

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
EMILY STIVERS
MARK GREBNER
RYAN SEBOLT
CAROL KOENIG
RANDY MAIVILLE
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, SEPTEMBER 17, 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 [August 28, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Public Defenders Office – Request for Extended [Leave Without Pay](#)
3. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Roger Donaldson AIA for [Architectural Services](#) for the Renovation of Office Space at the Drain Commissioner's Office
 - b. Resolution to Authorize the Renewal of the Service Agreement for Maintenance on Both [X-Ray Screening Machines](#) at the Veterans Memorial Courthouse and Grady Porter Building
4. Road Department
 - a. Resolution Rejecting All Bids for Item VII of Bid Packet #108-19 for Item VIII of Bid Packet #108-19 and to Authorize a Contract with Action Traffic Maintenance, Inc for Item IX of Bid Packet #108-19 As-Needed [Concrete, Guardrail and/or Traffic Signal Construction](#)
 - b. Resolution to Authorize the Purchase of Hydraulic Components and Equipment Needed for Two New [Tandem Axle Truck](#) Chassis
 - c. Resolution to Authorize Approval of the Preliminary Plat of [Ember Oaks](#)
 - d. Resolution to Adopt and Implement a State Required Local [Pavement Warranty](#) Program
 - e. Notice of Emergency Purchase Order for [Slag and Natural Aggregates](#) for Chip Sealing
 - f. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

5. Health Department
 - a. Resolution to Adopt Ingham County Health Department [Incentive Program](#) for Medical Providers Policy
 - b. Resolution to Authorize an Agreement with [Southeastern Michigan Health Association](#)
6. Human Resources Department – Resolution to Approve a [Health Insurance Premium Deduction Service Agreement](#) with the Municipal Employees’ Retirement System (MERS)
7. Board of Commissioners
 - a. Resolution Recognizing October as Michigan [College Month](#) in Ingham County
 - b. Resolution Adopting the Revised [Ethics Policy](#)
 - c. Resolution Recognizing the [100th Anniversary](#) of the Lansing Branch of the National Association for the Advancement of Colored People
 - d. Resolution Honoring [Aylysh B. Gallagher](#)
8. Board Referrals
 - a. Resolution 2019-07-104 from the [Livingston County](#) Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters
 - b. Resolution No. 19-22 from the [Wexford County](#) Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters
 - c. Resolution from the [Marquette County](#) Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters

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.

COUNTY SERVICES COMMITTEE

August 28, 2019

Draft Minutes

Members Present: Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt, and Stivers
(arrived at 6:06 p.m.).

Members Absent: None.

Others Present: Register Derrick Quinney, Commissioner Crenshaw, Tim Dolehanty, Teri Morton, Jared Cypher, Michael Townsend, Jill Bauer, Steve Walters, Sheldon Lewis, Stacy Byers, Cynthia Wagner, Bill Fowler, Bill Conklin, Rick Terrill, Michelle Beloskur, Jack Schripsema, Sue Graham, Peter Cohl, Matt Nordfjord, Ryan Buck, Becky Bennett, Beth Foster, and others.

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

Approval of the August 20, 2019 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE AUGUST 20, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

Additions to the Agenda

None.

Limited Public Comment

None.

The representatives from each of the following departments/affiliated entities indicated, either by verbal acknowledgement, absence, or silence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

Tri-County Regional Planning
Treasurer
Road Department
Register of Deeds
Purchasing
Potter Park Zoo
Human Resources
Hotel/Motel
Financial Services

Farmland and Open Space Preservation Millage
 Facilities
 Equalization
 Economic Development
 Drain Commissioner
 County Clerk
 County Attorney
 Controller/Administrator
 Board of Commissioners
 Advisory Boards
 Women's Commission
 Historical Commission
 Equal Opportunity Committee
 Ingham Conservation District

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO ACCEPT AND
 RECOMMENED TO THE FINANCE COMMITTEE THE FOLLOWING ITEMS ON THE
 CONTROLLER'S RECOMMENDED BUDGET:

	Budget Book Section-Page
1. <u>Budget Hearings</u>	
a. Tri-County Regional Planning	3-141
b. Treasurer	3-128
c. Road Department	3-121
d. Register of Deeds	3-112
e. Purchasing	3-103
f. Potter Park Zoo	3-94
h. Human Resources	3-83
i. Hotel/Motel	3-81
j. Financial Services	3-76
k. Farmland and Open Space Preservation Millage	3-73
l. Facilities	3-59
m. Equalization	3-54
n. Economic Development	3-46
o. Drain Commissioner	3-33
p. County Clerk	3-17
q. County Attorney	3-14
r. Controller/Administrator	3-8
s. Board of Commissioners	3-3
t. Advisory Boards	
1. Women's Commission	3-1
2. Historical Commission	3-1
3. Equal Opportunity Committee	3-1

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

1. Budget Hearings

g. Innovation and Technology	3-88
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Steve Walters, Network Administrator, stated that he was representing Deb Fett in her absence. He further stated that Ms. Fett requested two new positions, a Security Analyst and a Computer Technician.

Mr. Walters stated that the Security Analyst position was a big priority because there was a lot of security related news lately. He further stated that Ms. Fett would like to shore up the County's defenses.

Commissioner Stivers arrived at 6:06 p.m.

Mr. Walters stated that the Innovation and Technology Department had seen an increase in audits, which took significant man hours that currently all fell to the one Security Analyst they have right now.

Mr. Walters stated a second Security Analyst would focus on training staff, continue monitoring for threats, and expand policies and procedures.

Chairperson Celentino asked how much the Security Analyst would cost.

Mr. Walters stated that it would be \$117,353, as a step 5, with benefits and taxes included.

Commissioner Grebner stated that he heard a rumor that the County recently faced an issue where pay was misdirected.

Mr. Walters stated that there had been a phishing email that resulted in a change on the payroll side to deposit to a different person's bank account.

Discussion.

Mr. Walters stated that the second position was a Technician II. He further stated that a Technician II could handle project work.

Mr. Walters stated that the Department had seen an increase in projects of the sort that could be handled by a Technician II. He further stated that the ticket count had been rising and that this time last year there were 302 tickets per week and right now there were 392 tickets per week.

Mr. Walters stated that adding another Technician II would be cheaper than adding a lower level Network Administrator and would directly benefit all of the Departments in the County because there would be more frontline customer service.

Mr. Walters stated that the Public Defenders Office has 40 new users without additional staff to cover them.

Chairperson Celentino asked how much the Technician II would cost.

Mr. Walters stated that it would be \$90,978, at step 5, with benefits and taxes.

Commissioner Grebner asked if, with the addition of the Public Defender, Innovation and Technology services were cost back to that Department.

Tim Dolehanty, Controller, stated that there would be a charge back.

Teri Morton, Deputy Controller, stated that that was calculated by taking the total cost and dividing it by the number of users.

Discussion.

Commissioner Maiville asked if Ms. Fett's requests were prioritized as he presented them, with the Security Analyst being first priority.

Mr. Walters stated that they were.

Discussion.

Commissioner Koenig asked if how much was charged back for the Public Defenders Office.

Michael Townsend, Budget Director, stated that the charge back for 12 months for Public Defender was about \$180,000.

Ms. Morton stated that would not get 12 months of charges because they have not been there that long.

Discussion.

Chairperson Celentino stated that for both requested positions the total came to \$208,331.

Mr. Walters stated that the Security Analyst was the top priority and the Technician II was second.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO APPROVE FOR THE Z LIST THE TWO POSITIONS IN THE ORDER REQUESTED BY THE INNOVATION AND TECHNOLOGY DEPARTMENT.

Commissioner Grebner stated that the services provided by the Innovation and Technology Department were protecting the County from massive failure. He further stated that he urged Commissioner support of the Z List items and hoped that the Innovation and Technology Department would use the money in a way in which the public benefitted.

Commissioner Maiville stated that the Innovation and Technology Department did protect the public because the public utilized County services that were reliant on secure technology.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:23 p.m.

COUNTY SERVICES COMMITTEE

[illegible]

Total:

\$208,331

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. Women's Commission – Interviews

Candidates for appointment to the Women's Commission will be present to answer questions from County Services Committee members. The Women's Commission meets at the Human Services Building on the second Wednesday of each month at 6:00 p.m. Members are appointed to three-year terms.

The Women's Commission serves as advisors to the County Board regarding the impact of actions and policies of the County on Women in Ingham County and researches and recommends better ways of meeting the needs of women through County resources. The Commission works with the Equal Opportunity Committee in recommending methods of overcoming discrimination against women in County employment and civil and political recognition of women's accomplishments and contributions to Ingham County.

2. Public Defenders Office – Request for Extended Leave Without Pay

In June, 2019 the Public Defender authorized an Assistant Public Defender to be absent without pay for personal medical reasons for a period of ten working days. Subsequently, the Human Resources Director and Public Defender authorized a special unpaid leaves of absence for an additional 90 days in compliance with Section J.7 of the *Managerial and Confidential Employee Personnel Manual*. Under unusual circumstances, the *Manual* allows the County Services Committee may approve one 90-day unpaid leave extension. The Public Defender requests that the Committee approve such an extension for the Assistant Public Defender because of an ongoing medical issue.

3a. Facilities Department – Resolution to Authorize Issuing a Purchase Order to Roger Donaldson AIA for Architectural Services for the Renovation of Office Space at the Drain Commissioner's Office

The Drain Commissioner's Office is in need of additional workspace and work stations for field staff to complete required reports at the end of the day. A proposal was made to renovate existing office space for this purpose. The Facilities Department recommends approval of a Resolution to authorize a purchase order to Roger Donaldson AIA for architectural services related to the renovation at a cost not to exceed \$5,980 plus \$100 for reimbursable expenses.

3b. Facilities Department – Resolution to Authorize the Renewal of the Service Agreement for Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building

On August 22, 2017 the Board of Commissioners approved Resolution #17-306 to authorize renewal of the service agreement with Smith's Detection for maintenance on the X-ray screening machines at the Grady Porter Building and one at the Veterans Memorial Courthouse. The Facilities Department seeks approval of a resolution to renew the contract with Smith's Detection for a period of two years at the current annual price of \$16,846.

4a. Road Department – *Resolution Rejecting All Bids for Item VII of Bid Packet #108-19 for Item VIII of Bid Packet #108-19 and to Authorize a Contract with Action Traffic Maintenance, Inc. for Item IX of Bid Packet #108-19 As-Needed Concrete, Guardrail and/or Traffic Signal Construction*

The Road Department has determined that miscellaneous as-needed concrete, guardrail and traffic signal construction is needed in various locations throughout the county, for work unable to be performed by internal Road Department staff. The Road Department recommends approval of a resolution to accomplish the following:

1. Reject all bids for as-needed traffic signal services because submitted bid amounts were approximately twice the anticipated project costs typically encountered on similar projects;
2. Reject the award of a contract for as-needed concrete services because no bids were received; and
3. Award a contract to Action Traffic Maintenance, Inc. for as-needed guardrail services

4b. Road Department – *Resolution to Authorize the Purchase of Hydraulic Components and Equipment Needed for Two New Tandem Axle Truck Chassis*

The Road Department purchased two new tandem axle truck chassis from the State of Michigan MiDEAL program. The required hydraulic components and equipment are purchased separately from the truck chassis and installed by the Road Department Maintenance Shop. The tandem axle trucks were designed to meet the needs for snow plowing and maintaining county roads. The Road Department recommends approval of a resolution to authorize purchase of the Road Department's 2019 hydraulic components and equipment required for building two new tandem axle trucks, at a total cost not to exceed \$41,109.02.

4c. Road Department – *Resolution to Authorize Approval of the Preliminary Plat of Ember Oaks*

The Ember Oaks Subdivision is a 156 unit single-family subdivision located on roughly 161.9 acres, north Jolly Road, between Dobie Road and Every Road. The proprietor wishes to proceed with the next phase of the subdivision (lots 48 through 58). On July 26, 2016 the Board of Commissioners approved Resolution #16-320 to approve the Preliminary Plan of Ember Oaks. The two-year preliminary plat approval period, dictated by state statute, expired on July 26, 2018. The proprietor, Ember Oaks Company, is requesting re-approval. The Road Department recommends re-approval of the Preliminary Plat of Ember Oaks.

4d. Road Department – *Resolution to Adopt and Implement a State Required Local Pavement Warranty Program*

Each local road agency in Michigan is required to adopt a Local Pavement Warranty Program acceptable to the Michigan Department of Transportation (MDOT). A uniform, statewide pavement warranty program was developed by the Local Agency Pavement Warranty Task Force, consisting of MDOT, Federal Highway Administration Michigan Office, the County Road Association of Michigan, the Michigan Municipal League, Michigan's Local Technical Assistance Program, municipal road agency representatives, and legal counsels. The resulting Michigan Local Agency Pavement Warranty Program is the statewide accepted format that local agencies can use if they opt to utilize a warranty on a particular project. The Road Department recommends approval of a resolution to adopt and implement the state-required Local Pavement Warranty Program.

4e. Road Department – *Notice of Emergency Purchase Order for Slag and Natural Aggregates for Chip Sealing*

An emergency purchase order was issued to Stoneco of Michigan and Schlegel Sand and Gravel for purchase 3000 +/- tons of slag and natural aggregates. The two vendors currently under contract have only been able to supply about 60% of the required materials for the 2019 Chip sealing program. Both vendors will have some slag available this fall, but the slag was not available by the August 30 chip sealing deadline. Asphalt road surface temperatures may be too cold for chip sealing after the deadline, so materials may fail to bond to the road correctly. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

4f. Road Department – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 37 projects (see attachment for permit list).

5a. Health Department – *Resolution to Adopt Ingham County Health Department Incentive Program for Medical Providers Policy*

This resolution establishes a new policy by awarding a financial incentive to those directly employed medical providers who demonstrate visit productivity and quality performance that exceed benchmarks. The amount awarded will be \$15.00 per qualifying visit in excess of the adjusted expected quarterly visit benchmark. This amount will be covered through the billable reimbursement value of the qualifying visits. The total productivity incentive will be adjusted by a discount rate based on clinical quality measure performance as specified in the Health Center Incentive Program for Medical Providers Policy.

