaps by being in the field. This often takes time away from other administrative tasks and supervision of staff. This occurs on a regular basis due to biweekly scheduling.

INGHAM COUNTY JOB DESCRIPTION

PARK RANGER

General Summary:

Under the supervision of the Park Managers and Assistant Park Managers performs a variety of maintenance and repair tasks ranging from grounds maintenance to construction of new facilities as well as the details of analysis/design/build for a variety of new and rehabilitation projects in the parks. Operates heavy, and other equipment in completing assigned tasks. Displays proficiency in a number of skilled trade areas including cement and brick work, carpentry, plumbing, electrical repair, roofing and grounds maintenance. Supervises seasonal employees as well as project lead over full-time employees as assigned.

Essential Functions:

1. Performs park maintenance and repair activities and implements aspects of oversight and lead on items such as plumbing and electrical repairs, seasonal start-up and shut-down, and maintenance and repair of water and irrigation systems, dock installation and removal as directed.
2. Performs ground maintenance tasks such as mowing, tree trimming and removal, sign repair, aeration, fertilization, custodial duties, invasive species/natural area stewardship activities, and aquatic pesticide/herbicide application, etc.
3. Takes lead on design build as assigned in the construction of new buildings, signs, trails, bridges, and other structures. Performs a variety of skilled tasks such as painting, cement and brick work, finish carpentry (docks, boardwalks, stairs, etc.), roofing, plumbing, electrical work, etc.
4. Operates heavy equipment such as a back-hoe, snow cat, tractors, skid steers, bucket truck, fork lift, stump grinder, chipper, crack seal, etc.
5. Functions as a job leader on some work assignments, instructing and monitoring the work of seasonal employees.
6. Assists in the operation of the winter sports area. Performs maintenance tasks, assists the general public and monitors park activities.
7. Problem solving, analysis, and diagnoses of facilities and buildings develops plans and implements plans as assigned. Oversight of preparing materials lists and as appropriate ordering parts, supplies, and purchasing necessary materials to accomplish tasks as needed.
8. Performs other duties as required.

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: Possession of a high school diploma, or the equivalent, is required.

Experience: A minimum of three years' experience in the building trades.

Other Requirements:

- Ability to acquire a State of Michigan Pesticide Applicator License within six months of hire date.
- Must have a valid State of Michigan Motor Vehicle Operator's License

(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)

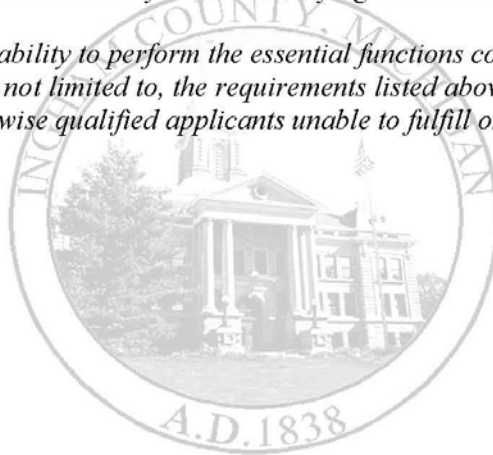
Working Conditions:

1. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to vibrations and oscillating movements.
8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, handling, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the 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.)



**April 2018
ICEA Parks**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A NEW PARK RANGER POSITION

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, creating a new Park Ranger position will address immediate needs within the department necessitated by the trails and parks millage.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a new position titled Park Ranger in the ICEA Unit with a range of salary and total personnel costs including all benefits: \$71,256 for step one and \$80,375 for step five.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize funding this position from the Ingham County Trails and Parks Millage fund balance.

BE IT FURTHER RESOLVED, that this approval is contingent upon the millage renewing in 2020.

BE IT FURTHER RESOLVED, that the Park Ranger position will be posted and filled with the assistance of the Human Resources Department.

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 and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 23, 2019

SUBJECT: Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

For the meeting agendas of November 4 and November 6

BACKGROUND

It is necessary to put the Special Transportation Millage before the voters this fall, as the term of the millage expires.

ALTERNATIVES

There would be negative service impacts if the special transportation millages were not reauthorized. The County would likely need to find over \$100,000 from the general fund to continue transporting veterans to the VA hospital. There would be a loss of over \$4 million to CATA Spec-Tran and Rural Service operations.

FINANCIAL IMPACT

The total collection for the 2019 fiscal year is budgeted at over \$4 million. Over \$100,000 is retained by the County for the operation of a vehicle used to transport area veterans to VA hospitals in the region. The remainder is used to pay for the actual expenses of operating, administering and marketing CATA Rural Services, and to pay the actual expenses of operating, administering and marketing Spec-Tran.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of Meeting Basic Needs.

OTHER CONSIDERATIONS

Ingham County and CATA have a 5-year master agreement for Spec-Tran and CATA Rural Services utilizing funds from the Special Transportation Millage. The scope of services is reauthorized annually.

RECOMMENDATION

The Controller's Office has historically taken a neutral position on millages.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE RENEWAL
QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE
DISABLED AND ELDERLY**

WHEREAS, the Board of Commissioners desires to continue to provide a transportation system at the same level of service, primarily for the elderly and disabled within Ingham County; and

WHEREAS, the millage funds were approved by the electorate to fund this transportation system, primarily for the elderly and disabled services, since prior to 2004, and the current authorized millage rate of (.60) of one (1) mill expires December 31, 2020; and

WHEREAS, the current Millage is needed to continue to provide the same level of necessary services; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at the same level as approved by the electorate in 2016 for a period of six (6) years to continue to support funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the primary election to be held on March 10, 2020.

**PUBLIC TRANSPORTATION SYSTEM FOR
ELDERLY AND DISABLED MILLAGE RENEWAL QUESTION**

For the purpose of renewing funding at the same millage level previously approved by the voters in 2016 for a transportation system to be used primarily by elderly and disabled persons in Ingham County, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.6000 mills, \$0.60 per \$1,000 of taxable value, be continued and renewed for a period of six (6) years (2021-2026) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$4,609,732 for the transportation system in the first calendar year of the levy based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be stated on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 10b

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 23, 2019

SUBJECT: Resolution to Submit to the Electorate a Special Millage Question Authorizing Funding for Elder Persons Services and Certifying Ballot Language

For the meeting agendas of November 4 and November 6

BACKGROUND

The Health Services Millage Subcommittee has held several meetings. It was determined by the subcommittee that rather than include elder services in the health services millage, it would be better to put a separate millage on the ballot in 2020.

ALTERNATIVES

Ingham County would continue to fund Tri-County Office on Aging through dues and an annual appropriation to Meals on Wheels.

FINANCIAL IMPACT

The proposed levy of 0.3 mills will generate over \$2.3 million for services to elder residents of Ingham County.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of Meeting Basic Needs.

OTHER CONSIDERATIONS

The majority of counties in Michigan have a similar millage.

RECOMMENDATION

The Controller's Office has historically taken a neutral position on millages.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION
AUTHORIZING FUNDING FOR ELDER PERSONS SERVICES AND CERTIFYING
BALLOT LANGUAGE**

WHEREAS, Act 29 of the Public Acts of 1976 (MCL 400.571 *et seq*) expressly authorizes the Board of Commissioners for Ingham County to levy taxes and appropriate funds for the purpose of planning, coordinating, evaluating, and providing activities and services to elder persons, being individuals sixty (60) years of age and older, residing within Ingham County; and

WHEREAS, the Board of Commissioners believes providing elder persons access to free or low-cost activities and services will improve the social, legal, health, housing, educational, emotional, nutritional, recreational, and mobility status of elder persons residing within Ingham County; and

WHEREAS, the Board of Commissioners has been advised that there is a need for additional funds to support activities and services for elder persons residing within Ingham County; and

WHEREAS, the Board of Commissioners has been advised that there is a need to eliminate wait lists and expand critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at a millage rate of 0.3000 of one (1) mill for a period of four (4) years for the purpose of eliminating wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on March 10, 2020:

INGHAM COUNTY ELDER PERSONS MILLAGE

For the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$2,304,866 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 10c

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 23, 2019

SUBJECT: Resolution to Submit to the Electorate a Special Millage for Continuing Health Services for Low Income, Uninsured Families and Adults Living in Ingham County

For the meeting agendas of November 4 and November 6

BACKGROUND

Ingham County has had a health services millage since 2012. Originally approved for .52 mills, and since reduced to .35 mills, this millage has been utilized for contracts with Ingham Health Plan Corporation and Community Mental Health to provide basic health care and mental health services to low income residents.

The health services millage subcommittee met several times and puts forward this reauthorization, with the original language amended to reflect the services this millage is meant to cover. The most notable change is the change in the income requirement from \$28,000 to household income at or below 250%.

ALTERNATIVES

None.

FINANCIAL IMPACT

The proposed levy of 0.7 mills will generate over \$5.3 million for basic health care and mental health services in Ingham County.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of Promoting Accessible Healthcare.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The Controller's Office has historically taken a neutral position on millages.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

WHEREAS, a millage of 0.7000 of one (1) mill is needed to continue to provide for this program; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at a millage rate of 0.7000 of one (1) mill for a period of four (4) years to continue to support funding for healthcare services for low income, uninsured families and adults residing in Ingham County.

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

INGHAM COUNTY HEALTH SERVICES MILLAGE

For the purpose of reauthorizing funding for providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose household income is at or below 250% of federal poverty guidelines and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services and essential care such as preventive testing and treatment for cancer, diabetes, heart disease and other serious illnesses, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 70/100 (0.7000) of one (1) mill, \$0.70 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$5,378,021 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 14, 2019
SUBJECT: Amendment of Resolution #19-351
For the meeting agendas of November 4, 2019 and November 6, 2019

BACKGROUND

Ingham County Health Department wishes to Amend Resolution # 19-351 which authorized an agreement with Michigan Community Health Worker Alliance (MiCHWA) and Detroit Health Department for Community Health Worker (CHW) Training. The original agreement authorized training for 16 CHWs. This amendment would allow for the addition of one more student to the training, allowing for 17 CHWs to become certified and will increase the total amount of the agreement by \$886.55. The cost of the amended agreement will be \$20,886.55 and will be effective September 1, 2019 through December 31, 2019.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of this training has been accounted for in the FY 19 and FY 20 budgets.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution 19-351 to allow for one additional CHW to take MiCHWA training.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT OF RESOLUTION #19-351

WHEREAS, Ingham County Health Department wishes to Amend Resolution #19-351 which authorized an agreement with Michigan Community Health Worker Alliance (MiCHWA) and Detroit Health Department for Community Health Worker (CHW) Training; and

WHEREAS, the original agreement authorized training for 16 CHWs. This amendment would allow for the addition of one more student to the training, allowing for 17 CHWs to become certified and will increase the total amount of the agreement by \$886.55; and

WHEREAS, the cost of the amended agreement will be \$20,886.55 and will be effective September 1, 2019 through December 31, 2019; and

WHEREAS, the Health Officer recommends approval of the amendment of Resolution 19-351 to allow for an additional CHW to participate in CHW training, effective September 1, 2019 through December 31, 2019, in an amount not to exceed \$20,886.55.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #19-351 to authorize an additional CHW to participate in CHW training effective September 1, 2019 through December 31, 2019, in an amount not to exceed \$20,886.55.

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: October 3, 2019
SUBJECT: Resolution to Authorize a 2019-2020 AmeriCorps State Grant
For the meeting agendas of November 4 and 6, 2019

BACKGROUND

The Michigan Department of Labor and Economic Opportunity (MDLEO) has granted Ingham County Health Department (ICHHD) a 2019-2020 AmeriCorps State Grant of \$163,860, as the first year of a new three year funding cycle. A total of 18 AmeriCorps members will be placed in host sites selected through an RFP process. These AmeriCorps members work to increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This grant requires a local Match

	Amount	Percent
Grant	\$163,860	53.8%
Match	\$140,490	46.2%
Total	\$304,350	100%

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$133,595;
- 2) indirect costs used as match- \$6,895.

These items are included in ICHHD's 2019-2020 budget.

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.

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept \$163,860 for the AmeriCorps State Grant for 2019-2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2019-2020 AMERICORPS STATE GRANT

WHEREAS, Ingham County Health Department (ICHHD) will soon complete a successful fourth year of a grant cycle supporting the AmeriCorps State Program, funded by the Michigan Department of Health and Human Services, on behalf of the Michigan Community Service Commission (MCSC) as part of a four year funding cycle, and authorized by Resolution #18-349; and

WHEREAS, the Michigan Department of Labor and Economic Opportunity (MDLEO) has approved funding for ICHHD for a new grant cycle, in the amount of \$163,860 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, a non-federal local match of cash and/or in-kind contributions is required; and

WHEREAS, these items are included in ICHHD's 2019-2020 budget; and

WHEREAS, as a condition of this grant, the health department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$163,860 with MDLEO for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that a non-federal match of \$140,490 is authorized and consists of indirect costs used as a match of \$6,895, and the remainder obtained through cash contributions of up to \$12,018 from each of the 18 AmeriCorps host sites, as selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 21, 2019
SUBJECT: Agreement with Blue Cross Blue Shield of Michigan
For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to update the Blue Cross Blue Shield of Michigan (BCBSM) agreement by executing Schedule A, Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) effective December 1, 2019 through November 30, 2020. ICHHD and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail. The agreement is updated annually by executing Schedule A – Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements).

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) proposed through the attached resolution will cover the period of December 1, 2019 through November 30, 2020. Included in this year's agreement is an additional schedule (Schedule A – Exhibit 2) and an increase in the Additional Administrative Compensation from 9.0% to 9.5% are included in the agreement.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) to the Blue Cross Blue Shield of Michigan Service agreement effective December 1, 2019 through November 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADMINISTRATIVE SERVICE AGREEMENT WITH
BLUE CROSS BLUE SHIELD OF MICHIGAN AT THE INGHAM COUNTY JAIL**

WHEREAS, Ingham County Health Department (ICHD) wishes to update the Blue Cross Blue Shield of Michigan (BCBSM) agreement by executing Schedule A, Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) effective December 1, 2019 through November 30, 2020; and

WHEREAS, ICHD and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of Ingham County jail; and

WHEREAS, that agreement is updated annually by executing a Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosure Inter-Plan Arrangements; and

WHEREAS, BCBSM has proposed a 2019-2020 Schedule A Administrative Service Contract, Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements; and

WHEREAS, there is one additional schedule (Schedule A- Exhibit 2) and one change (increase in the Additional Administration Compensation from 9.0% to 9.5%) to the proposed 2019-2020 Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the 2019-2020 Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) for the inmates of Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) with BCBSM for paying claims for health care services provided to inmates of the Ingham County Jail.

BE IT FURTHER RESOLVED, that the Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosure Inter-Plan Arrangements) shall be effective December 1, 2019 through November 30, 2020.

BE IT FURTHER RESOLVED, that there is an additional schedule (Schedule A – Exhibit 2) and one change (increase in the Additional Administration Compensation from 9.0% to 9.5%) to the proposed 2019 -2020 Schedule A Administrative Service Agreement (ASC), Schedule 1 – Exhibit 1 and Schedule (BlueCard Disclosures Inter- Plan Arrangements.

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, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 7, 2019

SUBJECT: Authorization to Convert Medical Assistant Position

For the meeting agendas of November 4, November 5, and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to convert Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019. This position is assigned to the New Hope Community Health Center and serves front office functions, including patient registration, and does not require any patient care duties. Recruiting and retaining trained and qualified MAs to perform patient care duties in the community health centers is critical. This conversion enables ICHD to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with MA training and qualifications for direct care roles. The UAW supports the conversion of position #601509 from a MA to a CHR II.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The MA and CHR II positions are both categorized as UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings.

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 converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

Mon 10/7/2019 8:19 PM

Prehn, Bradley

Re: Conversion of position #601509

To: Scott, Anne

Anne,

I have no problem with this conversion of MA I to a CHR II at New Hope.

Brad Prehn

UAW Chairperson

From: Scott, Anne

Sent: Monday, October 7, 2019 4:54:56 PM

To: Prehn, Bradley; Prater, Dana

Subject: Conversion of position #601509

Hello:

Initially, we were going to convert this position to accommodate the transfer of Tiffany Miller. It is a Medical Assistant position, and to accommodate Tiffany we had to make it a CHR. However, since that didn't work out, HR is not proceeding with the conversion. However, I still have an interest to convert this position. The reason being that this role at New Hope really is exclusively front office with no patient care responsibilities. Because getting trained Medical Assistants for patient care positions is so hard, I hate to hire someone with those qualifications and then put them to work in a position when they can't really use those skills. There are many qualified people who are not MA's who can do the front office work exceptionally well, so that seems like a better fit for this position.

Here is the language I was going to include in a reso for this conversion, if you support. Thanks, and call if you want to discuss.

The Health Department wishes to convert position #601509, Medical Assistant I, to a Community Health Representative II. This position is assigned to the New Hope Community Health Center, and serves front office functions, including patient registration, and does not require any patient care duties. Because recruiting and retaining trained and qualified Medical Assistants to perform patient care duties in the health center is so critical, this conversion enables the Health Department to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with medical assistant training and qualifications for direct care roles. The UAW supports the conversion of position #601509 from a Medical Assistant I to a Community Health Representative II. Both positions are categorized as a UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings.