5b. Health Department – *Resolution to Authorize an Agreement with Southeastern Michigan Health Association*

The Health Department received notice that they were awarded a \$10,000 grant from Southeastern Michigan Health Association for supporting outreach efforts, facilitating parent input and feedback, and for family involvement in providing coordinated care for children with special needs. The Health Department intends to use these funds for a temporary parent liaison who is an area parent that is currently enrolled in the Children's Special Health Care Services system. The proposed resolution authorizes an agreement with Southeastern Michigan Health Association to accept \$10,000 for a temporary parent liaison effective October 1, 2019 through September 30, 2020.

6. Human Resources Department – *Resolution to Approve a Health Insurance Premium Deduction Service Agreement with the Municipal Employees' Retirement System (MERS)*

Health insurance benefits are provided to retirees and their eligible dependents, with retirees paying monthly contributions for these benefits. The Financial Services Department undertakes manual collections activities each month to receive retiree contributions. Retirees also receiving a monthly

pension benefit from the Municipal Employees' Retirement System (MERS). MERS offers a program to deduct monthly health insurance contributions from retirees' pension benefit with approval of the Board of Commissioners. If approved, retirees would have the option of voluntary automatic deduction. The Human Resources Department recommends approval of a resolution to initiate this program.

7a. Board of Commissioners – *Resolution Recognizing October as Michigan College Month in Ingham County*

A resolution is offered to recognize the month of October as "Michigan College Month" and to encourage all Ingham County schools to participate in this initiative.

7b. Board of Commissioners – *Resolution Adopting the Revised Ethics Policy*

The Board Rules and Appointments Subcommittee has reviewed the Ethics Policy and has recommended approval of a resolution to adopt several amendments to extend, clarify, and improve the policy.

7c. Board of Commissioners – *Resolution Recognizing the 100th Anniversary of the Lansing Branch of the National Association for the Advancement of Colored People*

A resolution is offered to recognize the Lansing Branch of the National Association for the Advancement of Colored People on the event of their 100th anniversary, and to extend sincere gratitude to the Lansing Branch for their many achievements that have improved the quality of life for Ingham County residents.

7d. Board of Commissioners – *Resolution Honoring Aylysh B. Gallagher*

A resolution is offered in honor of Aylysh Gallagher for her outstanding work for women who have experienced domestic violence, her commitment to justice, and tireless efforts on behalf of Ingham County.

Agenda Item 2

TO: Board of Commissioners County Services

FROM: Russel Church, Public Defender

DATE: September 3, 2019

SUBJECT: Request for Extended Leave Without Pay

For the meetings of September 17, 2019

I am seeking approval for an extended leave without pay for Dale Caltrider. He was hired as an assistant public defender in April, 2019 as the office opened. The leave is to allow him to finish recovering from a serious medical condition which began on June 8, 2019. Prior to his becoming formally employed as an assistant public defender, Dale had for many years faithfully assisted the county in administering justice through contractual relationships with 54A and 55th District Courts as well as being on the court appointed roster for the 30th Circuit Court. During his time in those roles he was selected to train Judges nationally as part of a collaborative team.

Because he had only been an employee for about two months when he got sick, he is not eligible for FMLA. I authorized a ten day absence in June. Human Resources authorized an additional 90 days of special contract leave which expires on or about September 20, 2019. Because he was new, his accruals have been exhausted for some time. I believe that he will be able to return in the month of September but his illness has taken a couple unusual turns, so we would like to be prepared. I am fully supportive of continuing Dale's employment and Human Resources supports this request as well. The purpose of this memo is to request an additional 90 days of special leave.

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 3, 2019

RE: Resolution Authorizing Issuing a Purchase Order to Roger Donaldson AIA, for Architectural Services for the Renovation of Office Space at the Drain Commissioner's Office

For the meeting agendas of: September 17 & 18

BACKGROUND

The Drain Commissioners Office is in need of additional workspace and work stations for their staff members that work in the field to be able to complete required reports at the end of the day. To accomplish this a renovation of the office space is needed. Roger Donaldson AIA submitted the lowest responsive and responsible proposal of \$5,980.00 plus \$100.00 for reimbursables.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available through the contingency fund balance.

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 issuing a purchase order to Roger Donaldson AIA for Architectural Services for the renovation of three additional offices on the second floor at the Drain Commission.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: August 28, 2019

RE: Memorandum of Performance for Packet No. 199-19: Engineering Services for the remodel of the Drain Commission Offices.

The Purchasing Department can confirm that written bids were sought and received from vendors for the purpose of providing professional engineering and construction administrative services to remodel the Drain Commission offices.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	5	2
Vendors responding	5	2

A summary of the vendors' costs:

Company Name	Local Preference	Cost
TowerPinkster	No, Kalamazoo	Unable to quote due to workload
Spicer Group	Yes, Lansing	Unable to quote due to workload
Roger L. Donaldson AIA PLC Architect	Yes, Holt	\$5,980.00
Straub Pettitt Yaste Architects	No, Clawson	\$9,900.00
Hubbell, Roth & Clark, Inc.	No, Bloomfield Hills	\$14,838.60

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO ROGER DONALDSON AIA
FOR ARCHITECTURAL SERVICES FOR THE RENOVATION OF OFFICE SPACE AT THE
DRAIN COMMISSIONER'S OFFICE**

WHEREAS, additional workspace and work stations are needed for staff; and

WHEREAS, it's the recommendation of the Facilities Department to enter into an agreement with Roger Donaldson, AIA, a registered local vendor who submitted the lowest responsive and responsible proposal of \$5,980.00 plus \$100.00 for reimbursables; and

WHEREAS, funds for this project are available through the contingency fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Roger Donaldson AIA, Holt, Michigan, 48842, for the architectural services for the renovation of office space at the Drain Commissioner's Office for an amount not to exceed \$6,080.00.

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.

Agenda Item 3b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 3, 2019

RE: Resolution Authorizing the Renewal of the Service Agreement for Maintenance on Both X-ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: September 17 & 18

BACKGROUND

The contract with Smith's Detection Inc. expired on July 31, 2019. The Facilities Department would like to exercise a two year contract renewal. Smith's Detection has agreed to hold their current pricing to perform inspections, maintenance and/or repairs.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available in the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract renewal for two years with Smith's Detection for the service agreement on the x-ray machines at the Veterans Memorial Courthouse and Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF THE SERVICE AGREEMENT FOR
MAINTENANCE ON BOTH X-RAY SCREENING MACHINES AT THE
VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, the County has a current agreement with Smith's Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse; and

WHEREAS, the current service agreement expired on July 31, 2019; and

WHEREAS, Smith's Detection is proprietary; and

WHEREAS, the new agreement is once again for two units, for a two year period, beginning August 1, 2019 and ending on July 31, 2021; and

WHEREAS, Smith's Detection has agreed to hold their current pricing to perform inspections, maintenance and/or repair services on both machines for a total cost not to exceed \$16,846.00; and

WHEREAS, the funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a two year renewal of the service agreement with Smith's Detection, 2202 Lakeside Boulevard, Edgewood, MD 21040, for maintenance of the two X-ray screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse, for a total cost not to exceed \$16,846.00.

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.

Agenda Item 4a

To: County Services & Finance Committees

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

Date: September 3, 2019

RE: Proposed Resolution to Reject All Bids for Items VII and VIII of Bid Packet #108-19 and Approve a Contract with Action Traffic Maintenance, Inc for Item IX of Bid Packet #108-19 for 2019 & 2020 As-Needed Concrete, Guardrail and/or Traffic Signal Construction.

The Road Department has determined that miscellaneous as-needed concrete, guardrail, and traffic signal construction is needed in various locations throughout the county for work unable to be performed by internal Road Department staff. The cost for the as-needed concrete, guardrail, and/or traffic signal construction is/will be budgeted in the 2019 and 2020 Road Fund Budgets.

The Road Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #108-19, Items VII, VIII, and IX. Please note the items numbers for Bid Packet #108-19 continue sequentially from the item numbers used in Bid Packets #37-19 and #72-19 on which resolutions were submitted previously for bid approval and contract authorizations. The unit price bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements.

Item VII: As-Needed Traffic Signal Contract

Unit Price Bids applied to example projects from bid packet:

Jolly Road & College Road Intersection = \$161,832.00 (ICRD engineer's estimate = \$81,051.00)

Holt Road & Waverly Road Intersection = \$123,542.00 (ICRD engineer's estimate = \$61,661.00)

Hagadorn Road & Bennett Road Intersection = \$156,242.00 (ICRD engineer's estimate = \$77,861.00)

Due to Item VII as-bid project costs for each of the intersections listed above resulting in approximately twice the cost of the anticipated project costs typically encountered on similar projects, the Road Department is recommending that all bids be rejected for Item VII.

VIII: As-Needed Concrete Contract

No bids were received.

Due to no bids being received for Item VIII, the Road Department is recommending the official rejection of a contract award for Item VIII.

Item IX: As-Needed Guardrail Contract

Unit Price Bids applied to example projects from bid packet:

Allen Road over Wolf Creek = \$22,930.00 (ICRD engineer's estimate = \$24,676.00)

College Road over I-96 = \$66,603.00 (ICRD engineer's estimate = \$65,083.00)

Due to Item IX as-bid project costs for both of the projects listed above resulting in costs in-line with anticipated project costs typically encountered on similar projects, the Road Department is recommending the contract be awarded to Action Traffic Maintenance, Inc. of Flint, MI, as they submitted the lowest responsive and responsible unit price bid for Item IX.

RECOMMENDATION

Adopt the attached, proposed resolution to reject all bids for Items VII and VIII, which includes as-needed concrete and traffic signal work for 2019 & 2020, and enter into a unit price contract with Action Traffic Maintenance, Inc for Item IX, which includes as-needed guardrail work in 2019 & 2020 as specified in the Ingham County Road Department's Bid Packet #108-19.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REJECTING ALL BIDS
FOR ITEM VII OF BID PACKET #108-19
FOR ITEM VIII OF BID PACKET #108-19
AND**

**AUTHORIZING A CONTRACT WITH
ACTION TRAFFIC MAINTENANCE, INC
FOR ITEM IX OF BID PACKET #108-19
AS-NEEDED CONCRETE, GUARDRAIL AND/OR TRAFFIC SIGNAL CONSTRUCTION**

WHEREAS, the Road Department has determined that miscellaneous as-needed concrete, guardrail, and/or traffic signal construction is needed in various locations throughout the county; and

WHEREAS, the cost for the as-needed concrete, guardrail, and/or traffic signal construction is/will be budgeted in the 2019 and 2020 Road Fund Budgets; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #108-19, Items VII, VIII, and IX; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, the low bid for Item VII results in project costs significantly greater than anticipated costs typically encountered on similar projects, so as a result, it is recommended to reject all bids received for Item VII of Bid Packet #108-19; and

WHEREAS, no bids were received for Item VIII, so as a result, it is recommended to reject the award of a contract for Item VIII of Bid Packet #108-19; and

WHEREAS, Action Traffic Maintenance, Inc of Flint, MI, submitted the lowest responsive and responsible unit price bid for Item IX as follows:

Item IX: As-Needed Guardrail Contract

Unit Price Bids applied to example projects from bid packet:

Allen Road over Wolf Creek = \$22,930.00

College Road over I-96 = \$66,603.00

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the rejection of all bids for Item VII for as-needed traffic signal construction and Item VIII for as-needed concrete construction as specified in the Ingham County Road Department's Bid Packet #108-19.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves entering into a unit price contract with Action Traffic Maintenance, Inc for Item IX for as-needed guardrail construction services as specified in the Ingham County Road Department's Bid Packet #108-19.

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

Agenda Item 4b

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations, ICRD

DATE: August 27, 2019

SUBJECT: Purchase of Hydraulic components and equipment for building two new tandem axle dump truck chassis.

The purpose of this correspondence is to support the attached resolution to purchase hydraulic components and equipment from Heights Machinery per Request for Bid (RFB) #165-19. These components are required for building two new tandem axle dump trucks.

The Ingham County Road Department (ICRD) needs to replace two of its existing tandem axle dump trucks (1999 Volvo Autocar trucks), which have aged past the point of economical serviceability.

The Ingham County Road Department (ICRD) has purchased two new tandem axle truck chassis from the State of Michigan MiDEAL program. The required hydraulic components and equipment are purchased separately from the truck chassis. The ICRD Maintenance Shop will install all of these components on the two new tandem axle truck chassis.

The two new tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads.

The Purchasing and Road Departments have determined which products are most advantageous for building new tandem axle trucks. This decision was based on a combination of engineering, design of equipment, availability of equipment, inventory requirements, proven reliability, and cost of labor and materials to assemble on the tandem axle trucks.

The Road Department's adopted 2019 budget includes in controllable expenditures, funds for this and other equipment purchases.

Bids for equipment required to complete the two new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department per RFB #165-19, and it is their recommendation, with the concurrence of Road Department staff, to purchase equipment from;

Heights Machinery, Inc. 8434 East M-72 Williamsburg, Mi. 49690, 2 Hydraulic tanks, 2 Hydraulic pumps & valves, 2 Hydraulic controls, 2 Spreader controls and several other smaller hydraulic components, with a total cost of \$41,109.02.

Therefore, approval of the attached resolution is recommended, to authorize purchasing of the Road Department's 2019 hydraulic components and equipment required for building two new tandem axle trucks.

Agenda Item 4b

TO: Tom Gamez, Director of Operations, Roads

FROM: James Hudgins, Director of Purchasing

DATE: August 15, 2019

RE: Memorandum of Performance for RFB No. 165-19 Tandem Axle Truck Hydraulic Components - REBID

Since only one bid was received on July 8, 2019, the Purchasing Department re-bid the request from qualified and experienced vendors for the purchase of hydraulic components to outfit two (2) new conventional truck cabs on tandem axle chassis for the Ingham County Road Department.