Anne C. Scott, MPH

EXECUTIVE DIRECTOR/DEPUTY HEALTH OFFICER

Ingham Community Health Centers/Ingham County Health Department

Office: (517) 887-4361 • Fax: (517) 244-7172

Cell: (517) 282-5172

Pronouns: She/Her/Hers

Website: www.hd.ingham.org/chc



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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT MEDICAL ASSISTANT POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to convert Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019; and

WHEREAS, this position is assigned to the New Hope Community Health Center and serves front office functions including patient registration, and does not require any patient care duties; and

WHEREAS, this conversion enables ICHD to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with MA training and qualifications for direct care roles; and

WHEREAS, the UAW supports the conversion of position #601509 from a MA to a CHR II; and

WHEREAS, the MA and CHR II positions are both categorized as UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings; and

WHEREAS, the Ingham Community Health Center Board of Directors supports converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 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 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: October 7, 2019
SUBJECT: Authorization to Extend Agreement with CURIS Consulting

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend the agreement with CURIS Consulting approved through resolution #18-535, effective January 1, 2020 through December 31, 2020. CURIS Consulting works with ICHHD's Community Health Centers (CHCs) to provide assessment, training, and solutions to meet clinical quality and cost efficiency goals of value-based care.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of the 12 month contract will be \$51,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000. The total cost of this contract and associated consultant travel totaling \$61,000 shall be paid through 2019 Health Center Quality funds.

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 extending the agreement with CURIS Consulting, effective January 1, 2020 through December 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND CURIS CONSULTING AGREEMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with CURIS Consulting approved through resolution #18-535, effective January 1, 2020 through December 31, 2020; and

WHEREAS, CURIS Consulting works with ICHD's Community Health Centers (CHCs) to provide assessment, training, and solutions to meet clinical quality and cost efficiency goals of value-based care; and

WHEREAS, the cost of the 12 month contract will be \$51,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000; and

WHEREAS, the total cost of this contract and associated consultant travel totaling \$61,000 shall be paid through 2019 Health Center Quality funds; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the agreement with CURIS Consulting effective January 1, 2020 through December 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the agreement with CURIS Consulting effective January 1, 2020 through December 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with CURIS Consulting effective January 1, 2020 through December 31, 2020.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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: October 7, 2019
SUBJECT: Authorization to Enter Agreement with Family and Community Development Services
For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020. ICHHD has maintained an agreement with FCDS to assist Medicaid and Ingham Health Plan patients with limited English proficiency, many of whom arrived as refugees, asylum seekers, or immigrants to our community. Until Fiscal Year 2020 these services had been supported under Medicaid Outreach funds. Per State regulations, however, this is no longer an eligible expense under Medicaid Outreach. ICHHD and the CHCs find these services essential and critical to ensure patients are receiving necessary medical care, and are able to manage their health conditions.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of this agreement shall not exceed \$126,000. ICHHD will cover up to \$69,404 of services which support client services within non-health center and public health programs through the Fiscal Year 2020 general budget. The remaining cost of \$56,596 will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

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 Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FAMILY AND COMMUNITY DEVELOPMENT SERVICES

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020; and

WHEREAS, ICHD has maintained an agreement with FCDS to assist Medicaid and Ingham Health Plan patients with limited English proficiency, many of whom arrived as refugees, asylum seekers, or immigrants to our community; and

WHEREAS, until Fiscal Year 2020 these services had been supported under Medicaid Outreach funds; and

WHEREAS, per State regulations, however, this is no longer an eligible expense under Medicaid Outreach; and

WHEREAS, ICHD and the CHCs find these services essential and critical to ensure patients are receiving necessary medical care, and are able to manage their health conditions; and

WHEREAS, the cost of this agreement shall not exceed \$126,000; and

WHEREAS, ICHD will cover up to \$69,404 of services which support client services within non-health center and public health programs through the Fiscal Year 2020 general budget; and

WHEREAS, the remaining cost (\$56,596) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$126,000 with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 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 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: October 7, 2019
SUBJECT: Authorization to Enter Agreement with Michigan Department of Health and Human Services for Refugee Health Promotion

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Promotion effective October 1, 2019 through August 31, 2020. The Refugee Health Promotion program promotes health services to refugee communities in Michigan. MDHHS will pay ICHD \$47,100 for health promotion services completed in the Community Health Centers. This agreement has been in place since 2015 via resolutions #15-354, #16-403, and #18-383.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The maximum amount that MDHHS will pay ICHD under the term of the agreement for Refugee Health Promotion is \$47,100.

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 MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES FOR REFUGEE HEALTH PROMOTION**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Promotion effective October 1, 2019 through August 31, 2020; and

WHEREAS, the Refugee Health Promotion program promotes health services to refugee communities in Michigan; and

WHEREAS, this agreement has been in place since 2015 via resolutions #15-354, #16-403, and #18-383; and

WHEREAS, MDHHS shall pay ICHD \$47,100 for health promotion services completed in the Community Health Center; and

WHEREAS, the maximum amount of payment that MDHHS shall pay ICHD under the term of the agreement for Refugee Health Promotion is \$47,100; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$47,100 with MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020.

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: October 7, 2019
SUBJECT: Authorization to Enter Agreement with Michigan Department of Health and Human Services for Refugee Health Screenings

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Screenings effective October 1, 2019 through September 30, 2020. The Refugee Health Screenings program provides health screenings to refugees in Michigan. MDHHS will pay ICHD \$200,000 for health screening services completed in the Community Health Centers. Through resolution 15-354, ICHD has provided health screenings since 2015.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The maximum that MDHHS will pay ICHD under the term of the agreement for Refugee Health Screenings is \$200,000.

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 MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH
AND HUMAN SERVICES FOR REFUGEE HEALTH SCREENINGS**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Screenings effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Refugee Health Screenings program provides health screenings to refugees in Michigan; and

WHEREAS, through resolution 15-354, ICHD has provided health screenings since 2015; and

WHEREAS, MDHHS will pay ICHD a maximum of \$200,000 for health screening services completed in the Community Health Centers; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement no to exceed \$200,000 with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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, Health Officer
DATE: October 15th, 2019
SUBJECT: FY 20 State of Michigan Comprehensive Agreement Amendment # 1
For the meeting agendas of November 4th, 2019 and November 6th, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the FY 20 State of Michigan Comprehensive Agreement with increased funding of \$50,000 to be used for a Regional Perinatal Care System effective October 1, 2019 through September 30, 2020. ICHD currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2019-2020 Comprehensive Agreement through Resolution #19-309.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$6,170,004 to \$6,220,004, an increase of \$50,000. The amendment makes the following specific changes in the budget;

Regional Perinatal Care System: increase of \$50,000 from \$0 to \$50,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 1 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2019-2020 COMPREHENSIVE
AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend the FY 20 State of Michigan Comprehensive Agreement with increased funding of \$50,000 to be used for a Regional Perinatal Care System effective October 1, 2019 through September 30, 2020; and

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

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

WHEREAS, MDHHS and ICHHD have entered into a 2019-2020 Comprehensive Agreement authorized in Resolution #19-309; and

WHEREAS, MDHHS has proposed Amendment #1 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2019-2020 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$6,170,004 to \$6,220,004, an increase of \$50,000.

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

Regional Perinatal Care System: increase of \$50,000 from \$0 to \$50,000.

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

BE IT FURTHER RESOLVED, that the Health Officer, or her designee, is authorized to submit Amendment # 1 of the 2019-2020 Comprehensive Agreement electronically through the Mi-E Grants system 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: October 7, 2019
SUBJECT: Authorization to Extend Agreement with Michigan State University Department of Psychiatry
For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020. Resolution #19-090 authorized the reorganization of the Ingham County Jail Medical, transferring the cost of maintaining psychiatric services to the Health Department budget. MSU's Department of Psychiatry will provide Ingham County Jail with a senior-level resident psychiatrist who will provide psychiatric services for inmates up to eight hours weekly and one attending psychiatrist who will supervise the resident psychiatrist or provide psychiatric services in the absence of a resident.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The General Fund budget for Jail Medical is \$61,984 and is budgeted to fund the continuation of this contract from November 1, 2019 through October 31, 2020. Through the residency program, MSU Psychiatry Department is able to make this high value service available to ICHD at a rate that is not attainable through other contract options.

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 extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services effective November 1, 2019 through October 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AGREEMENT WITH MICHIGAN STATE UNIVERSITY
DEPARTMENT OF PSYCHIATRY**

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services effective November 1, 2019 through October 31, 2020; and

WHEREAS, Resolution #19-090 authorized the reorganization of the Ingham County Jail Medical, transferring the cost of maintaining psychiatric services to the Health Department budget; and

WHEREAS, MSU's Department of Psychiatry will provide Ingham County Jail with a senior-level resident psychiatrist who will provide psychiatric services to inmates up to eight hours weekly and one attending psychiatrist who will supervise the resident psychiatrist or provide psychiatric services in the absence of a resident; and

WHEREAS, the General Fund budget for Jail Medical is \$61,984 and is budgeted to fund the continuation of this contract from November 1, 2019 through October 31, 2020; and

WHEREAS, through the residency program, MSU Psychiatry Department is able to make this high value service available to ICHD at a rate that is not attainable through other contract options; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020 in an amount not to exceed \$61,984.

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: September 25, 2019
SUBJECT: Agreement with Feldesman, Tucker, Leifer, and Fidell, LLP

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department's (ICHDs) Ingham Community Health Center (CHC) Board wishes to enter into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020. Feldesman, Tucker, Leifer, and Fidell, LLP is a national authority on Health Center compliance, with expertise in co-applicants, and are best qualified to address CHC Board and Ingham County's needs. Our next Health Resources and Service Administration (HRSA) site visit, which will review all areas of compliance including governance, is scheduled for winter of 2020. This consultation and review are important in assuring that the co-application agreement and Health Center by-laws continue to serve both organizations as well as remain compliant with HRSA requirements. The scope of services provided are as follows:

- Overview of the HRSA Compliance Manual requirements as it pertains to governance for co-applicant boards
- Overview of legal implications of incorporation/non-profit status for a co-applicant board
- Provide consultation and advisement, in collaboration with county corporation counsel, to each of the co-applicant board authorities with regard to the co-applicant agreement.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The estimated hours required are 10 hours at the Federally Qualified Health Center Rate (FQHC) rate of \$525/hr. The estimated cost shall not exceed \$6,000 and will be covered by Quality Improvement Funds.

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 Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FELDESMAN, TUCKER, LEIFER,
AND FIDELL, LLP**

WHEREAS, Ingham County Health Departments (ICHDs) Ingham Community Health Center (CHC) Board wishes to enter into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020; and

WHEREAS, Feldesman, Tucker, Leifer, and Fidell, LLP is a national authority on Health Center compliance, with expertise in co-applicants, and are best qualified to address the CHC Board's needs; and

WHEREAS, Our next Health Resources and Service Administration (HRSA) site visit, which will review all areas of compliance including governance, is scheduled for winter of 2020; and

WHEREAS, This consultation and review are important in assuring that the co-application agreement and Health Center by-laws continue to serve both organizations as well as remain compliant with HRSA requirements; and

WHEREAS, the scope of services provided are as follows:

- Overview of the HRSA Compliance Manual requirements as it pertains to governance for co-applicant boards
- Overview of legal implications of incorporation/non-profit status for a co-applicant board
- Provide consultation and advisement, in collaboration with county corporation counsel, to each of the co-applicant board authorities with regard to the co-applicant agreement; and

WHEREAS, the estimated hours required are 10 hours at the Federally Qualified Health Center Rate (FQHC) rate of \$525/hr; and

WHEREAS, the estimated cost shall not exceed \$6,000 and will be covered by Quality Improvement Funds; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$6,000 with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 14, 2019
SUBJECT: Authorization to Amend Resolution #18-083 with Walmart Pharmacy

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 31, 2020. Walmart Pharmacy is part of the 340B savings program for uninsured patients. Resolution #18-083 included a dispensing fee of \$25 for each eligible brand drug claim processed. This amendment will increase the dispensing fee to \$26 for each eligible brand drug claim processed, will add two fill locations and will automatically renew the agreement with Walmart on an annual basis.

Fill Location Store Number	Address
WAL-MART CENTRAL FILL 10-2670	608 Spring Hill Dr. #3 Suite 300, Spring, TX 77386
WAL-MART CENTRAL FILL 10-5997	9600 Parksouth Ct. Suite 100, Orlando, FL 32837

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The costs include a \$200 a month access fee and a \$26 prescription filling fee (dispensing fee). The overall cost is offset by the 340B program savings, which are projected to net \$4,500/month or \$54,000 annually.

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 amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 31, 2020 and shall automatically renew annually.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #18-083 WITH WALMART PHARMACY

WHEREAS, Ingham County Health Department (ICHD) wishes to amend resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020; and

WHEREAS, Walmart Pharmacy is part of the 340B savings program for uninsured patients; and

WHEREAS, Resolution #18-083 included a dispensing fee of \$25 for each eligible brand drug claim processed; and

WHEREAS, this amendment will increase the dispensing fee to \$26 for each eligible brand drug claim processed, will add two fill locations and will automatically renew the agreement with Walmart on an annual basis

Fill Location Store Number	Address
WAL-MART CENTRAL FILL 10-2670	608 Spring Hill Dr. #3 Suite 300, Spring, TX 77386
WAL-MART CENTRAL FILL 10-5997	9600 Parksouth Ct. Suite 100, Orlando, FL 32837

; and

WHEREAS, the costs include a \$200 a month access fee and a \$26 prescription filling fee (dispensing fee); and

WHEREAS, the overall cost is offset by the 340B program savings, which are projected to net \$4,500/month or \$54,000 annually; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020 and shall automatically renew annually; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020 and shall automatically renew annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020 and shall automatically renew annually.

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: October 7, 2019
SUBJECT: Authorization to Enter Agreement with St. Vincent Catholic Charities

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management services effective October 1, 2019 through September 30, 2020. ICHD has maintained an agreement with SVCC for assisting refugees with access to health care and management of their health issues. Until Fiscal Year 2020, these services had been supported under Medicaid Outreach funds. Per the State regulations, however, this is no longer an eligible expense under Medicaid Outreach. ICHD's CHCs find these services essential and critical to ensure refugees receive the necessary medical care they need and are able to manage health conditions within the first 90 days of their arrival.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The term of the agreement shall not exceed \$128,000. ICHD will cover up to \$70,537 of services which support client's services through non-health center/public health programs throughout the Fiscal Year 2020 general fund budget. The remaining cost (\$57,463) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

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 St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENT WITH ST. VINCENT CATHOLIC CHARITIES

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management services effective October 1, 2019 through September 30, 2020; and

WHEREAS, ICHD has maintained an agreement with SVCC for assisting refugees with access to health care and management of their health issues; and

WHEREAS, until Fiscal Year 2020, these services had been supported under Medicaid Outreach funds; and

WHEREAS, per the State regulations, however, this is no longer an eligible expense under Medicaid Outreach; and

WHEREAS, ICHD's CHCs find these services essential and critical to ensure refugees receive the necessary medical care they need and are able to manage health conditions within the first 90 days of their arrival; and

WHEREAS, the term of the agreement shall not exceed \$128,000 and ICHD will cover up to \$70,537 of services which support client's services throughout non-health center/public health programs through the Fiscal Year 2020 general fund budget; and

WHEREAS, the remaining cost (\$57,463) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$128,000 with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 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 contract documents on behalf of the county after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 17, 2019
SUBJECT: Grant Agreement with Michigan Department of Health and Human Services –
Tobacco Use Reduction for People Living with HIV – 2020
For the meeting agendas of November 4, and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) to accept grant funds up to \$249,970.10 which will enable ICHD to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH). This program is designed to reduce the use of tobacco among people living with HIV by developing and coordinating projects and services designed to address populations disparately impacted by commercial tobacco use and second-hand smoke exposure. This agreement will be effective October 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

This grant agreement will allow ICHD to accept up to \$249,970.10 in grant funds.

STRATEGIC PLANNING IMPACT

This agreement supports the strategic plan objectives related to expanding access to health care for County residents, with an emphasis on the uninsured and underinsured, the LGBTQ community, rural residents, and other underserved and marginalized populations.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a MDHHS grant up to \$249,970.10 which will enable ICHD to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH).

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY20 GRANT AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES – TOBACCO USE REDUCTION FOR PEOPLE LIVING WITH HIV – 2020

WHEREAS, Ingham County Health Department (ICHD) wishes to accept the agreement with Michigan Department of Health and Human Services (MDHHS) to accept grant funds up to \$249,970.10 which will enable ICHD to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH); and

WHEREAS, the focus of this MDHHS TURP-PLWH program is to reduce the use of tobacco among people living with HIV by developing and coordinating projects and services designed to address populations disparately impacted by commercial tobacco use and second-hand smoke exposure; and

WHEREAS, this agreement will be effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of up to \$249,970.10 in grant funds effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of grant funds from MDHHS in the amount of \$249,970.10 effective October 1, 2019 through September 30, 2020.

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

BE IT FURTHER RESOLVED, that the Chairperson of the 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.

Agenda Item 12a

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 10/21/2019

SUBJECT: Core Technology Multibridge/Talon Renewal

BACKGROUND

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff's Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. This year the support expires on 11/30/19.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$5,571.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached short contract for Core Technology to renew support of the Multibridge/Talon software in the amount of \$5,571.00.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expires on 11/30/2019; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of support from Core Technology in the amount not to exceed \$5,575.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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

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

Agenda Item 12b

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 10/11/2019

SUBJECT: ITProTV Training Renewal ITD staff

BACKGROUND

ITD has been using ITProTV for training for the past 2 years. The training was initially approved under Resolution #17-400. The training is in easy to understand videos on various technical topics. The training we are interested in pertains to IT software applications as well as business, web design, and programming concepts. The training is reinforced by virtual labs and practice exams. This training is an online subscription format that is purchased in yearly increments.

ITProTV is listed under the GSA contract #GS-35F-474DA.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$6,868.68 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This is up slightly from last year's amount of \$6,640.45.

OTHER CONSIDERATIONS

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for ITProTV training in the amount of \$6,640.45.