The specifications and components were described in the request for bid along with the vendor's minimum qualifications. Costs are all-inclusive and to be delivered to the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	6	1
Vendors responding	2	0
Vendors bid unresponsive (used wrong form)	1	0

A summary of the vendors' costs:

Vendor Name	Local Pref	Total
Certified Power Inc.	No, Perrysburg OH	Non-responsive
Heights Machinery Inc.	No, Williamsburg, MI	\$41,109.02
Knapheide	No, Flint, MI	\$44,306.00

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF HYDRAULIC COMPONENTS AND EQUIPMENT NEEDED FOR TWO NEW TANDEM AXLE TRUCK CHASSIS

WHEREAS, the Ingham County Road Department (ICRD) needs to replace two of its existing tandem axle dump trucks, which have aged past the point of economical serviceability; and

WHEREAS, these hydraulic components and equipment are needed to complete the construction of two new tandem axle truck chassis; and

WHEREAS, the ICRD has purchased two new tandem axle truck chassis from the State of Michigan MiDEAL program. The required hydraulic components and equipment are purchased separately from the truck chassis. The ICRD Maintenance Shop will install all of these hydraulic components and equipment on the two new tandem axle truck chassis; and

WHEREAS, the ICRD's adopted 2019 budget includes in controllable expenditures funds for this and other equipment purchases; and

WHEREAS, bids for hydraulic components and equipment to complete the two new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of ICRD staff, to purchase these products from Heights Machinery, Inc. Williamsburg, Michigan at a total cost not to exceed \$41,109.02.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids and authorizes the purchase of hydraulic components and equipment from Heights Machinery, Inc. Williamsburg, Michigan 49690.

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

TO: Board of Commissioners and County Services Committee

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

DATE: September 3, 2019

SUBJECT: Ember Oaks Subdivision Preliminary Plat Re-Approval

For the County Services Committee meeting agenda of September 17, 2019
For the BOC meeting agenda of September 24, 2019

BACKGROUND

Much of the process by which land divisions and plats are developed follows state statute. The platting process essentially starts with development of a Preliminary Plat that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans can be developed, which are also approved by the stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

The Ember Oaks development is a 156 unit single-family subdivision located on 161.9 acres, which is north of Jolly Road, between Dobie Road and Every Road. The subdivision is part of the Northwest ¼ and Southwest ¼ of Section 35, Meridian Township, Ingham County, Michigan. The development has followed the process described above for three of the nine phases illustrated on the previously approved Preliminary Plat. The proprietor wishes to proceed with the next phase of the subdivision (lots 48 through 50).

The reason for this memo is to re-approve the Ember Oaks Preliminary Plat. The two-year Preliminary Plat approval period, dictated by state statute, expired on July 26, 2018. The proprietor, Ember Oaks Company, is requesting re-approval.

RECOMMENDATION

Approval of the attached resolution is recommended.

[illegible]

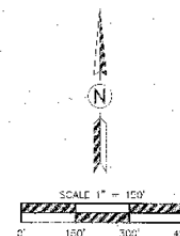
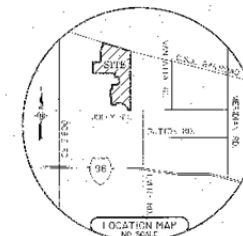
- | LEGEND: | | | |
|---------|---------------------------|---|-----------------------------------|
| ① | SET 1/2" BAR WITH CAP | ⑩ | SANITARY MANHOLE |
| ② | TWO IN. R/O. AN J.O.D. | ⑪ | TERMINAL MANHOLE |
| ③ | 3" R.I. R/O. AN J.O.D. | ⑫ | ELECTRIC MAN HOLE |
| ④ | 2" FENCE NOT TO SCALE | ⑬ | TELEPHONE MANHOLE |
| ⑤ | 1" FENCE | ⑭ | CA-CH-INGH |
| ⑥ | ASPHALT | ⑮ | SAVITRY C-ROAD |
| ⑦ | CONCRETE | ⑯ | 1.5L. HYD-RANT |
| ⑧ | IRRAWADDY | ⑰ | VALVE |
| ⑨ | DISKING CONDUIT LEE VALVE | ⑱ | UTILITY POLE |
| ⑩ | 12" SANITARY SINK | ⑲ | WATER P.O.L. |
| ⑪ | 6" COTTON SINK | ⑳ | GLY. W.P. |
| ⑫ | 4" WATER LINE | ㉑ | UTILITY PEDESTAL |
| ⑬ | PROP. SANITARY SINK | ㉒ | WANS GEAR |
| ⑭ | PROP. SINK SEWER | ㉓ | ELECTRIC METER |
| ⑮ | PROP. WATER LINE | ㉔ | GAS METER |
| ⑯ | CURB & WALK | ㉕ | WELL & METER |
| ⑰ | EDGE OF ROADS | ㉖ | SEIN |
| ⑱ | PHASE 1 | ㉗ | 18" & 24" SINKS DRAINAGE DISTRICT |
| ⑲ | W.P. ONLY 1800 | | |













































[illegible][illegible]

DAE 9.
Faintly visible text: DA 7
PROFESSIONAL SERVICE OFFICER

DEVILS:
 FULLER OAKS COMPANY
 4800 DEARBORN ROAD SUITE 150
 CHICAGO, IL 60631
 (312) 246-1000
 CONTACT: CHRIS SCHAEFER-DeM

SURVEYOR/ENCLOSURE
R. S. MC
2100 HALL, 4TH FLOOR
HASTING, 8 4544
HASTING, 5 7 372 104

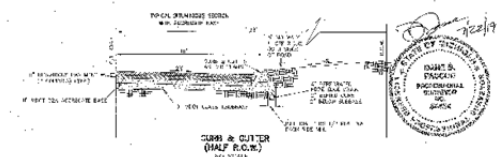
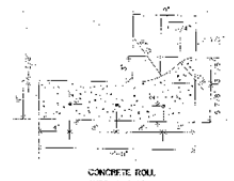
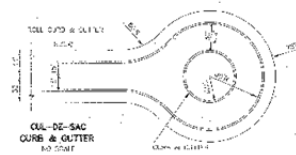


- LEGEND:**
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|  | = SET 1/2" DIA W/ CAP |  | = SANITARY MANHOLE |
|  | = FILLING JOIN AS NOTED |  | = DRAINAGE MANHOLE |
|  | = DEAD LINE |  | = 18" x 24" MANHOLE |
|  | = FIRST RISE NOT TO SCUFF |  | = CATCHMENT |
|  | = PIPE |  | = SANITARY CATCHMENT |
|  | = ASPHALT |  | = FIRST INLET |
|  | = CONCRETE |  | = VALVE |
|  | = GRAVE |  | = UTILITY POLE |
|  | = EXISTING FOOTING ELEVATION |  | = UTILITY POLE |
|  | = EX. SANITARY MANHOLE |  | = CITY WIRE |
|  | = EX. STORM SEWER |  | = UTILITY PEDESTAL |
|  | = EX. WATER MAIN |  | = TRANSFORMER |
|  | = PROP. SANITARY SEWER |  | = ELECTRIC METER |
|  | = PROP. STORM SEWER |  | = SAW IN PIT |
|  | = PROP. WATER LINE |  | = MAN IN METER |
|  | = OUTFITTED ROAD |  | = SIGN |
|  | = LICK OF WOODS |  | = OAK |
|  | = PHASE LINE | | |
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BENCHMARKS:
BM1 - BIG JRM OF FIRE HYDRANT AT THE NORTHWEST CORNER OF
RAKATA-A AND OTSEGO ROADS.
ELEVATION = 943.81 N.G.M. 20

BM2 - BIG JRM OF FIRE HYDRANT AT THE NON-PAVED CORNER OF JOLLY
ROAD AND ARJUN'S DRIVE.
ELEVATION = 919.40 N.G.M. 20

BM3 - BIG JRM IN THE WEST SIDE OF A UTILITY POLE, 30' NORTH OF
JOLLY ROAD, 30' EAST OF THE BRIDGE TO SHUGENSON.
ELEVATION = 903.81 N.G.M. 20

[illegible]

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPROVAL OF THE PRELIMINARY PLAT OF
EMBER OAKS**

WHEREAS, the Board of Ingham County Commissioners last approved the Preliminary Plat for the residential subdivision called Ember Oaks on July 26, 2016; and

WHEREAS, the proposed Ember Oaks development is a 156 unit single-family subdivision located on 161.9 acres, which is north of Jolly Road, between Dobie Road and Every Road. The development is part of the Northwest ¼ and Southwest ¼ of Section 35, Meridian Township, Ingham County, Michigan; and

WHEREAS, Phases 1 through 3 of Ember Oaks were subsequently built and the roads accepted into the county road system; and

WHEREAS, the two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, Ember Oaks Company, requested re-approval of the Ember Oaks Preliminary Plat.

THEREFORE BE IT RESOLVED, that upon the recommendation of Road Department staff, the Ingham County Board of Commissioners re-approves the Ember Oaks Preliminary Plat for a period of two years, in accordance with state statute.

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: August 28, 2019

RE: Adoption and Implementation of State Required Pavement Warranty Program

BACKGROUND

As part of the Transportation Funding Package of 2015, the Michigan Legislature enacted a requirement per PA 175 of 2015 (MCL 247.662 (22)) for county road agencies that each local road agency in Michigan adopt a Local Pavement Warranty Program acceptable to the Michigan Department of Transportation (MDOT).

As a result, a uniform, statewide pavement warranty program was developed by the Local Agency Pavement Warranty Task Force, consisting of MDOT, Federal Highway Administration (FHWA) Michigan Office, the County Road Association of Michigan (CRA), the Michigan Municipal League (MML), Michigan's Local Technical Assistance Program (LTAP), municipal road agency representatives, and legal counsels. The Program included input from industry representatives to assure that the contractors' perspectives were considered.

The intent of the Local Agency Pavement Warranty Program is to provide a warranty program that all local agencies can use for larger road projects and to establish a common pavement warranty program for all local agencies in Michigan. The goals of this warranty program are to standardize the review, to provide oversight of pavement warranty projects, and to make this program more transparent and uniform for private sector contractors.

The resulting Michigan Local Agency Pavement Warranty Program is the statewide accepted format that local agencies can use if they opt to utilize a warranty on a particular project. This Warranty Program must be adopted by every county road agency, and every agency must consider a warranty on each project involving completely new road construction, complete reconstruction, and/or utilizing any state or federal funding that also includes \$2 million or more in paving-related components—base, pavement, curb or shoulder, any sub-base, and/or any sub-drainage tiling. Agencies must annually report on status of all projects with warranties secured and on projects with \$2 million or more in paving-related items, regardless of whether they implemented a warranty on such projects.

The Local Pavement Warranty Program consists of various MDOT approved standard contract provisions to be included in project contracts having warranties, standard warranty bonding documents, and local agency guidelines for implementation. Upon the acceptance of a completed project having a warranty, the prime contractor's contract and performance bonds will be released and replaced by the warranty contract and bond for the warranted work during the warranty term.

The local road agency will administer the warranty contract, inspect warranted work during the warranty period, direct and approve any remediation work, seek resolution through the warranty bond if the contractor is unresponsive in performing corrective work, and declare acceptance of all warranted/corrective work at the end of the warranty period. The contractor is responsible for correcting any and all defects attributable to elements

within the contractor's control per the applicable specifications at no cost to the agency. Otherwise, the agency may use the warranty bond to fund correction of any and all defects attributable to the contractor by other means. The program also includes a dispute resolution process.

CURRENT ISSUE

The legislation indicated above requires each county road agency to adopt the Local Pavement Warranty Program by passing the attached resolution to Adopt and Implement the Local Pavement Warranty Program. This resolution defines the agency's intent to apply the warranty program consistent with the Program Guidelines and report annually on each project that includes \$2 million or more in paving-related components and includes any state or federal funds.

FINANCIAL IMPACT

Much like insurance policies and/or consumer extended warranty programs, pavement warranties will not be free. Increased project costs should be anticipated for pavement warranties, including for the contractor's cost of warranty bonding and some assumed costs for possible warranty repairs, and program administration such as pavement monitoring, documentation, notifications, field inspections, dispute resolution, etc.

The existing pavement structure, drainage and planned improvements for each project will need to be evaluated on an individual basis to assess justification or for a pavement warranty. County road projects often involve short stretches of pavement resurfacing to address surface conditions or safety concerns, typically with very limited funding. In addition, often these types of projects do not address the subgrade, existing aggregate base, or drainage systems, all of which are major factors in determining the longevity of a pavement surface. Therefore, the Local Agency Pavement Warranty Program is not recommended for relatively thin surface maintenance type projects.

Also if the road segment may be subjected to a significant amount of heavy truck traffic during the anticipated warranty term, the road may not be a good candidate for pavement warranties unless the project improvement is designed for such traffic. Therefore, the Local Agency Pavement Warranty Program is recommended only for road segments designated as "all-season" which are designed for year-round normal legal truck loading. Most, but not all, of Ingham County's primary roads are designated all-season, but very few of the local roads are "all season".

RECOMMENDATION

Adopt the attached resolution to adopt and implement the Local Pavement Warranty Program required by Michigan PA 175 of 2015 (MCL 247.662(22)), and developed by the Local Agency Pavement Warranty Task Force as described above.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT AND IMPLEMENT
A STATE REQUIRED LOCAL PAVEMENT WARRANTY PROGRAM**

WHEREAS, the Michigan Legislature per PA 175 of 2015 (MCL 247.662(22)) requires each county road agency to adopt a Local Agency Pavement Warranty Program approved by the Michigan Department of Transportation (MDOT); and

WHEREAS, as a result, a uniform, statewide Local Agency Pavement Warranty Program was developed by the Local Agency Pavement Warranty Task Force, consisting of MDOT, Federal Highway Administration (FHWA) Michigan Office, the County Road Association of Michigan (CRA), the Michigan Municipal League (MML), Michigan's Local Technical Assistance Program (LTAP), municipal road agency representatives, and legal counsels, with input from industry representatives; and

WHEREAS, the intent of the Local Agency Pavement Warranty Program is to provide a warranty program that all local agencies can use for larger road projects and to establish a common pavement warranty program for all local agencies in Michigan; and

WHEREAS, the goals of this warranty program are to standardize the review, to provide oversight of pavement warranty projects, and to make this program more transparent and uniform for private sector contractors; and

WHEREAS, MDOT has reviewed and approved the Michigan Local Agency Pavement Warranty Program, consisting of various standard contract provisions to be included in project contracts having warranties, warranty bonding documents, and local agency guidelines for implementation; and

WHEREAS, the Ingham County Road Department (ICRD) agrees to consider a local pavement warranty on each ICRD project that includes completely new road construction, complete reconstruction, and/or \$2 million or more in paving-related items, and includes any state or federal funds; and

WHEREAS, the Local Agency Pavement Warranty Program law requires each county road agency to annually report project and warranty status to MDOT on each project that includes a warranty and/or \$2 million or more in paving-related items and includes any state or federal funds, whether or not a warranty was utilized in the project; and

WHEREAS, ICRD agrees to implement the Michigan Local Agency Pavement Warranty Program consistent with the Guidelines for Local Agency Pavement Warranty Program document that was approved by the Michigan Department of Transportation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners on behalf of the Ingham County Road Department hereby adopts the Michigan Local Agency Pavement Warranty Program and accompanying documents developed by the Local Agency Pavement Warranty Task Force as described above in accordance with the requirements of PA 175 of 2015 (MCL 247.662(22)).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners on behalf of the Ingham County Road Department hereby agrees to implement the Local Agency Pavement Warranty Program and annually report in accordance with the law as described above.

TO: County Services

FROM: Tom Gamez Jr., Director of Operations ICRD

DATE: August 20, 2019

SUBJECT: Emergency PO request, Slag and Natural Aggregates for Chip Sealing

The purpose of this correspondence is to request approval for an emergency PO for 3000+/- tons of blast furnace Slag and/or Natural aggregates for Chip Sealing Ingham County Roads.

Bids were requested by the Purchasing Dept. per Packet #49-19 for Slag and Natural aggregates. The bids were awarded to Yellow Rose Transport Inc. and Edw. C. Levy for the purchase of 13000 +/- tons of Slag delivered to the three ICRD garages per the bid packet. There appears to be a limited supply of Blast Furnace Slag available in Michigan for the 2019 construction season, due to the high demand of the Slag for construction projects.

These two vendors have only been able to supply the ICRD with about 60% the required materials for the 2019 Chip sealing program. Yellow Rose Transport has only been able to deliver 150+/- tons of slag a day. Edw. C. Levy has sold out of materials. Both vendors will have some Slag available this fall, but the Slag will not be available by our Chip sealing dead line of August 30, 2019. After this deadline, the surface temperature of the asphalt road may be too cold for Chip sealing and the Chip seal materials may fail to bond to the road correctly.

The Purchasing department has been involved in conducting a thorough research of materials available and has found only Stoneco of Michigan and Schlegel Sand and Gravel to be the only vendors with 3000 tons of Slag or Natural aggregates that meets the required MDOT specifications and is available for immediate delivery. It is the goal of the ICRD to Chip seal 100-120 miles of Ingham County roads in 2019. This goal will require 3000 tons of Slag and/or Natural aggregates delivered ASAP. These materials will be applied daily by the ICRD staff, before August 30, 2019 deadline.

The Road Department's adopted 2019 budget includes funds for this and other maintenance material purchases.

This emergency PO request has the support of the Purchasing Department Director and County Controller, subject to approval of County Services committee per the emergency purchase procedures.

Therefore, approval to purchase 3000 +/- tons Slag and Natural aggregates from Stoneco of Michigan and Schlegel Sand & Gravel is requested.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated September 5, 2019 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE September 5, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-369	SHERWOOD FAMILY FARM	LAND DIVISION	SHERWOOD RD	LOCKE	
2019-402	IC DRAIN COMM	MISC	CARTAGO DR	DELHI	
2019-410	MOORE FARMS	LAND DIVISION	HARPER RD	DELHI	
2019-407	COMCAST	CABLE OH/UG	POWELL RD	MERIDIAN	
2019-408	DONNA BELON	TREE REMOVAL	WOOD VALLEY DR	MERIDIAN	
2019-401	LANSING BWL	WATER MAIN	EIFERT RD	DELHI	
2019-404	MONTESSORI RADMOOR SCHOOL	SPECIAL EVENT	MT HOPE RD	MERIDIAN	
2019-406	KEPS TECH (ACD.NET)	CABLE UG	LEGACY PKWY	DELHI	
2019-339	ZAYO GROUP	CABLE OH/UG	GROVENBURG RD	DELHI	
2019-412	LEAVITT & STARCK EXCAV	ROAD CUT/CONST	HOLT RD	DELHI	
2019-405	ZAYO GROUP	MISC	PARK LAKE RD	MERIDIAN	
2019-401	LANSING BWL	WATER MAIN	EIFERT RD	DELHI	
2019-427	MERIDIAN TWP/GA HUNT	WATER MAIN	MT HOPE	MERIDIAN	
2019-432	KEPS TECH (ACD.NET)	CABLE OH	OKEMOS RD	MERIDIAN	
2019-425	CONSUMERS ENERGY	GAS	COLLEGE RD	ALAIEDON	
2019-413	PERNA TRUST	LAND DIVISION	COLLEGE RD	DELHI	
2019-414	REDWOOD USA	LAND DIVISION	CEDAR ST	DELHI	
2019-426	JEAN SCHULZ	LAND DIVISION	HASLETT RD	LOCKE	
2019-421	LISA'S SCHOLARSHIP 5K	SPECIAL EVENT	VARIOUS	LEROY	
2019-428	DENNIS GREENMAN	LAND DIVISION	EIFERT RD	DELHI	
2019-420	HAGER FOX ELECTRIC CO	MISC	MEADOW WOODS DR	MERIDIAN	
2019-453	ZAYO GROUP	CABLE OH-UG	HEENEY RD	STOCKBRIDGE	

2019-451	MERIDIAN TWP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2019-468	GIGUERE HOMES	MISC	BENNETT RD	MERIDIAN	
2019-455	DELHI TWP/ LEAVITT&STARCK	WALKWAY CONSTRUCTION	VARIOUS	DELHI	
2019-465	GARY HARVEY	TREE REMOVAL	WHISPERWOOD DR	MERIDIAN	
2019-438	CONSUMERS ENERGY	GAS	WILLOUGHBY RD	DELHI	
2019-437	COMCAST	CABLE – UG	SOWER BLVD	MERIDIAN	
2019-456	COMCAST	CABLE – UG	CEDAR ST	DELHI	
2019-424	ICDC / BARNHART & SON	STORM	HOLT RD	DELHI	
2019-280	CONSUMERS ENERGY	ELEC-OH, BORE	WILLIAMSTON RD	INGHAM	
2019-372	CITY OF MASON	PUBLIC ROAD CONSTRUCTION	HOWELL RD	VEVAY	
2019-466	JH CONCRETE CONSTRUCTION	WALKWAY CONSTRUCTION	WILLES DON AVE	DELHI	
2019-481	MERIDIAN TWP	SPECIAL EVENT	HULETT RD	MERIDIAN	
2019-480	CONSUMERS ENERGY	ELECTRIC – OH	OLDS RD	LESLIE	
2019-393	CONSUMERS ENERGY	ELECTRIC – OH	KANSAS RD	MERIDIAN	
2019-471	CONSUMERS ENERGY	ELECTRIC – OH	SHERWOOD RD	MERIDIAN	
			MANAGING DIRECTOR:	_____	

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

FROM: Linda Vail, Health Officer

DATE: September 3, 2019

SUBJECT: Resolution to Adopt Incentive Program for Medical Providers Policy for FY 2019

For the meeting agendas of September 16th, September 17th, and September 18th, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to adopt an Incentive Program for Medical Providers Policy effective FY 2019. Ingham Community Health Centers (IHCs) promotes both productivity and quality performance of directly employed medical providers by awarding a financial incentive to those directly employed medical providers who demonstrate visit productivity and quality performance that exceed benchmarks. This incentive program provides a financially sustainable approach to recognizing high performers for contributing to the quadruple bottom line (financial sustainability, quality performance, and patient and provider satisfaction) goals of the Ingham Community Health Centers (CHCs).

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amount awarded will be \$15.00 per qualifying visit in excess of the adjusted expected quarterly visit benchmark. This amount will be covered through the billable reimbursement value of the qualifying visits. The total productivity incentive will be adjusted by a discount rate based on clinical quality measure performance as specified in the Health Center Incentive Program for Medical Providers Policy.

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

The Ingham County Health Center Board of Directors has adopted the Health Center Incentive Program for Medical Providers Policy. In addition, the Michigan Nurses Association supports the approval of the attached resolution to adopt the Health Center Incentive Program for Medical Providers Policy

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to adopt the Incentive Program for Medical Providers Policy effective FY 2019.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT INGHAM COUNTY HEALTH DEPARTMENT INCENTIVE PROGRAM
FOR MEDICAL PROVIDERS POLICY**

WHEREAS, Ingham County Health Department (ICHHD) wishes to adopt an Incentive Program for Medical Providers Policy effective FY 2019; and

WHEREAS, Ingham Community Health Centers (IHC) promotes both productivity and quality performance of directly employed medical providers by awarding a financial incentive to those directly employed medical providers who demonstrate visit productivity and quality performance that exceed benchmarks; and

WHEREAS, this incentive program provides a financially sustainable approach to recognizing high performers for contributing to the quadruple bottom line (financial sustainability, quality performance, and patient and provider satisfaction) goals of the Ingham Community Health Centers; and

WHEREAS, the amount awarded will be \$15.00 per qualifying visit in excess of the adjusted expected quarterly visit benchmark; and

WHEREAS, this amount will be covered through the billable reimbursement value of the qualifying visits; and

WHEREAS, the total productivity incentive will be adjusted by a discount rate based on clinical quality measure performance as specified in the Health Center Incentive Program for Medical Providers Policy; and

WHEREAS, the Ingham County Health Center Board of Directors has adopted the Health Center Incentive Program for Medical Providers Policy; and

WHEREAS, the Michigan Nurses Association supports the approval of the attached resolution to adopt the Health Center Incentive Program for Medical Providers Policy; and

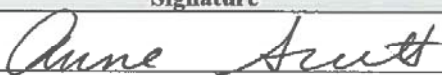



WHEREAS, the Health Officer and Ingham Community Health Centers Board of Directors recommend that the Ingham County Board of Commissioners adopt the Ingham County Health Department Incentive Program for Medical Providers Policy effective FY 2019.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorize adoption of the attached Ingham County Health Department Incentive Program for Medical Providers Policy effective FY 2019.

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.

Policy and Procedure

Policy Name:	Incentive Program for Medical Providers	
Effective Date: 07/18/2015		Policy #: F 082.2 Attachment: A, B, C, D
Approved By:	Signature	Date
Executive Director		8/29/19
Medical Director		9.3.19
Chief Financial Officer		9.3.19
Health Center Board Chair		8/29/19

I. POLICY

Ingham Community Health Centers (ICHC) promotes both productivity and quality performance of directly employed medical providers by awarding a financial incentive to those directly employed medical providers which demonstrate visit productivity and quality performance which exceeds benchmarks. This incentive program provides a financially sustainable approach to recognizing high performers for contributing to the quadruple bottom line (financial sustainability, quality performance, patient and provider satisfaction) goals of the Ingham Community Health Centers.

II. PURPOSE

To establish terms of an incentive program for directly employed ICHC Physicians, Nurse Practitioners, Physician Assistants, providing care within the ICHC.

III. DEFINITIONS/SUPPORTIVE DATA

A. Definitions:

- Expected Visits Per Quarter (EV): The numbers of visits expected for an individual provider to perform in a quarter (three months of a fiscal year) depending on their license and specialty, per budgeting benchmarks.
- Daily Bases Visits (DB): The minimal daily target of visits to meet productivity quarterly benchmarks assuming individual provider is providing services every working day of the period.
- Total County Closures/Holidays (CC): The total number of working days that County Operations are closed due to holiday or any other operations closure.
- Adjusted Visits per Quarter (AV): The adjust visits are the number of applicable county closures (CC) applicable to the number of daily base visits (DB) that would have otherwise occurred on that working day. $(CC \times DB = AV)$
- Quarterly Finalized Number (QFN): The total number of expected visits for a quarter, adjusted for County Closures $(QFN = EV - AV)$
- Total Qualifying Visit County (TV): Total number of qualifying encounters (visits) produced by a single provider during a measurement quarter. Drawn from provider productivity reports produced from billing data and reported to the Executive Director.
- Incentive Eligible Visits: (IEV): Incentive Eligible Visits are the number of qualifying visits that exceed the quarterly finalized number of expected visits, after adjustment for County Closures. $(IEV = TV - QFN)$

- h. Total Productivity Incentive (TPI) = The amount of incentive funds based on productivity metrics, i.e. the number of incentive eligible visits multiplied by the incentive amount per qualifying visit (TPI=IEV*\$15.00)
 - i. Quality Performance Discount (QPD): The amount of discount applied to the total productivity incentive to adjust for overall quality performance.
- A. Supportive Data: Not applicable.

IV. PROCEDURE

A. Eligible Providers

- a. Eligible Providers for the incentive program are directly employed Ingham County medical providers, including Physicians, Physician Assistants, and Nurse Practitioners of the Managerial and Confidential Employees Personnel Manual and Michigan Nurse Association.

B. Productivity Benchmarks:

- a. Productivity benchmarks shall reflect those benchmarks set through the annual budget and are developed using the following considerations:
 - i. Current and historical visit productivity data
 - ii. Productivity benchmarks of other Michigan FQHCs
 - iii. Provider specialty
 - iv. Provider license
- b. Annual visit benchmarks (productivity benchmarks) are calculated based upon 43 work weeks annually at 32.5 hours of scheduled patient care.
- c. Annual visit benchmarks (productivity benchmarks) shall be used to determine qualifying visits for an incentive bonus.