Agenda Item 12b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM ITPROTV

WHEREAS, ITProTV is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens; and

WHEREAS, ITD has been using this method for the past 2 years and has found it to be very effective; and

WHEREAS, the renewal of the subscription for training will be for our entire ITD staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from ITProTV in the amount not to exceed \$6,900.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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

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

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 10/21/2019

SUBJECT: Resolution – VmWare Software Support Renewal

BACKGROUND

Innovation and Technology has been using VmWare for many years now. This software is used not only to virtualize our Cisco phone system but also to virtualize our network servers at our datacenter and at the 911 center. These licenses have an annual support that must be renewed each year, with our current licenses expiring on January 9, 2020. Normally this is done through the Resolution approving various contracts for the budget year, however this year we have an additional cost due to the addition of a new security module bringing the total above the preapproved amount.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$35,978.51 total will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

We have extended the licensing period to March 30, 2021 to ensure that it there is time to properly move this through the approval channels for 2020 and gets into the annual approvals for 2021. This renewal is under the State of Michigan MiDeal contract with CDWG. (071B66000110)

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of VmWare support renewal from CDWG.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT
FROM CDWG**

WHEREAS, Ingham County currently utilizes VmWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, ITD obtained State of Michigan contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expires on January 9, 2020 and ITD recommends renewing this agreement; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the VmWare support agreement from CDWG for 14 months in the amount not to exceed \$36,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

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

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

Agenda Item 13

To: Ingham County Board of Commissioners

From: Tom Gamez Jr., Director of Operations, ICRD

Date: October 21, 2019

Re: ITB #228-19 Single tungsten carbide inserted grader blades, Wing plow blades and plow shoes.

The purpose of this correspondence is to support the attached resolution, to have single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes supplied and delivered to the ICRD, for a one-year period, beginning from date of the purchase order execution.

The Road Department periodically needs to replace the cutting edges and wear shoes on the underbody plow blades and on the side wing plows for winter and gravel road maintenance.

The Road Department's adopted 2020 budget includes controllable expenditures, funds for this and other equipment purchases.

The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Wing plows have been equipped on all ICRD new plow truck purchases for snow removal since 2012. ICRD snowplow trucks must have these components to operate efficiently for winter maintenance services.

Bids from qualified and experienced vendors for the purpose of supplying and delivering tungsten insert grader blades, wing plow blades and wing plow shoes to the Road Department were solicited and evaluated by the Ingham County Purchasing Department per ITB #228-19 and it is their recommendation, with the concurrence of Road Department staff, to award to the lowest qualified bidders that could meet the specifications of bid proposal request.

Chemung Supply Corp. PO Box 527, Elmira, NY 14902 for Tungsten inserted grader blades @ \$148.00 per each grader blade.

Heights Machinery Inc. 8434 East M-72 Williamsburg, Mi. 49690 for Heat-treated wing plow blades @ \$79.52 per each wing plow blade.

Shults Equipment LLC. 1532 S. State Road Ithaca, Mi. 48847 for Wing plow shoes @ \$135.00 per each Wing plow shoe.

There were no local vendors to submit their quotes for the requested blades and wear shoe supplies. There were also quotes received from Heights Machinery and Winter Equipment for the wing plow shoe at a much lower rate, but their wing shoes were the wrong size and did not meet the specifications of the Purchasing Dept. ITB #228-19 for the wing plow wear shoes.

Therefore, approval of the attached resolution is recommended, to authorize the purchase of the required supply of single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes as needed.

Agenda Item 13

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: October 18, 2019

RE: Memorandum of Performance for ITB No. 228-19 Single Tungsten Carbide Insert Grader Blades, Jr. Wing Plow Blades and Jr. Wing Plow Shoes

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades, junior wing plow blades and junior wing plow shoes for their plow trucks for the 2019-2020 winter season.

The scope of work includes, but is not limited to, delivering single tungsten carbide insert grader blades, 7-foot junior para wing plow blades and 7-foot junior para wing plow shoes according to specifications outlined in the invitation to bid.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	2
Vendors responding	8	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 ITB; 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	Single Tungsten Carbide Insert Grader Blade (250± each)	Single Tungsten Carbide Insert Grader Blade (250± each)	Junior Wing Plow Blade (50± each)	Junior Wing Plow Blade (50± each)	Junior Wing Plow Shoe (50± each)	Junior Wing Plow Shoe (50± each)
		Price / Blade	Total Price (250)	Price / Blade	Total Price (50)	Price / Shoe	Total Price (50)
Chemung Supply Corp.	No, Elmira NY	\$148.00	\$37,000.00	No Bid	No Bid	No Bid	No Bid
Shults Equipment LLC	No, Ithica MI	\$188.00	\$47,000.00	\$97.12	\$4,856.00	\$135.00	\$6,750.00
Truck & Trailer Specialties	No, Dutton MI	\$190.55	\$47,637.50	\$94.31	\$4,715.50	\$145.75	\$7,287.50
Heights Machinery	No, Williamsburg MI	\$196.21	\$49,052.50	\$79.52	\$3,976.00	\$40.97	\$2,048.50
Wear Parts & Equipment	No, Aurora CO	\$204.76	\$51,190.00	\$96.44	\$4,822.00	No Bid	No Bid
St. Regis Culvert	No, Charlotte MI	\$207.00	\$51,750.00	No Bid	No Bid	No Bid	No Bid
Michigan CAT	No, Lansing, Eaton County MI	\$210.06	\$52,515.00	No Bid	No Bid	No Bid	No Bid
Winter Equipment Co., Inc.	No, Willoughby OH	\$213.52	\$53,380.00	\$83.26	\$4,163.00	\$30.84	\$1,542.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
SINGLE TUNGSTEN CARBIDE INSERTED GRADER BLADES, WING PLOW BLADES
AND WING PLOW SHOES**

WHEREAS, the Road Department periodically needs to replace the cutting edges of the underbody plows, side wing plows and wing plow shoes for winter and gravel road maintenance; and

WHEREAS, the Purchasing Department recently released bid packet #228-19 and received sealed, competitive bid proposals for single tungsten carbide inserted underbody grader blades, heat treated wing plow blades and wing plow shoes for a 1 year period, beginning from date of Purchase order execution; and

WHEREAS, bids for single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award the agreement to the lowest qualified bidders of each product, that could meet the bid proposal specifications; and

WHEREAS, the Road Department's adopted 2020 budget includes controllable expenditures, funds for this and other equipment purchases; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of the Road Department required supply of tungsten inserted grader blades, wing plow blades and wing plow shoes from:

Chemung Supply Corp. PO Box 527, Elmira, NY 14902 for Tungsten insert grader blades @ \$148.00 per each grader blade.

Heights Machinery Inc. 8434 East M-72 Williamsburg, Mi. 49690 for Heat-treated wing plow blades @ \$79.52 per each wing plow blade.

Shults Equipment LLC. 1532 S. State Road Ithaca, Mi. 48847 for Wing plow shoes @ \$135.00 per each Wing plow shoe.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase tungsten carbide insert grader blades, Heat treaded wing plow blades and wing plow shoes as needed and budgeted.

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 25, 2019
SUBJECT: Resolution to Authorize Purchase of NeoGov HRIS Software Products and Related Services

BACKGROUND

The Human Resources Department currently has limited software products to utilize in hiring and onboarding new employees and providing training to existing employees. Using Human Resources Information Systems (HRIS) software is a more efficient way to hire and onboard new employees and provide training to existing employees. The expenditure of funds to purchase NeoGov HRIS software products and related services for \$161,316.00 was approved by the Board of Commissioners on October 22, 2019 from the Network Fund Balance in the FY2020 Capital Budget. Accordingly, the Human Resources Department is seeking authorization to purchase NeoGov HRIS software products and related services for \$161,316.00.

ALTERNATIVES

None.

FINANCIAL IMPACT

The expenditure of funds to purchase NeoGov HRIS software products and related services for \$161,316.00 in the FY2020 Capital Budget from the Network Fund Balance was approved by the Board of Commissioners on October 22, 2019.

STRATEGIC PLAN CONSIDERATIONS

The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

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

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Authorize Purchase of NeoGov HRIS Software Products and Related Services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE OF NEOGOV HRIS SOFTWARE PRODUCTS
AND RELATED SERVICES**

WHEREAS, the Human Resources Department currently has limited software products to utilize in hiring and onboarding new employees and providing training to existing employees; and

WHEREAS, using Human Resources Information Systems (HRIS) software is a more efficient way to hire and onboard new employees and provide training to existing employees; and

WHEREAS, the Human Resources Department is seeking authorization to purchase NeoGov HRIS software products and related services for \$161,316.00; and

WHEREAS, the expenditure of funds to purchase NeoGov HRIS software products and related services for \$161,316.00 in the FY2020 Capital Budget from the Network Fund Balance was approved by the Board of Commissioners on October 22, 2019; and

WHEREAS, the Human Resources Director recommends that the Board of Commissioners authorize purchase of the needed software products and related services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase of NeoGov HRIS software products and related services for \$161,316.00 per the attached NeoGov quote.