C. Qualifying encounters:

- a. Qualifying encounters (visits) counted toward productivity performance for the purpose of incentive program shall be:
 - i. Visits with a service date within the Fiscal Year and Quarter for which the incentive program is applied.
 - ii. Visits completed (closed) and billed by the 5th day of the month following the end of the quarter for which the calculation is based
- b. The payment amount for each qualifying encounter for bonus, per the incentive program calculation, is \$15.00 per qualifying visit in excess of the adjusted expected quarterly visit benchmark.

D. Productivity Benchmarks for Nurse Practitioners and Physician Assistants – Primary Care

- a. Once provider is to full schedule this policy will be implemented
- b. Baseline visits per year: 2,500
- c. Baseline Visits per quarter: 625/3months (EXPECTED VISITS)
- d. This averages to (DAILY BASE):
 - i. 11 visits/day per 8 hour work day (5 working days a week, 4 weeks a month)
 - ii. 13 visits per day per 10 hour work day (assuming 4 working days a week, 4 weeks a month)
- e. Baseline visits and daily base shall be prorated upon actual FTE of individual provider accordingly

E. Productivity Benchmarks for Nurse Practitioners and Physician Assistants – Women's Health/Willow

- a. Once provider is to full schedule this policy will be implemented
- b. A baseline visits per year: 2,100
- c. Baseline visits per quarter: 525/3months (EXPECTED VISITS)
- d. This averages to (DAILY BASE):
 - i. 9 visits/per 8 hour work day (5 working days a week, 4 weeks a month)
 - ii. 11 visits/per 10 hour work day (4 working days a week, 4 weeks a month)

- e. Baseline visits and daily base shall be prorated upon actual FTE of individual provider accordingly
- F. Productivity Benchmarks for Nurse Practitioners and Physician Assistants – School-based/School-linked (Eastern/Sexton)
 - a. Once provider is to full schedule this policy will be implemented
 - b. A baseline visits per year: 1680
 - c. Baseline visits per quarter: 420/3months (EXPECTED VISITS)
 - d. This averages to (DAILY BASE):
 - i. 7 visits/per 8 hour work day (5 working days a week, 4 weeks a month)
 - e. Baseline visits and daily base shall be prorated upon actual FTE of individual provider accordingly
- G. Productivity Benchmarks for Primary Care Physicians
 - a. Once a provide is to full schedule this policy will be implemented
 - b. A baseline visits per year: 2,800
 - c. Baseline visits per quarter: 700/3months (EXPECTED VISITS)
 - d. This averages to (DAILY BASE)
 - i. 12 visits/ per 8 hour work day (5 working days a week, 4 weeks a month)
 - ii. 15 visits/per 10 hour work day (4 working days a week, 4 weeks a month)
 - e. Baseline visits and daily base shall be prorated upon actual FTE of individual provider accordingly
 - f. Sample Calculations are included as Attachment A
- H. Quality Metrics and Performance Discount
 - a. Metrics for Quality Performance
 - i. Quality Performance shall be based on individual provider performance on Clinical Quality Improvement (CQI) goals, as reported through the corresponding ICHC CQI Scorecard, accessed via Azara DRVS, or SQL Report, accessed on the SQL Report Server.
 - 1. The respective scorecard pertaining the applicable quality metrics applied per the location and/or program the individual provider is placed shall be applied.
 - a. Women's Health providers: ICHC CQI Scorecard – Women's Health (Azara DRVS) (Attachment B)
 - b. Primary Care Providers (general): ICHC CQI Scorecard (Azara DRVS) (Attachment C)
 - c. Eastern/Sexton/Willow Primary Care Providers (School-based/School-linked): ICHC CAHC Grant Quality Report (SQL) (Attachment D)
 - 2. The CQI performance documented through the Scorecard/SQL Report aligns with performance accountability data as reported to various funders, contractors and payers by ICHC.
 - 3. The metrics contained in the CQI Scorecards/SQL Report reflect:
 - a. CQI metrics priorities in the ICHC CQI Plan, which is updated annually (See CQI Policy and Plan).
 - b. Accountability metrics reported through UDS, various payers (HEDIS), or other various program/funders.
 - c. Grant Related Quality Performance Metrics.
 - ii. Quality Performance (CQI Performance) is assessed based on the percentage of continuous quality improvement metrics in the respective score card/reports which are meeting or exceeding established goals.
 - 1. A CQI Scorecard/SQL Report for a single provider comprised of 12 performance metrics, and 7 are meeting or exceeding the stated goal: $7/12=58\%$ CQI Performance
 - iii. The Quality Performance Discount is the percentage of the total productivity incentive earned will be adjusted based on Quality Performance. The discount applied shall reduce the total productivity incentive payment correspondingly with CQI Performance.

CQI Performance (CQI Scorecard/SQL Report Metrics Met or Exceeded)	Quality Performance Discount (Percent reduction of productivity incentive based on CQI Performance)
85 – 100%	0%
70 – 84 %	15%
50-69%	25%
0-49%	35%

I. Incentive Program Bonus Calculation Scoring protocol:

- a. Quarterly Bonuses shall be calculated at the end of the month following the last month of each quarter, when all productivity reports and billable data are available.
- b. Incentive Eligible Visits shall be the number of the total qualifying visits (TV) less the Quarterly finalized Number of expected visits (QFN).

$$IEV = TV - QFN$$
 - i. Quarterly Finalized Number (QFN) of expected visits is calculated by reducing the Expected Visits per Quarter (EV) by the Adjustment Visits per Quarter (AV).

$$QFN = EV - AV$$
 1. Adjusted Visits Per Quarter (AV) are calculated by multiplying the number of County Closures/Holidays (CC) by the daily base visits (DB) expected for the impacted that would have otherwise occurred on regularly scheduled working days for the provider.

$$AV = CC * DB$$
 - a. CC that occur on days that a provider would not have been working or productive because of flexible scheduled hours (4/10 Shift) are not applied. However, CC that occur during sick leave, vacation, or other forms of leave during what would be regular working hours on non-county closure days are applied.
- c. The Total Productivity Incentive (TPI) is calculated by multiplying the Incentive Eligible Visits (IEV) by the Incentive per visit amount (\$15.00).

$$TPI = IEV * \$15.00$$
- d. The Total Productivity Incentive (TPI) is then adjusted by the Quality Performance Discount (QPD), in accordance with the provider's CQI Performance, in order to arrive the final Quarterly Bonus.

$$TPI - (TPI * QPD) = \text{Quarterly Bonus}$$
- e. Providers which are assigned to multiple sites, where they may be accountable to multiple productivity benchmarks or CQI Scorecards, shall have their individual performance calculated based on the prorated data in accordance with their FTE assignment to each location.
- f. The Incentive Program only works to apply credit for when productivity benchmarks are met or exceeded. There is no financial penalty or reductions to wages for providers when negative values are calculated in accordance with this formula in the instances where quarterly productivity benchmarks are not met.
- g. The CQI Metrics and Productivity Benchmarks shall be reviewed and adjusted in accordance with this policy on an annual basis.

V. DOCUMENTATION

Attachment A: Example Incentive Pay Calculation Table

Attachment B: Sample ICHC CQI Scorecard – Women’s Health (Azara DRVS)

Attachment C: Sample ICHC CQI Scorecard Women’s Health (Azara DRVS)

Attachment D: Sample ICHC CAHC Grant Quality Report (SQL)

VI. REFERENCES

Quality Improvement Plan

Policy Status:

Date	07/18/2015	06/29/2017	5/30/2019	7/2019	8/29/19		
Reviewed / Revised	X New	<input type="checkbox"/> Review X Revised	<input type="checkbox"/> Review <input type="checkbox"/> Revised	<input type="checkbox"/> Review <input type="checkbox"/> Revised	<input type="checkbox"/> Review X Revised	<input type="checkbox"/> Review <input type="checkbox"/> Revised	<input type="checkbox"/> Review <input type="checkbox"/> Revised
Approved By			ACS	ACS	ACS		

Attachment A

QUARTER ONE FY 2019 "TEST"

Incentive Program Calculation

	Expected Visits Per Quarter (EV)	Daily Basic Visits (DB)	Total Closures/ Holidays (CC)	Adjustment Visits per Quarter (CC*DB=AV)	Quarterly Finalized Number (EV- AV=QFN)	Total Qualifying Visit Count (TV)	Incentive Eligible Visits (EV-TV=QFN)	Incentive per eligible visit	Total Productivity Incentive (TPI) =EV*\$15
1.0 Physician	700	12	8	72	628	743	115	\$15.00	\$1,725.00
1.0 NP/PA Std	625	11	6	66	559	643	84	\$15.00	\$1,260.00
0 NP/PA WHM	525	9	5	54	471	515	44	\$15.00	\$660.00
1.0 NP/PA SB	420	7	6	42	378	405	27	\$15.00	\$405.00
Quality Calculation									
CGI Performance (% of CGI Dashboard Metrics met or exceeded (Azure CGI Dashboard for Primary Care or CGI Dashboard for location/programs))						Quality Performance Discount Adjust to Quarterly Productivity Incentive (QPD)			
85-100%						0%			
70-84%						15%			
50-69%						25%			
0-49%						35%			
Formula = (TV-QFN)/(TV-QFN)*QPD Incentive									
TV	QFN	Incentive Eligible visits (EV-TV=QFN)	Provider	TPI	Quality Dashboard Metric met or Exceeded for Quarter	QPD	Final Quarterly Performance Incentive Bonus (TPI - (TPI*QPD)= Quarterly Bonus)		
743	630	84	TEST PYS	\$1,725.00	2/17=11.8%	35%	\$1,121.25		
643	541	102	TEST NP	\$1,260.00	3/17=17%	35%	\$819.00		
515	455	60	TEST NP WHM	\$660.00	24=50%	25%	\$405.00		
405	378	4	Test NP SB	\$405.00	4/8=50%	25%	\$303.75		

Attachment B

Period: 01/2019
Group By: None
Run on: 11/05/2019

ICHC CQI Scorecard 2018-2019

Name	Target	Result	Numerator	Denominator	Exclusion
Physical - Adults	40.0%	16.1%	2,433	6,587	0
MH Screening and Follow-Up 18+ Years (NQF 0421aCQIM 6b7)	70.0%	71.3%	4,669	6,463	359
Child Weight Screening / BMI / Nutritional Physical Activity Counseling (NQF 0024 modified)	50.0%	31.4%	982	1,911	13
Colorectal Cancer Screening (NQF 0084)	40.0%	39.6%	854	2,194	18
Cervical Cancer Screening (NQF 0032)	60.0%	40.1%	1,744	2,862	263
Breast Cancer Screening Ages 40-74 (NQF 2372)	60.0%	30.3%	496	756	4
Cervix/HPV Screening for Women (NQF 0033)	75.0%	68.7%	523	761	0
Childhood Immunization Status (NQF 0036)	35.0%	28.6%	29	155	4
Influenza Immunization - Children 5+ Only (NQF 0041)	45.0%	6.6%	0	0	0
Depression Screen Positive w/Follow-up (NQF 0418 Modified)	80.0%	78.6%	306	365	0
Diabetes A1c Tested in the past year (NQF 0036 modified)	80.0%	89.3%	928	1,039	0
Diabetes A1c >9 (NQF 0039 modified)	15.0%	26.1%	230	1,039	0
Diabetes Foot Exam (NQF 0056)	60.0%	55.4%	646	1,158	0
Diabetes LDL Management - LDL Tested (NQF 0064 modified)	70.0%	92.7%	640	1,038	0
Diabetes Urine Protein Screening (NQF 0062)	80.0%	35.4%	862	1,038	0
Diabetes Eye Exam (NQF 0063)	20.0%	13.3%	155	1,036	0
Hypertension Controlling High Blood Pressure (NQF 0018)	57.0%	34.6%	933	1,710	36

Attachment C

Period: 1/1/2018
Group By: None
Data as of: 1/1/2019

ICHC CQI Scorecard Women's Health 2018-2019

Name	Target	Result	Numerator	Denominator	Performance
Cervical Cancer Screening (KQ# 6252)	82.0%	80.9%	1,744	2,157	268
Breast Cancer Screening Ages 50-74 (KQ# 2372)	80.0%	50.3%	494	982	4
Chlamydia Screening for Women (KQ# 6033)	75.0%	80.3%	558	696	0
Depression Screen: Positive w/Follow-up (KQ# 6411 Modified)	80.0%	75.0%	308	410	0

Attachment D

Age Table

gender	0 thru 4	5 thru 9	10 thru 17	18 thru 21	Total
Female	0	0	167	12	179
Male	0	2	110	11	123
Total	0	2	277	23	302

Race Table

Race	Count	Ethnicity
White	115	Araby/Chaldean
Black or African-American	134	Hispanic or Latino
Asian	11	
Native Hawaiian or Pacific Islander	0	
American Indian or Alaskan Native	4	
More than One Race	33	

Tests Table

Pregnancy Tests	Positive for Pregnancy	Chlamydia Tests	Positive for Chlamydia	Treated for Chlamydia	Gonorrhea Tests
12	0	10	1	0	10

Visits Table

Primary Care Provider	Mental Health Provider	Other Providers
320	426	26

Well Checks and Imms

Billed EPSDT Well Checks	Billed Immunizations	EPSDT Well Checks	Immunizations
68	76	94	87

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Attachment A

QUARTER ONE FY 2019 *TEST*

Incentive Program Calculation

	Expected Visits Per Quarter (EV)	Daily Base Visits (DB)	Total Closures/Holidays (CC)	Adjustment Visits per Quarter (CC*DB=AV)	Quarterly Finalized Number (EV-AV=QFN)	Total Qualifying Visit Count (TV)	Incentive Eligible Visits (IEV=TV-QFN)	Incentive per eligible visit	Total Productivity Incentive (TPI=IEV*\$15)
1.0 Physician	700	12	6	72	628	743	115	\$15.00	\$1,725.00
1.0 NP/PA Std	525	11	6	66	559	643	84	\$15.00	\$1,260.00
1.0 NP/PA WH/W	525	9	6	54	471	515	44	\$15.00	\$660.00
1.0 NP/PA SB	420	7	6	42	378	406	27	\$15.00	\$405.00

Quality Calculation

CCI Performance (% of CCI Dashboard Metrics met or exceeded (Azara CCI Dashboard for Primary Care or CCI Dashboard for location/program))	Quality Performance Discount Adjust to Quarterly Productivity Incentive (QPD)
85-100%	0%
70-84%	15%
50-69%	25%
0-49%	35%

Formula = (TV-QFN)-(TV-QFN)*QPD Incentive

TV	QFN	Incentive Eligible visits (IEV = TV-QFN)	Provider	TPI	Quality Dashboard Metric met or Exceeded for Quarter	QPD	Final Quarterly Performance Incentive Bonus (TPI - (TPI*QPD)= Quarterly Bonus)
743	659	84	TEST PYS.	\$1,725.00	2/17=11.8%	35%	\$1,121.25
643	541	102	TEST NP	\$1,260.00	3/17=17%	35%	\$819.00
515	455	60	TEST NP WH/W	\$660.00	2/4=50%	25%	\$495.00
382	378	4	Test NP SB	\$405.00	4/8=50%	25%	\$303.75

Attachment B

Period: Q1 2019

Group By: None

Run on: 7/19/2019

ICHC CQI Scorecard 2018-2019

Name	Target	Result	Numerator	Denominator	Exclusions
Physicals - Adults	40.0 %	36.3%	2,499	6,887	0
BMI Screening and Follow-Up 18+ Years (NQF 0421/eCQM 69v7)	70.0 %	71.3%	4,609	6,463	389
Child Weight Screening / BMI / Nutritional / Physical Activity Counseling (NQF 0024 modified)	50.0 %	51.4%	982	1,911	13
Colorectal Cancer Screening (NQF 0034)	40.0 %	39.6%	864	2,184	10
Cervical Cancer Screening (NQF 0032)	62.0 %	60.9%	1,744	2,862	268
Breast Cancer Screening Ages 50-74 (NQF 2372)	60.0 %	50.3%	496	986	4
Clinicaly Screening for Women (NQF 0033)	75.0 %	68.1%	518	761	0
Childhood Immunization Status (NQF 0038)	35.0 %	20.9%	29	139	0
Influenza Immunization - Calendar Yr Only (NQF 0041)	45.0 %	0.0%	0	0	0
Depression Screen Positive w/Follow-up (NQF 0418 Modified)	80.0 %	78.0%	308	395	0
Diabetes A1c Tested in the past year (NQF 0059 modified)	90.0 %	89.5%	929	1,038	0
Diabetes A1c >9 (NQF 0059 modified)	15.0 %	24.1%	250	1,038	0
Diabetes Foot Exam (NQF 0056)	60.0 %	62.4%	648	1,038	0
Diabetes LDL Management - LDL Tested (NQF 0064 modified)	70.0 %	61.7%	640	1,038	0
Diabetes Urine Protein Screening (NQF 0062)	90.0 %	85.9%	892	1,038	0
Diabetes Eye Exam (NQF 0055)	20.0 %	13.3%	138	1,038	0
Hypertension Controlling High Blood Pressure (NQF 0018)	57.0 %	54.6%	933	1,710	30

Attachment B-2

ICHC CQI Scorecard 2018-2019

Parameter	Value
Period	Q1 2019
Centers	Jagbaso, County Health Department

Attachment C

Period: Q3 2019

Group By: None

Run on: 7/19/2019

ICHC CQI Scorecard Women's Health 2018-2019

Name	Target	Result	Numerator	Denominator	Exclusions
Cervical Cancer Screening (NQF 0032)	62.0 %	60.9%	1,744	2,862	268
Breast Cancer Screening Ages 50-74 (NQF 2372)	60.0 %	50.3%	496	986	4
Chlamydia Screening for Women (NQF 0033)	75.0 %	68.1%	518	761	0
Depression Screen Positive w/Follow-up (NQF 0418 Modified)	80.0 %	78.0%	308	395	0

Attachment C-2

ICHC CQI Scorecard Women's Health 2018-2019

Parameter	Value
Period	Q1 2019
Centers	Ingham, County Health Department

Attachment D**Age Table**

gender	0 thru 4	5 thru 9	10 thru 17	18 thru 21	Total
Female	0	0	167	12	179
Male	0	2	110	11	123
total	0	2	277	23	302

Race Table

Race	Count	Ethnicity
White	115	Arab/Chaldean
Black or African-American	134	Hispanic or Latino
Asian	11	
Native Hawaiian or Pacific Islander	0	
American Indian or Alaskan Native	4	
More than One Race	33	

Tests Table

Pregnancy Tests	Positive for Pregnancy	Chlamydia Tests	Positive for Chlamydia	Treated for Chlamydia	Gonorrhea Tests
12	0	10	1	0	10

Visits Table

Primary Care Provider	Mental Health Provider	Other Providers
320	456	26

Well Checks and Imms

Billed EPSDT Well Checks	Billed Immunizations	EPSDT Well Checks	Immunizations
68	76	94	87

Ethnicity Table

Count
3
64

Positive for Gonorrhea	HIV Tests	Positive for HIV
0	0	0

Attachment D-3

2

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Measures

Comprehensive Physical Exam	Immunizations Complete	Up to Date Risk Assessment	Depression Screen Complete	Diagnosis of Asthma
71	96	161	180	45

Attachment D-5

Asthma Action Plan	BMI at or above 85th percentile	Evidence of Counseling for Nutrition and Physical Activity	Smoke Use Tobacco	Assisted with tobacco Cessation	MH Measure Denom
7	125	44	4	1	0

Attachment D-6

MH
Measure
Numer

0

Agenda Item 5b

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 14, 2018
SUBJECT: Agreement with Southeastern Michigan Health Association
For the meeting agendas of September 17th, and September 19th, 2019

BACKGROUND

Ingham County Health Department's (ICHHD) Children's Special Health Care Services (CSHCS) wishes to accept \$10,000 in grant funds from Southeastern Michigan Health Association (SEMHA) for supporting outreach efforts, facilitating parent input and feedback, and for family involvement with ICHHD's CSHCS policy and procedure process. CSHCS provides coordinated care for children with special needs. CSHCS assists these individuals and their families through the appropriate use of the CSHCS care system so that children are able to demonstrate improved health outcomes and an enhanced quality of life.

ICHHD will use these funds for a temporary parent liaison who is an area parent that is currently enrolled in the CSHCS system. This liaison will work collaboratively with ICHHD-CSHCS staff to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs. This peer support helps to involve families in the CSHCS program and provides strategies to assist parents in navigating the system. This grant will be effective October 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

These grant funds totaling \$10,000 from SEMHA will provide funding to ICHHD to hire a temporary parent liaison effective October 1, 2019 through September 30, 2020.

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 authorizing an agreement with SEMHA to accept \$10,000 in funds for a temporary parent liaison effective October 1, 2019 through September 30, 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
SOUTHEASTERN MICHIGAN HEALTH ASSOCIATION**

WHEREAS, Ingham County Health Department's (ICHD) Children's Special Health Care Services (CSHCS) wishes to accept \$10,000 in grant funds from Southeastern Michigan Health Association (SEMHA) for supporting outreach efforts, facilitating parent input and feedback, and for family involvement with ICHD's CSHCS policy and procedure process; and

WHEREAS, CSHCS provides coordinated care for children with special needs; and

WHEREAS, CSHCS assists these individuals and their families through the appropriate use of the CSHCS care system so that children are able to demonstrate improved health outcomes and an enhanced quality of life; and

WHEREAS, ICHD will use these funds for a temporary parent liaison who is an area parent that is currently enrolled in the CSHCS system; and

WHEREAS, this liaison will work collaboratively with ICHD-CSHCS staff to develop and implement outreach strategies that focus on engaging families who have children with special health care needs; and

WHEREAS, this peer support helps to involve families in the CSHCS program and provides strategies to assist parents in navigating the system; and

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

WHEREAS, these grant funds totaling \$10,000 from SEMHA will provide funding to ICHD to hire a temporary parent liaison effective October 1, 2019 through September 30, 2020; and

WHEREAS, 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; and

WHEREAS, the health officer recommends that the Board of Commissioners authorize an agreement with SEMHA in an amount of \$10,000 to hire a temporary parent liaison effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with SEMHA in an amount up to \$10,000 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 Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the county after approval as to form by the County Attorney.

Agenda Item 6

TO: Board of Commissioners County Services and Finance Committees

FROM: Sue Graham, Human Resources Director

DATE: August 23, 2019

SUBJECT: Resolution Approving a Health Insurance Premium Deduction Service Agreement with the Municipal Employees' Retirement System (MERS)

For the meetings of September 17 and September 18, 2019

BACKGROUND

Ingham County provides health insurance benefits to retirees and their eligible dependents, with retirees paying monthly contributions for these benefits. The Ingham County Financial Services Department currently conducts monthly manual collections activities to receive retiree contributions. The retirees are receiving a monthly pension benefit from the Municipal Employees' Retirement System (MERS). MERS will deduct retirees' monthly contributions from the retirees' monthly pension benefit from MERS with approval from the Board of Commissioners.

ALTERNATIVES

The Board of Commissioners may decline to approve the attached proposed Health Insurance Premium Deduction Service Agreement (Agreement) with the Municipal Employees' Retirement System (MERS).

FINANCIAL IMPACT

The financial impact of the proposed Health Insurance Premium Deduction Service Agreement (Agreement) with the Municipal Employees' Retirement System (MERS) is set forth in the attached proposed Agreement.

STRATEGIC PLAN CONSIDERATIONS

Approval of the Agreement is 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.

Approval of the Health Insurance Premium Deduction Service Agreement (Agreement) with the Municipal Employees' Retirement System (MERS) will result in workflow improvements as well as enhance convenience to retirees.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval of the attached proposed Health Insurance Premium Deduction Service Agreement with the Municipal Employees' Retirement System (MERS).

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A HEALTH INSURANCE PREMIUM DEDUCTION SERVICE AGREEMENT WITH THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS)

WHEREAS, Ingham County provides health insurance benefits to retirees and their eligible dependents, with retirees paying monthly contributions for these benefits; and

WHEREAS, the Ingham County Financial Services Department currently conducts monthly manual collections activities to receive retiree contributions; and

WHEREAS, retirees are receiving a monthly pension benefit from the Municipal Employees' Retirement System (MERS); and

WHEREAS, MERS will deduct retirees' monthly contributions from the retirees' monthly pension benefit with approval from the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Health Insurance Premium Deduction Service Agreement (Agreement) with the Municipal Employees' Retirement System (MERS).

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

Health Insurance Premium Deduction Service Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This Health Insurance Premium Deduction Agreement ("Agreement" is between Municipal Employees' Retirement System of Michigan ("MERS") and Ingham Co
(Municipality name)
("Municipality") 3303, for the following Division(s)
(Municipality number) (Division name/s)
 (collectively, the "Parties") effective on the first day of , 20
(Division number/s)

The Municipality provides health (medical, dental and/or vision) insurance benefits to retirees ("Retirees") and their eligible dependents, with the Retirees paying monthly contributions for the benefits ("Retiree Contributions"). The Retirees are receiving a monthly pension benefit from MERS under the Municipality's MERS defined benefit or hybrid plan. The Municipality, with approval from its Governing Body, desires to have MERS deduct Retiree Contributions from the Retirees' monthly pension benefit from MERS, and MERS is willing to do so on the terms and conditions contained in this Agreement.

The Parties agree as follows:

1. **Term of Agreement:** This Agreement shall be effective beginning on the effective date above, for an initial term of one year. The Agreement shall automatically renew for successive periods of one year each unless terminated in accordance with paragraph 5 below.
2. **Coverage:** This Agreement applies to Retiree Contribution for the following health insurance benefit premiums Retiree Contributions (check all that apply):
☐ Medical ☐ Dental ☐ Vision
3. **Scope of Services and Responsibilities of the Parties:**
 - a. The Municipality shall obtain and maintain, in reasonably accessible format, copies of written authorizations from each Retiree who wishes to have the insurance premium deducted from their monthly MERS pension benefit, in a format satisfactory to MERS.
 - b. The Municipality will, prior to MERS' commencing services under this Agreement, provide to MERS a list of its Retirees and their Retiree Contribution amounts ("Census").
 - c. Annually, and within 30 days of this Agreement's anniversary date, the Municipality shall provide MERS with a new Census or a written statement that no changes are required, in addition to the obligation to advise MERS of changes on a monthly basis, as set forth below.
 - d. Using the Census, MERS will deduct each Retiree Contribution amount from each Retiree's monthly benefit payment. On the 18th day of each month, MERS will send to the Municipality, via electronic funds transfer, the Retiree Contribution amounts. If the 18th day of the month falls on a weekend or holiday, the payment will be transferred the business day before.
 - e. The Municipality is responsible for all communication with the Retirees regarding the occurrence of the deductions and the amount of and any other information relating to the Retiree Contributions.

Health Insurance Premium Deduction Service Agreement

- f. In addition to the annual review obligations set forth above, the Participating Municipality is responsible to communicate to MERS any and all changes to the Census prior to or on the 1st of each month for the upcoming payroll using the MERS identified method and format. Communications must be sent to MERS via e-mail to paymentsupport@mersofmich.com. Any changes not communicated to MERS by the 1st of each month will not be implemented in that month's payroll. Retroactive adjustments will not be made by MERS. The Municipality is solely responsible for correcting any errors that may occur due to untimely communication of changes to the Census, which may include refunding amounts to Retirees or collecting additional Retiree Contributions from the Retirees.
- g. The Municipality will pay MERS an annual fee per Coverage Type/Level (i.e. type of plan, single or married, etc.), and an annual fee per Retiree for the services set forth in this Agreement. The fee structure is as follows:

First Year (set-up)		Subsequent Years	
Part A: Number of Coverage Types/Levels		Part A: Number of Coverage Types/Levels	
1 to 49	\$200	1 to 49	\$200
Up to 99	\$300	Up to 99	\$300
Up to 149	\$400	Up to 149	\$400
Up to 199	\$500	Up to 199	\$500
Every additional 50 coverage types/levels above 199 is an additional \$100		Every additional 50 coverage types/levels above 199 is an additional \$100	
Part B: Per Participant Fee		Part B: Per Participant Fee	
\$5		\$2	

MERS may change the fee structure with prior written notice.