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

ORDER FORM

CUSTOMER:

BILL TO:

Ingham, County of (MI)	ATTN Sue Graham Imelda Maloney
PROJECT EXECUTIVE:	PRIMARY CONTACT:
QUOTE DATE: 5/13/19 VALID FROM: 5/13/19 VALID TO: 60 days from above date	REVISION:
REQUESTED SERVICE DATE:	PURCHASE ORDER NUMBER: FTE- 1178 INITIAL TERM: 12 months

ORDER SUMMARY

Annual Recurring Fees

LINE	DESCRIPTION ¹	ANNUAL RECURRING COST
1	Insight Enterprise Edition (IN) » IN License <i>Standard</i>	\$16,229.12
2	GovernmentJobs.com Job Posting Subscription (GJC) » GJC License <i>Standard</i>	\$3,184.47
3	Perform (PE) » PE License <i>Standard</i>	
4	Onboard and E-Forms (ON/ EF) » ON License <i>Standard</i>	\$25,786.17
5	Learn (LE) » LE License <i>Standard</i>	\$32,458.24
6	NEOGOV Integrations » Integration Maintenance <i>Standard</i>	\$3,000.00
SUB-TOTAL		\$80,658.00

ORDER FORM

Non-Recurring Fees

LINE	DESCRIPTION ¹	NON - RECURRING FEES
7	INSIGHT (IN) ▶ Setup & Implementation <i>Standard</i> ▶ Training <i>Standard</i>	
	PERFORM (PE) ▶ Setup & Implementation <i>Standard</i> ▶ Training <i>Standard</i>	
	ONBOARD (ON) ▶ Setup & Implementation <i>Standard</i> ▶ Training <i>Standard</i> ▶ Onboard form building as Professional Service ²	
	LEARN (LE) ▶ Setup & Implementation <i>Standard</i>	
	NEOGOV INTEGRATIONS ▶ Setup & Configuration <i>Not Selected</i>	
	SUB-TOTAL	\$0.00
ORDER TOTAL		\$80,658.00

¹ More detailed descriptions of the services are contained in the order detail for each service, which are incorporated herein and made a part hereof by this reference.

Note: Items designated as Not Applicable (N/A, NA) on the Order Summary are not included. Customers may request a quote for these services at their discretion through the term of this contract.

² NEOGOV ON includes I9 and W4 standard forms that are regularly updated by NEOGOV. Additional form building or form update services are available from NEOGOV Professional Services at the following costs:

- ▶ Background Forms | \$295 per form
- ▶ Dynamic Forms | \$195 per form
- ▶ Updates to Existing Forms | \$200 an hour

Additionally, during the term of any subscription license, the Customer will receive:

- ▶ Customer Support | Provided to the Customer through online resources available 24 hours a day and through live personal services available by telephone Monday - Friday 6 AM to 6 PM Pacific Time (excluding NEOGOV holidays).
- ▶ Product Upgrades to Licensed Software | Customer shall receive all product upgrades to purchased packages. Product upgrades are automatic and available upon the next login following a product upgrade rollout.

TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: October 24, 2019

SUBJECT: Resolution to Approve a Deficit Elimination Plan for the Homeland Security Grant Fund

BACKGROUND

Upon submission of the 2018 Comprehensive Annual Financial Report (CAFR) to the State of Michigan, the balance in the Homeland Security Grant Fund met the definition of a deficit requiring the formulation of a deficit elimination plan submission to the Michigan Department of Treasury. Some fund revenue was unrecognized because proceeds were not collected within 60 days of year end, thereby creating a deficit.

Ingham County acts as the Homeland Security Grant Fund reporting agent on behalf of several counties. Due to turnover, invoices to these member counties were not prepared in time for the auditors to include them as receivables for the financial statements, while expenses had to be recognized immediately as required under the grant. The grant is issued by Federal Emergency Management Agency (FEMA) to the Michigan State Police. Given that grant revenues must equal grant related expenses, a grant fund is normally self-regulating.

On September 24, 2019 the Board of Commissioners approved Resolution 19-379 to authorize a deficit elimination plan that included the Homeland Security Grant Fund. However, the Michigan Department of Treasury requires a projected budget approved by the legislative body as evidenced by a certified resolution itemizing yearly revenues by source, expenditures by activity and changes in fund balance through the deficit's elimination. Resolution 19-379 did not include this detailed information. The Department of Treasury requires submission of a revised deficit elimination plan no later than November 19, 2019.

ALTERNATIVES

Should a deficit elimination plan not be filed by the November 19 deadline, then the Department of Treasury will recommend that 25% of the County's State Shared Revenue be withheld pursuant to MCL 141.921(2).

FINANCIAL IMPACT

Previously unrecognized revenue is sufficient to eliminate the deficit in the Homeland Security Grant Fund.

STRATEGIC PLAN CONSIDERATIONS

Adoption of the proposed deficit elimination plan is consistent with the Strategic Planning management, finance and governance goal to maintain and enhance County fiscal health to ensure delivery of services to residents.

OTHER CONSIDERATIONS

The proposed resolution to approve a deficit elimination plan for the Homeland Security Grant Fund also rescinds Resolution 19-379.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve a deficit elimination plan for the Homeland Security Grant Fund as presented.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A DEFICIT ELIMINATION PLAN
FOR THE HOMELAND SECURITY GRANT FUND**

WHEREAS, Ingham County Homeland Security Grant Fund has a \$129,112 deficit fund balance as of December 31, 2018 of which \$121,723 is due to revenue not being recognized because proceeds were not collected within 60 days of year end; and

WHEREAS, Act 275 of the Pubic Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution 19-379 to authorize a 2018 Deficit Elimination Plan to address, in part, the Homeland Security Grant Fund deficit; and

WHEREAS, the Michigan Department of Treasury determined that details provided in that plan were insufficient.

NOW THEREFORE RESOLVED, that Ingham County's Board of Commissioners adopts the following as the Ingham County Homeland Security Fund Deficit Elimination Plan:

Ingham County Homeland Security Grant	2019
Deficit (1/1/19)	\$ (129,112)
Collection of Deferred Inflow for "60-day Rule"	121,723
Federal Revenue	1,019,320
Total Expenditures	
Salaries and Fringes	(98,588)
Supplies and Non-Capital Equipment	(274,850)
Contracted Services	(421,970)
Training and Travel	(69,662)
Equipment	(154,250)
Total Expenditures	(1,019,320)
Transfer-in from General Fund	7,389
Total Projected Fund Balance 12/31/19	\$ -

BE IT FURTHER RESOLVED, that the 2019 Ingham County Homeland Security Grant Fund's budget will be amended to reflect the activity in this deficit elimination plan.

BE IT FURTHER RESOLVED, that Ingham County Controller shall submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

BE IT FURTHER RESOLVED, that Resolution 19-379 is rescinded as it pertains to the Homeland Security Grant Fund deficit elimination plan.

TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: October 24, 2019

SUBJECT: Resolution to Approve a Deficit Elimination Plan for the Fair Fund

BACKGROUND

Upon submission of the 2018 Comprehensive Annual Financial Report (CAFR) to the State of Michigan, the balance in the Fair Fund met the definition of a deficit requiring the formulation of a deficit elimination plan submission to the Michigan Department of Treasury. The Fair Fund deficit resulted from application of required standards of Government Accounting Standards Board (GASB) statement number 75 regarding accounting and financial reporting for postemployment benefits other than pensions (other postemployment benefits or OPEB).

ALTERNATIVES

Should a deficit elimination plan not be filed by the November 19 deadline, then the Department of Treasury will recommend that 25% of the County's State Shared Revenue be withheld pursuant to MCL 141.921(2).

FINANCIAL IMPACT

In order to address the \$13,592 deficit, a fund transfer from the General Fund is recommended to eliminate the deficit in the Fair Fund.

STRATEGIC PLAN CONSIDERATIONS

Adoption of the proposed deficit elimination plan is consistent with the Strategic Planning management, finance and governance goal to maintain and enhance County fiscal health to ensure delivery of services to residents.

OTHER CONSIDERATIONS

The proposed resolution to approve a deficit elimination plan for the Fair Fund also rescinds Resolution 19-379.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve a deficit elimination plan for the Fair Fund as presented.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A DEFICIT ELIMINATION PLAN
FOR THE FAIR FUND**

WHEREAS, Ingham County Fair Fund has a \$13,592 deficit fund balance as of December 31, 2018; and

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution 19-379 to authorize a 2018 Deficit Elimination Plan to address, in part, the Fair Fund deficit; and

WHEREAS, the Michigan Department of Treasury determined that details provided in that plan were insufficient.

NOW THEREFORE RESOLVED, that Ingham County's Board of Commissioners adopts the following as the Ingham County Fair Fund Deficit Elimination Plan:

Ingham County Fair	2019
Deficit (1/1/19)	\$ (13,592)
Non Fair week Revenue	328,291
Fair Week Revenue	477,530
Total Revenue	805,821
Non Fair Week Expenses	(462,004)
Fair Week Expenses	(427,095)
Capital Activity	(460,000)
Total Expenses	(1,349,099)
Transfer-In from Hotel/Motel Fund	547,150
Transfer-In from General Fund	(13,592)
Total Projected Fund Balance 12/31/19	\$ 3,872

BE IT FURTHER RESOLVED, that the 2019 Ingham County Fair Fund's budget will be amended to reflect the activity in this deficit elimination plan.

BE IT FURTHER RESOLVED, that Ingham County Controller shall submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

BE IT FURTHER RESOLVED, that Resolution 19-379 is rescinded as it pertains to the Fair Fund deficit elimination plan.

TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: October 29, 2019

SUBJECT: Resolution to Authorize Accounting and Consulting Services Agreement

BACKGROUND

The Financial Services Department recently experienced simultaneous vacancies in the Director, Payroll Coordinator and Accounts Payable Coordinator positions. Vacancies in these three key positions have created an immediate need for additional personnel with government accounting expertise in order to accomplish daily accounting tasks. Several looming account closing and filing deadlines further underscore the need for professional assistance.

Jill Rhode retired in 2018 from the position of Financial Services Director after ten years of service and therefore has the knowledge and skills to perform accounting and consulting duties. Ms. Rhode will also provide much-needed guidance to help assure timely completion of the 2019 comprehensive annual financial report.

ALTERNATIVES

Without additional workload assistance guidance, the County risks missing deadlines and falling behind in financial management tasks.

FINANCIAL IMPACT

Under the proposed agreement Ms. Rhode will be compensated at the rate of \$50 per hour less applicable tax withholdings. She is not eligible for any other County benefits including but not limited to participation in group health insurance, and paid leave time. Accounting and consulting services would be provided on an as needed basis not to exceed 29 hours per week. The agreement will expire on May 31, 2020.

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Management, Finance and Governance Goal to maintain and enhance County fiscal health to ensure delivery of services to residents.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to authorize the accounting and consulting services agreement.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCOUNTING AND CONSULTING SERVICES AGREEMENT

WHEREAS, the Financial Services Department recently experienced simultaneous vacancies in the Director, Payroll Coordinator and Accounts Payable Coordinator positions; and

WHEREAS, vacancies in these three key positions have created an immediate need for additional personnel with government accounting expertise in order to accomplish daily accounting tasks; and

WHEREAS, Jill Rhode retired in 2018 from the position of Financial Services Director after ten years of service and therefore has the knowledge and skills to perform accounting and consulting duties; and

WHEREAS, Ms. Rhode is willing to perform the necessary accounting and consulting duties on an interim part-time basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Jill Rhode for accounting and consulting services on an as needed basis not to exceed 29 hours per week.

BE IT FURTHER RESOLVED, that Ms. Rhode shall be compensated at the rate of \$50.00 per hour less applicable tax withholdings, and is not eligible for any other County benefits including but not limited to participation in group health insurance, and paid leave time.

BE IT FURTHER RESOLVED, that the accounting and consulting services agreement shall expire on May 31, 2020.

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# 16a

Chris Swope
Lansing City Clerk

**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

Notice is hereby given that a Public Hearing will be held on Monday, October 14 at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI, on the proposed creation of Lansing Gateway Corridor Improvement Authority in accordance with the provisions of Part 6, Corridor Improvement Authorities, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the Act) and as defined by Public Act 57 of 2018 as:

Eligible property within an area along North Grand River bounded by an area of all commercial property, as defined by Public Act 57 of 2018, found within 500 feet of the centerline of North Grand River, east on Franette Road to Old US 27 on East North Street with branches on North Martin Luther King Boulevard, Turner Road and Capital City Boulevard

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



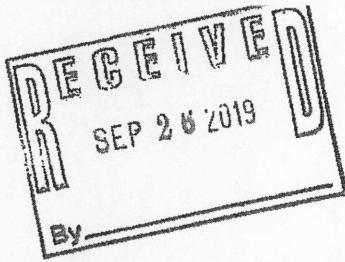
Chris Swope
Lansing City Clerk

CITY OF LANSING
NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held on Monday, October 14 at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI,, on the proposed creation of South Martin Luther King Corridor Improvement Authority in accordance with the provisions of Part 6, Corridor Improvement Authorities, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the Act) and as defined by Public Act 57 of 2018 as:

Eligible property within an area along South Martin Luther King Jr. Boulevard bounded by an area of all commercial property, as defined by Public Act 57 of 2018, found within 500 feet of the centerline of South Martin Luther King Jr. Boulevard, from the railroad tracks south of Victor Avenue to I-96.

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



AGENDA ITEM# 14c

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, October 14, 2019 at 7:00 p.m. in the Tony Benavides Lansing City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

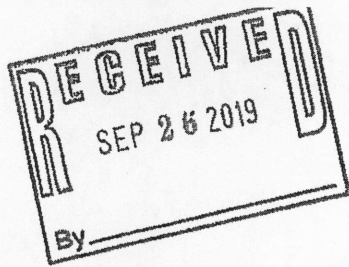
To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons and ad valorem taxing units to appear and be heard on the approval of an Obsolete Property Rehabilitation Certificate (the "Certificate"), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for property located at 1030 S. Holmes St., Lansing, Michigan, but more particularly described as follows:

LOTS 1 THRU 13 INCL & LOTS 21 THRU 34 INCL BLOCK 11 MANUFACTURERS ADD NO 2, Parcel Number: 33-01-01-22-133-102, and

Approval of this Certificate will provide the owner or potentially the developer of property an abatement of certain property taxes for the improvements to the property noted above. Further information regarding this issue may be obtained from Kris Klein, Lansing Economic Area Partnership (LEAP), 1000 S. Washington Ave., Suite 201, Lansing, MI 48910, 517-702-3387.

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

Chris Swope, Lansing City Clerk, MMC/CMMC
www.lansingmi.gov/Clerk
www.facebook.com/LansingClerkSwope



AGENDA ITEM# 142

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, October 14, 2019 at 7:00 p.m. in the Tony Benavides Lansing City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons and ad valorem taxing units to appear and be heard on the approval of an Obsolete Property Rehabilitation District (the "District"), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for property located at 1611 East Kalamazoo St., Lansing, Michigan, but more particularly described as follows:

LOT 6, 7, 8, 9, 10 BLOCK 4 ASSESSORS PLAT NO 16

PARCEL NUMBER: 33-01-01-15-427-302

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

Chris Swope, Lansing City Clerk, MMC/CMMC
www.lansingmi.gov/Clerk
www.facebook.com/LansingClerkSwope

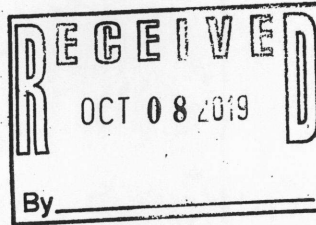


AGENDA ITEM# 16e

CITY OF EAST LANSING

The Home of Michigan State University

October 4, 2019



Mr. Bryan Crenshaw
Chairperson
Ingham County Board of Commissioners
PO. Box 319
Mason, MI 48854

Notice of Public Information Meeting

Dear Mr. Crenshaw:

Pursuant to Public Act 57 of 2018, the purpose of this letter is to inform you that the East Lansing Downtown Development Authority (DDA) will hold an Informational Meeting on Thursday, October 24, 2019 at 12:00 p.m. in Conference Room A located on the second floor of East Lansing City Hall at 410 Abbot Road. This meeting will be to share projects completed over the last year and discuss future plans in the DDA district.

More information is available at
<https://www.cityofeastlansing.com/370/Downtown-Development-Authority>

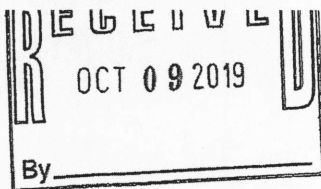
Please feel free to contact me if you have any questions.

Sincerely,

Thomas J. Fehrenbach
Director, Planning, Building & Development
(517) 319-6887
tfehren@cityofeastlansing.com

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com



**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

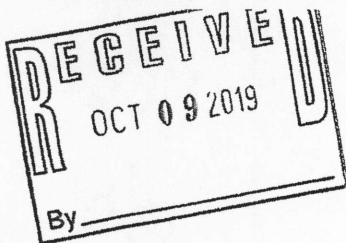
Notice is hereby given that a Public Hearing will be held on Monday, October 28 at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI, on the proposed **Saginaw Street** Corridor Improvement Authority Development and Finance Plan in accordance with the provisions of Part 6, Corridor Improvement Authorities, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the Act) and as defined by Public Act 57 of 2018 as:

In 2009 the City of Lansing used the adopted State Law (Act 280 of 2005) to create what is known as the **Saginaw Street** Corridor Improvement Authority (CIA) and established a District with eligible property within an area encompassing 500 feet north and 500 feet south of the centerline of Saginaw Street, and from the western edge of the City Limits of the City of Lansing to the west to the centerline of Pennsylvania Avenue to the east.