MERS will provide an annual invoice to the Municipality at year-end. The Municipality must pay MERS by check or electronic funds transfer the calculated amount within 30 days of receipt of the invoice.

4. **Limitations on Service:** MERS does not assume any obligations other than those responsibilities stated in this Agreement. In particular, MERS does not have the following obligations:
 - a. *Not a Fiduciary:* MERS is not the administrator, plan sponsor, trustee or fiduciary of the Participating Municipality's health insurance benefit plan(s). MERS shall have no discretionary authority or control over the management of the Municipality's health insurance benefit plan(s), and shall exercise no discretion or control with respect to the management or disposition of the Retiree Contribution amounts. MERS is not responsible for qualification or compliance of the Participating Municipality's health insurance plan(s) with the Internal Revenue Code and any other applicable laws, federal, state, or local, for which the plan sponsor or insurance plan administrator is responsible by law.
 - b. *Expenses:* MERS is not responsible for payment of any expense of the Participating Municipality's health insurance plan, including, but not limited to, the fees of an attorney, accountant and other individual or entity not employed by MERS who provides services hereunder at the request of or with the prior consent of the Participating Municipality.

Health Insurance Premium Deduction Service Agreement

5. **Termination of Agreement:** This Agreement may be terminated at any time by MERS or the Participating Municipality, by written notice. In the event of a termination, MERS shall cease to deduct Retiree Contribution amounts and will distribute any Retiree Contributions currently held to the Participating Municipality as soon as administratively practicable, or not later than the 18th day of the month following termination. The Municipality will be invoiced the annual fee following the termination notice. Failure to pay any invoice when due may result in termination of this agreement.
6. **Indemnification:** The Municipality agrees to indemnify MERS against any and all claims and liabilities arising out of MERS' performance under this Agreement. MERS shall not be liable, nor advance its own funds, for the payment of benefits or claims under the Municipality's health insurance plan(s). MERS shall not be liable for any cancellation or modification to any health insurance policy or benefit for any Retiree that may occur as a result of or during the effectiveness of this Agreement.
7. **Authority:** The Municipality's Governing Body has approved entry into this Agreement, and has authorized the signatory below to execute this Agreement and any subsequent amendments to this Agreement.
8. **Amendment and Waiver:** This Agreement may only be amended in writing, signed by both Parties. No failure of either Party to enforce any provisions of this Agreement shall constitute a waiver.
9. **Disputes:** Disputes arising out of this Agreement will be governed by the MERS' Plan Document and/or heard in the Circuit Court for the County of Eaton, State of Michigan. Michigan law shall govern this Agreement.

By signing below, both parties agree that the deductions will be administered in accordance with this Agreement. Items not addressed in this Agreement shall be administered in accordance with the Adoption Agreement between the Parties, the MERS Plan Document and/or applicable law.

Executed as of the first date above:

Authorized Designee of Governing Body of Municipality:

Signature: _____

Name: _____

Title: _____

The Municipal Employees' Retirement System of Michigan:

Signature: _____

Name: _____

Title: _____

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING OCTOBER AS MICHIGAN COLLEGE MONTH
IN INGHAM COUNTY**

WHEREAS, Michigan College Month is a statewide initiative with the goal to provide every graduating high school senior the opportunity to apply to college and complete the FAFSA financial aid process; and

WHEREAS, special focus is placed on assisting the student who would be the first in their families to attend college and the student who may not have otherwise seriously considered applying to college or other postsecondary programs; and

WHEREAS, Michigan College Month can open the door for students by encouraging them to take a significant step toward postsecondary education in their senior year; and

WHEREAS, hundreds of schools across Michigan participate in this great event including the following Ingham County schools: Dansville High School, East Lansing High School, Lansing Eastern High School, Lansing Everett High School, Holt High School, Lansing J.W. Sexton High School, Mason High School, Stockbridge High School, The Early College, Waverly High School, Webberville High School, and Wilson Talent Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of October as College Month and encourages all of Ingham County to support the participating schools and students in this initiative.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING THE REVISED ETHICS POLICY

WHEREAS, on May 23, 1995, the Ingham County Board of Commissioners adopted an Ethics Policy, which was amended on September 21, 1999; and

WHEREAS, the Ethics Policy specifically applies to Commissioners; and

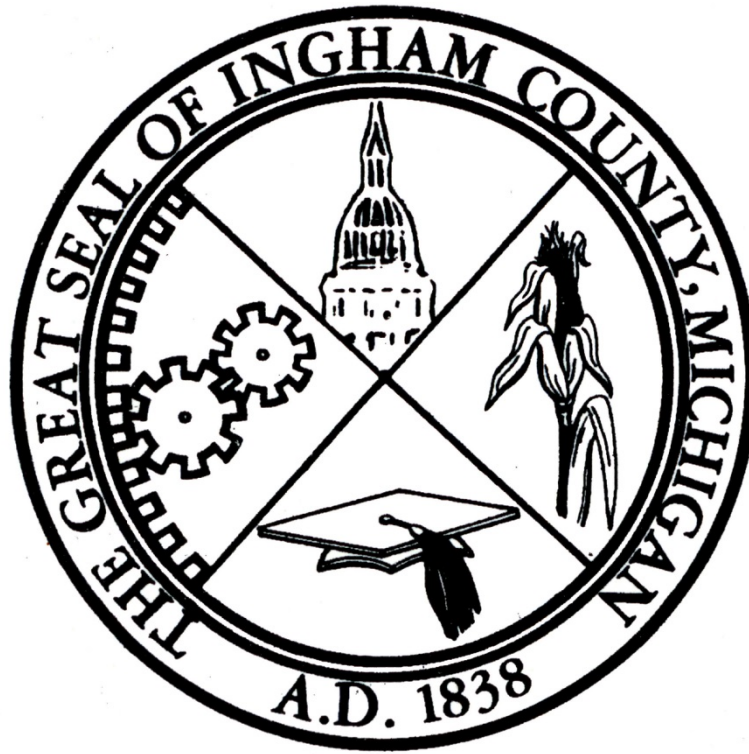
WHEREAS, the intent of the Ethics Policy is to also provide a guide for the conduct of Board staff, County employees, elected officials, and appointed boards and commissions; and

WHEREAS, experience with the Ethics Policy has been generally positive; and

WHEREAS, the Board Rules and Appointments Subcommittee has reviewed the policy and has recommended several amendments to extend, clarify and improve the policy.

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

BE IT FURTHER RESOLVED, that the Ethics Policy shall be reviewed by the County Controller/Administrator and County Attorney during January, 2023, and every four years thereafter, and they shall recommend to the County Services Committee any changes necessary to bring the policy into conformity with the current state of the law, to enhance their effectiveness, or to streamline their application.



INGHAM COUNTY ETHICS POLICIES

Adopted May 23, 1995

Amended September 21, 1999

Amended _____, 2019

*Modified current Policy with Commissioner Grebner's proposal on Emails

*As amended by the Board Rules/Appointments Subcommittee 7/25/19

*As amended by the Board Rules/Appointments Subcommittee 8/23/19

PREAMBLE TO THE ETHICS POLICY

Holders of public office should strive to:

1. Put loyalty to the highest moral principles and to put country above loyalty to government persons, party, or department.
2. Uphold the Constitution, laws, and legal regulations of the United States, the State of Michigan, Ingham County, and of all governments therein and never be a party to their evasion.
3. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
4. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for themselves, or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their governmental duties.
5. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
6. Never use any information coming to them confidentially in the performance of governmental duties as a means for making private profit.
7. Expose corruption wherever discovered.
8. Uphold these principles, ever conscious that public office is a public trust.

ETHICS POLICIES

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INTRODUCTION

This manual is intended to provide guidance in resolving the ethical problems which arise out of conflicts between County Commissioners' public roles on the one hand, and such private roles as business owner, family member, or political candidate on the other.

Present Concerns Before Formal Process

Anyone—including Commissioners, employees, and members of the public—who suspects that unethical behavior is occurring should express their concerns to appropriate authorities. Depending upon the circumstances, it may be proper to bring the concerns to one or more of the following:

- The Commissioner or County employee whose conduct is questioned
- An appropriate department head
- The Director of Human Resources
- The County Controller
- The Chairperson of an appropriate Board committee
- The ranking Commissioner of the minority party
- The Chairperson of the Board of Commissioners

Present Alleged Serious Concerns

If the person believes the situation is serious enough to warrant formal action, or any initial contacts have not resulted in a satisfactory resolution, a written complaint should be addressed to the Chairperson of the Board of Commissioners, which will in turn trigger the formal process.

It is the policy of Ingham County to encourage individuals who have sincere concerns about possible ethical problems to come forward with those concerns, even if they should eventually turn out to be unfounded.

Individuals have the right to report their concerns to such official or officials they believe are appropriate, without regard to chain of command. It may be appropriate under some circumstances to complain anonymously, although it should be understood that anonymity tends to detract from a complaint's credibility.

No Retaliation for Sincere Complaint

It is the policy of the Ingham County Board of Commissioners that any individual who complains about a possible ethics problem is responsible only for the sincerity of the complaint, and is to be protected from discipline or other adverse employment outcome, to the extent the complaint was sincerely based at the time it was made.

SECTION I. STATE LAW

Wherever Michigan law speaks to a subject, Commissioners are required to obey both its letter and its spirit. Unfortunately, Michigan law does not adequately address many obvious problems. Conduct which is not illegal under Michigan law may still be seriously unethical.

Principles for Commissioners

First, State law should be viewed as a minimum and a starting point, and not as the ultimate standard of conduct.

Second, whenever the situation before the Board involves a substantial conflict with the values that motivated the State law, the provisions in the law should be obeyed in a very generous spirit. In such cases, wherever the law's reach or requirements may seem unclear, every doubt should be resolved in favor of greater disclosure and broader abstention.

Disclosure and Noted in Minutes

It is the responsibility of each Commissioner to plainly point out when and where their own financial interests (or those of their friends, family, or political supporters) are entangled, or are likely to become entangled, with the duties of their office or with matters which come before the Board. The disclosure should be made in as public a manner as seems appropriate, being briefly repeated in each forum at which the matter arises. And the formal principle of abstention from voting should be extended to include the avoidance of even implicit pressure on staff or other Commissioners regarding the matter.

But the responsibility cannot stop with the individual Commissioner whose interests may be involved. Experience has shown that even where disclosure is made, effective notice may not have been made to the public or even other Commissioners. In order to be effective, the Commissioner involved needs to make clear that a disclosure is being made which should be included in the minutes.

Minutes

A. The disclosure should be given the prominence of its own paragraph in the minutes, and should be written so that it would make sense if read alone.

B. The person taking minutes should ask—either during the meeting, or subsequently—for any clarification needed to make the record intelligible, being sensitive to the fact that what seems clear to Commissioners and staff during the conduct of a meeting may not be clear months later to a member of the public.

C. The Chairperson presiding at the meeting has a duty to see that the disclosure is properly noted and that the minutes when adopted are indeed correct and clear.

D. Minutes which contain a disclosure of a Commissioner's interest should be brought to the attention of Board staff so a copy can be separately indexed and filed for easy retrieval, both by topic and by Commissioner's name. The Board office should maintain a complete file of such disclosures for ten years, or as long as the Commissioner involved remains on the Board, whichever is longer.

Whenever the proper course is unclear, deference should be paid to anyone who views a Commissioner's involvement as suspect or who wants broader disclosure, even if those views may appear to be advanced by persons with partisan or personal motives.

Summary of Some State Laws Affecting Commissioners

Several State Laws address Board activities.

1. The Open Meetings Act (MCL 15.261 et seq.) requires, with some exceptions, that meetings of the Board of Commissioners be open to the public.

2. The Freedom of Information Act (MCL 15.231 et seq.) requires that most public records of the County be made available for inspection and copying by members of the public.

3. Employees who report suspected violations of federal, state or local laws, regulations, ordinances, or rules, are protected from retaliation by the Whistle-Blowers' Protection Act (MCL 15.361 et seq.).

4. MCL 15.181 et seq., the Incompatible Public Offices Act, which generally prohibits holding two public offices or public employment positions where performing the duties results in (a) subordination of one office to another, (b) supervision of one office by another, or (c) a breach of duty of public office, e.g., representing both parties to a contract;

5. MCL 15.321 et seq., the Contracts of Public Servants with Public Entities Act, which generally prohibits a public servant from soliciting or entering into a contract between themselves and the public entity of which they are an officer or employee, except upon full disclosure and a 2/3 majority vote;

6. MCL 46.30, which generally prohibits County Commissioners from having an interest in a contract or business transaction with the County, except with full disclosure and approval by a 3/4 majority;

7. MCL 15.401 et seq., the Political Activities of Public Employees Act, which prohibits a public employee from engaging in any political activities on behalf of a candidate or issue in connection with either a partisan or a non-partisan election during those hours when the employee is being compensated for the performance of duties; and

8. MCL 169.201 et seq., the Michigan Campaign Finance Act, which prohibits the use of public funds or resources for the purpose of influencing the nomination or election of a candidate, or the qualification, passage or defeat of a ballot question.

SECTION II. PURCHASING

Commissioners Financial Interests on Matter Before the Board of Commissioners

A. Wherever a Commissioner has a tangible and substantial financial interest in a matter to be considered by the County, it is the responsibility of that Commissioner to take strong steps to separate their personal from their public role. Such steps are required not merely where a Commissioner's individual financial interests are at stake, but must also be understood to include the financial interests of family members, close friends, political supporters, co-workers, and business associates. Avoiding entanglement requires far more than merely avoiding participation in the formal process by which a matter is dealt with by the County; it speaks also to fully and promptly disclosing the nature of the interest, to avoiding even the appearance of placing pressure on staff or other Commissioners, and to avoid any other involvement in the decision-making process which might advance a favored party's prospects in any way.