The purpose of the Corridor Improvement Authority Act is to help communities plan for and fund improvements along a corridor. The overall goal is to help support economic development and redevelopment of this area. The types of improvements could include sidewalks/pathways, streetlights, streetscape enhancements, façade improvements, and other public investments which could support and enhance economic development and the quality of life for business owners and residents within this district. The CIA's first task to be able to fund these improvements is to create a Development and Tax Increment Financing Plan. This plan describes the types of activities that the CIA can participate in as well as how those activities are financed. The plan covers a 15-year period and explains how Tax Increment Financing (TIF) will work, which is the primary means in which new projects would be funded. **It is important to note that TIF is not a new tax nor does it raise property owner's taxes.**

City Council will hear comments from citizens, taxpayers and property owners, officials from any affected taxing jurisdiction and any other interested persons. All aspects of the Plan will be open for discussion at the public hearing. Maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced from the area, are available for public inspection at the Lansing City Clerk's Office, 124 W Michigan Avenue, 9th Floor of City Hall, Lansing, MI 48933. The Development and Finance Plan can be found on the Saginaw Street CIA website: <https://www.lansingmi.gov/1174/Saginaw-Street-Corridor-Improvement-Auth>.

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



AGENDA ITEM# 169

**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

Notice is hereby given that a Public Hearing will be held on Monday, October 28 at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Ave., Lansing, MI, on the proposed **Michigan Avenue** Corridor Improvement Authority Development and Finance Plan in accordance with the provisions of Part 6, Corridor Improvement Authorities, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the Act) and as defined by Public Act 57 of 2018 as:

In 2009 the City of Lansing used the adopted State Law (Act 280 of 2005) to create what is known as the **Michigan Avenue** Corridor Improvement Authority (CIA) and established a District with eligible property within an area encompassing 500 feet north and 500 feet south of the centerline of Michigan Avenue, and from the eastern edge of the Pere Marquette Rail Line in the City of Lansing to the west to the Lansing City limit to the east.

The purpose of the Corridor Improvement Authority Act is to help communities plan for and fund improvements along a corridor. The overall goal is to help support economic development and redevelopment of this area. The types of improvements could include sidewalks/pathways, streetlights, streetscape enhancements, façade improvements, and other public investments which could support and enhance economic development and the quality of life for business owners and residents within this district. The CIA's first task to be able to fund these improvements is to create a Development and Tax Increment Financing Plan. This plan describes the types of activities that the CIA can participate in as well as how those activities are financed. The plan covers a 15-year period and explains how Tax Increment Financing (TIF) will work, which is the primary means in which new projects would be funded. **It is important to note that TIF is not a new tax nor does it raise property owner's taxes.**

City Council will hear comments from citizens, taxpayers and property owners, officials from any affected taxing jurisdiction and any other interested persons. All aspects of the Plan will be open for discussion at the public hearing. Maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced from the area, are available for public inspection at the Lansing City Clerk's Office, 124 W Michigan Avenue, 9th Floor of City Hall, Lansing, MI 48933. The Development and Finance Plan can be found on the Michigan Avenue CIA website: <https://www.lansingmi.gov/1154/Michigan-Avenue-Corridor-Improvement-Aut>.

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

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on October 28, 2019, at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #77 – 500 Block Redevelopment Project pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as 501 S. Capitol Avenue and 535 & Vacant S. Capitol Avenue and 520 & Vacant S. Washington Avenue located in the City of Lansing, but more particularly described as:

501 S. Capitol Avenue, Lansing, MI 48933 Legal Description:

A portion of Tax ID: 33-01-01-16-381-001 described as:

Parcel A:

Lots 10, 11, & 12, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

A portion of Tax ID: 33-01-01-16-381-001 described as:

Parcel B:

Lot 9, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

535 & Vacant S. Capitol Avenue and 520 & Vacant S. Washington Avenue, Lansing, MI 48933 Legal Description:

Tax ID: 33-01-01-16-381-011

The North 44 feet of the West 77 feet of Lot 8 and the North 32 feet of the West 44 feet of the East 88 feet of Lot 8, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

Tax ID: 33-01-01-16-381-021

The North 22 feet of the West 77 feet of Lot 7 and the South 22 feet of the West 77 feet of Lot 8, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

Tax ID: 33-01-01-16-381-031

The South 44 feet of the West 77 feet of Lot 7, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

Tax ID: 33-01-01-16-381-043

Lot 5 & 6, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

Tax ID: 33-01-01-16-381-051

Lot 4, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

Tax ID: 33-01-01-16-381-081

Lots 1, 2 & 3, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

A portion of Tax ID: 33-01-01-16-381-001 described as:

Parcel C:

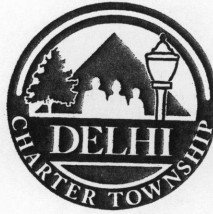
The East 88 feet of Lot 7 and the East 44 feet of Lot 8 and the West 44 feet of the East 88 feet of the South 34 feet of Lot 8, Block 149, Original Plat of the City of Lansing Ingham County, Michigan, according to the recorded plat thereof, as recorded in Liber 2 of Plats, Page 36, Ingham County Records.

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Kris Klein – Economic Development Specialist, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48912, (517) 702-3387.

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

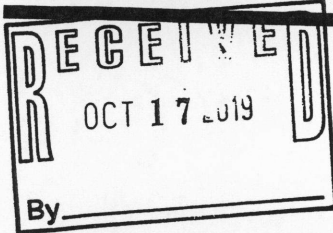
Chris Swope, Lansing City Clerk, MMC/CMMC
Chris Swope
City Clerk

PHONE: (517) 694-2136
FAX: (517) 699-3847



AGENDA ITEM# 161

2074 AURELIUS ROAD
HOLT, MICHIGAN 48842



October 15, 2019

Board of Commissioners
Ingham County Courthouse
PO Box 319
Mason, Michigan 48854

Dear Board of Commissioners:

Please find enclosed Form 4564, *Assessing Officers Report for Industrial Facility Exemption Certificates*, for Delhi Charter Township for 2019.

Michigan Compiled Law (MCL) 207.567 requires the Delhi Charter Township Assessor to provide annual notification to the State Tax Commission, the legislative body of each unit of government which levies taxes on property subject to an industrial facility exemption certificate and the holder of the certificate. The notification is to include the determination of the value of property subject to an industrial facility exemption certificate. This letter and the enclosed report are provided to comply with the provisions of MCL 207.567 for 2019.

Please contact me at 517-694-1502 or by email at elizabeth.tobias@delhitownship.com with any questions regarding the matter.

Sincerely,

Elizabeth A. Tobias, MAAO(3), MCPPE
Township Assessor

Enclosure



Assessing Officers Report for Industrial Facility Exemption Certificates

Issued under authority of Public Act 198 of 1974. Filing is mandatory.

In accordance with the requirements of Section 17 of Public Act 198 of 1974, as amended, the city or township assessor is required to furnish an annual report not later than October 15, showing the taxable valuations of real and personal property on the Industrial Facilities Tax Roll as of the preceding December 31, as finally equalized.

For assistance with this form, please see the Instructions page or contact the Local Audit and Finance Division at (517) 373-3227.

THIS FORM IS FOR TAX YEARS 2008 AND AFTER

Assessment as of December 31, 2018 for the **2019** Tax Year

Due by October 15, 2019

City/ Twp /Vlg Codes

City / Twp / Vlg CODE*	33104
City / Twp / Vlg	DELHI CHARTER TWP.
County	INGHAM
Assessor's Name	Elizabeth A Tobias
Phone Number	(517) 694-1502

*Townships responsible for certificates issued by a village should report the village certificates under the village code.

SCHOOL DISTRICTS

School District Codes

Enter this reference number
on subsequent pages

Code	School District	
33070	HOLT	1
33130	MASON	2
23050	EATON RAPIDS	3
33020	LANSING	4
		5
		6

SCHOOL SUMMARY

School District	New	Replacement	TOTALS
HOLT	\$0	\$2,546,016	\$2,546,016
MASON	\$0	\$9,400	\$9,400
EATON RAPIDS	\$0	\$0	\$0
LANSING	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Grand Total	\$0	\$2,555,416	\$2,555,416

School Summary Totals include Renaissance Zone exempt taxable value

SUMMARY

	Taxable Value of IFT Personal on Industrial Class Land	Taxable Value of IFT Personal on Commercial Class Land	Taxable Value of all other IFT Personal	Taxable Value of IFT Real	Total Taxable Value
Total New	\$0	\$0	\$0	\$0	\$0
Total Replacement	\$232,500			\$2,322,916	\$2,555,416
Grand Total	\$232,500	\$0	\$0	\$2,322,916	\$2,555,416

Summary Totals exclude Renaissance Zone exempt taxable value

This report is to be sent certified mail (MCL 207.567(2)) to:

1. Michigan Department of Treasury, Local Audit and Finance Division, PO Box 30728, Lansing, MI 48909-8228.
2. Each tax levying unit involving the certified property.
3. The holder of the certificate.

Continued on Page 2

DELHI CHARTER TWP., INGHAM COUNTY

REPLACEMENT CERTIFICATES

List certificates in numeric order

[illegible]