B. Areas of concern extend far beyond the letting of contracts; they include any matter in which the Board has significant power or influence, including decisions by the Board or County staff regarding permits, contracts, bids, and grants, as well as similar decisions made by bodies to which the Board makes appointments, to which the Board appropriates funds, or whose budget the Board reviews. Although this policy is written mainly in terms of the purchase of goods and services by the Board of Commissioners, it should be understood also to apply where appropriate in these similar situations.

Disclosure of Personal Finance Interest

A. Whenever a Commissioner realizes that a possibility of such an interest exists, the nature and details of the involvement should be disclosed and recorded in the minutes of a standing committee and/or the Board, as appropriate.

B. Disclosure should be made even in situations which are unclear or arguable, because such disclosure may bring the situation to the attention of other decision makers and the public, whose concern or lack thereof can help determine whether the Commissioner needs to take further steps than mere disclosure.

C. Where the potential conflict falls within the provisions of MCL 15.323 (i.e., with full disclosure and approval by 2/3 majority vote), it is unlawful for the Commissioner to vote on the matter. If during the process of considering a matter, it is discovered that a Commissioner has possible interests which the Commissioner failed to voluntarily disclose, the fact that no disclosure was made strengthens the presumption that the Commissioner's involvement was improper.

Purchasing Process

A. Commissioners should be cautious in communicating with County staff regarding a pending purchase outside the setting of a public meeting. In particular they should consider whether a given communication might be interpreted as encouraging or pressuring staff regarding a decision which would tend to benefit a particular vendor, particularly one with whom the Commissioner has a relationship. It is

safest—to make communications regarding purchases during public meetings, where the Commissioner’s personal interests—if any—can be formally noted. Even in the context of a public meeting, Commissioners should generally avoid involvement in any decision which implicates any substantial personal interest.

B. If a situation involving a substantial and continuing conflict of interest is unavoidable—for example because of a Commissioner’s place of employment or the nature of a professional practice—the Commissioner should consider avoiding service on a liaison committee where the conflict is particularly likely to arise.

C. Even when no personal interests are involved, Commissioners should not in general have direct personal involvement in the selection of vendors, extended personal contact with the County staff during their process of formulating purchase recommendations, or unnecessary access to detailed information regarding a pending purchase which is not generally available to the public.

The County’s Purchasing Policy shall always be followed (~~see attached~~).

SECTION III. PERSONNEL

Because of the complex structure prescribed by Michigan law for County government, Commissioners necessarily assume a number of overlapping, and somewhat inconsistent roles in personnel matters. In Ingham County, Commissioners are directly and intimately involved in decisions to create, eliminate, reclassify, or reorganize positions. Under many of the County’s labor agreements, they hear grievances which reach a certain stage of appeal. The Commission approves compensation for non-union employees. But the Commission has no direct role in the vast majority of hiring, promotion, or discipline decisions. Finally, Commissioners should avoid moving toward a more active role in hiring County workforce, and must guard against creating a political patronage system.

By State law, or County practice, the Board is directly involved in hiring approximately nine people: the staff which works directly for the Board, the Controller, the Director of the Health Department, the Director of Animal Control, the Director of Equalization, the Director of the Ingham County Board of Commissioners’ Office, the Chief Public Defender, the Managing Director of the Road Department, the Parks Director and the Fairgrounds Events Director. In practice, even these positions are generally filled upon recommendation by other staff members. These direct employees of the Board should never become associated with any particular member or group of Commissioners, and the positions should not become politicized.

ROMANTIC INVOLVEMENT BETWEEN COMMISSIONERS AND COUNTY EMPLOYEES

It may be problematic for a Commissioner to become romantically involved with a person who happens to be a County employee, and experience has shown such involvement inevitably leads to tensions and may cause morale and management difficulties, particularly if the job involved has significant contact with the Board. Where such involvement occurs:

1. The Commissioner involved should recognize their responsibility for possible problems.
2. The Commissioner should be prepared to take strong steps to prevent either the reality or the perception that such involvement has affected any aspect of employment.
3. Where a Commissioner becomes romantically involved with a County employee, the Commissioner should consider private disclosure to the Board Chair, to facilitate steps which may insulate the employee from the Commissioner's direct influence.
4. Among the possible steps would be avoiding naming the Commissioner to Board Committees or Commissions where the involvement is likely to present a problem.
5. The Commissioner in such a circumstance should avoid any participation in any decision-making process or discussion which might appear to place another Commissioner or any County employee under pressure regarding the employee with whom the Commissioner is involved.
6. One effective preventative step is the avoidance of initial hiring of persons with whom Commissioners are romantically involved. Where a person already on the payroll is known by a decision maker to be romantically involved with a Commissioner, whenever an employment issue arises involving such an employee who falls within an area of discretion, County policy should be to err on the side of acting against the presumed interest of the romantically involved Commissioner.

NEPOTISM

Nepotism, which may be narrowly defined as the hiring of immediate relatives of Commissioners, is severely damaging to employee morale and to the public's perceptions and is improper in the hiring of Board staff and general County employees. Every reasonable step should be taken to discourage such hiring, even by other elected officials or independent boards. The Human Resources Department, supported by the County Services Committee, constitutes the primary protection against such hiring.

More broadly, the same principles apply to hiring of friends of Commissioners, more distant relatives, business associates, former Commissioners, and political allies of Commissioners. Obviously, no single formal definition can correctly deal with every conceivable situation, so common sense and caution are necessary. Wherever the relationship between a Commissioner and another person is strong enough that it might potentially influence the hiring process, the hiring should be discouraged and all doubts resolved against such an applicant. The Commissioner with whom such relationship exists must avoid any involvement in the hiring process, and if such person is hired, must further avoid any participation in subsequent issues involving the person's employment status, such as grievances or reclassification requests.

Regardless of whether any Commissioner has expressed any interest in a particular hiring or promotion, the Human Resources Department and all other County officials should exercise their discretion against the hiring of former Commissioners, relatives or romantic interests of current Commissioners whenever such relationships are known to the person making the decision.

The model for proper Human Resources procedure is spelled out in existing County procedures:

1. Commissioners should restrict their involvement in personnel matters to the roles which are formally assigned to them.
2. Commissioners should avoid direct personal contact with job applicants, with departments which are considering a hiring decision, and with Human Resources Department staff other than the Director.
3. If for some reason Commissioner involvement is necessary, it is best that it occur in the course of Committee where it can be reflected in the minutes.

Union Contracts

Contracts are negotiated through County staff with the various bargaining and employee units. Commissioner input should be limited to providing direction to appropriate staff. Any deviation from this pattern should require advanced formal authorization by the County Services Committee. Commissioners who are personally involved for unavoidable reasons with the bargaining agents for an employee bargaining unit should ask not to serve on the County Services Committee.

Commissioner Involvement in Grievance Procedure

As the formal employer of many County employees, Commissioners have a formal role in dealing with employment grievances. As members of a quasi-judicial body, Commissioners must avoid discussion of the content of employee grievances outside the appropriate forum, until the grievances have been decided.

OTHER DEALINGS BETWEEN COMMISSIONERS AND EMPLOYEES

The Board of Commissioners possesses significant powers with respect to County employees. While friendships between Commissioners and staff are inevitable, and may result in shared activities and the exchange of minor favors, Commissioners must not use their influence to obtain personal benefits. Commissioners should be careful not to place employees in positions where they face confusion between a Commissioner's public and private roles. To that end:

1. Commissioners should avoid unnecessary involvement in business dealings with County staff.
2. Commissioners should refrain from asking for or accepting personal gifts, loans, or favors from employees in any circumstances which might appear to exploit their positions. Whether dealings between a Commissioner and an employee are improper may hinge on considerations such as these. Commissioners should not allow:
 - a. An employee to perform a non-public service unwillingly, or because they believe it is a requirement of their job.

- b. Should not have any suggestion that the benefit is provided in return for the Commissioner's action affecting the employee as a County employee, or affecting the employee's department, suggests impropriety.
- c. There should not be a private business relationship between a Commissioner and a County employee that is linked to County operations, appears to be disadvantageous to the employee, or provides profit to the Commissioner.

There is greater risk of improper involvement when the County employee is one whose job is directly controlled by the Board, without an intermediate buffer of an elected official or other department head. It should be kept in mind that the object of these guidelines is not to isolate Commissioners from staff, but to ensure that a Commissioner resists any temptation to use their public position to obtain personal benefit of a material nature.

SECTION IV.

POLITICAL CONTRIBUTIONS FROM COUNTY EMPLOYEES AND UNIONS AND DISCLOSURE

Commissioners should never accept any contribution to the Commissioner's campaign which appears to be made with the hope or expectation that the contribution will result in action specifically benefiting the contributor. For example, while it would generally be ethical to accept a contribution from a labor union which seeks County policies which are more favorable to organized labor, it would be unethical if the Commissioner knew or suspected it was made in the hope of influencing the County to settle a particular labor contract on more favorable terms.

Principles Regarding Campaign Contributions and Disclosure

Problems can be avoided if Commissioners adhere to a few simple rules:

1. Commissioners should never solicit or accept campaign contributions from Board staff, from County employees for whom the Board serves as the sole employer, or from employees of departments whose directors or governing board members are appointed by the Board of Commissioners.
2. Commissioners should never solicit campaign contributions on County property or using County email.
3. Commissioners should be sensitive to potential problems caused by accepting contributions from union locals which represent County employees.
4. A Commissioner who has accepted a contribution from a political action committee associated with a labor organization that represents or includes County employees should disclose that fact when appropriate to a matter under discussion in a Committee on which the Commissioner sits, or when such matters are discussed by the Board. The disclosure should be noted in the minutes of the meeting and indexed by Board staff.

5. Any Commissioner who receives endorsement or financial contribution from the political action committee of a labor organization which represents or includes County employees should be particularly sensitive to preserve the distinction between the Commissioner's political role and the Board of Commissioners' management role, and to avoid improperly mixing the two.

SECTION V. POLITICAL CONTRIBUTIONS FROM INDIVIDUALS OR PACS WITH FINANCIAL INTERESTS IN COUNTY DECISIONS

Contributions from people and political action committees associated with potential vendors can result in problems which are closely analogous to those posed by contributions received from labor unions. Commissioners should adhere to the following rules:

1. No contribution should be solicited, accepted, or retained if the recipient believes it was made in expectation or hope that it would influence the award of County business, or will especially benefit the donor.
2. A Commissioner who has accepted a contribution from a business interest within the past two years should disclose that fact when appropriate to a matter under discussion in a committee on which the Commissioner sits, or when discussed by the Board. The disclosure should be noted in the minutes of the meeting, and indexed by the Board staff.
3. A contribution made by, or solicited by, an owner, officer, representative, or manager of a given business should be treated as if it were made by the business itself.

SECTION VI. GIFTS OTHER THAN POLITICAL CONTRIBUTIONS

A Commissioner shall not solicit or accept a gift or loan of money, goods, services, benefits, privileges, favors or any other thing of value which may or tends to influence the manner in which the Commissioner performs official duties. This Section is not violated if a Commissioner takes prompt and reasonable action to donate or return a prohibited gift. Questionable situations should be referred to Corporation Counsel for review.

Rules Regarding Gifts

These rules apply to gifts given by a person with financial interest in the actions of County government. No problems arise from the receipt of gifts which are completely unrelated to the holding of public office.

1. Any direct gift of more than \$100 value from a person with a financial interest in the actions of County government is generally improper.

2. The fact that a Commissioner requests or suggests a gift suggests impropriety.
3. Any indication of attempt to conceal or disguise a gift is evidence that the gift was improper.
4. Impropriety is suggested by resort to procedurally or financially irregular actions by a business or corporate body. Any significant gift which appears to have a direct tie to the date, amount, or other detail of a County action is almost certainly improper.
5. If a Commissioner believes or suspects that the person making the gift expects or hopes it will influence a County action, it should be refused or returned.
6. If the person or organization making the gift has a clear private financial interest in a specific County action, greater suspicion is appropriate.
7. It is not proper for a Commissioner to permit a private party with any substantial interest in County business to routinely and repeatedly pay for meals, travel, entertainment or lodging.
8. It is inadvisable to allow a private party with an interest in County business to pay for alcohol or sexually-oriented entertainment, regardless of the value involved.
9. Some possible exceptions include:
 - (a) Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - (b) Anything for which the Commissioner pays fair market value.
 - (c) A gift from a relative or family member. A relative or family member is defined as: spouse, children, parents, siblings, grandparents, grandchildren, aunts, uncles, first cousins, nieces and nephews (this definition includes "step", "adoptive", "half" and "in-law" relations).
 - (d) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - (i) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) Whether to the actual knowledge of the recipient, the individual who gave the gift also at the same time gave the same or similar gifts to other Commissioners.

- (e) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Commissioner), if the benefits have not been offered or enhanced because of the official position of the Commissioner, and are customarily provided to others in similar circumstances.
- (f) Admission to a charitable or civic event to which the Commissioner is invited in their official capacity where admission is waived or paid for by an entity other than the County.
- (g) Food or refreshments not exceeding \$50.00 per person in value on a single calendar month; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

If a Commissioner receives a gift under circumstances which are ambiguous, the best course of action is to return it. If it is impossible to return the gift, the Commissioner should disclose it, along with any relevant circumstances, in a letter to the Board, where it will be listed as a communication, recorded in the minutes, and indexed and filed by Board staff.

SECTION VII. EMAIL POLICY AND COMMISSIONER COMMUNICATIONS

Ingham County government should be open, transparent, and accountable to County residents. The use of private email or other County media to conduct County business is inconsistent with these objectives. Moreover, Ingham County email accounts and servers are the property of Ingham County—not the personal property of individual Commissioners. As such:

Principles

1. Where State law provides guidance, it should be fully and generously followed, in a spirit of transparency and full disclosure.
2. Commissioners should not use private email for the conduct of County business. All County business conducted by email should be sent using a County email address. If a Commissioner inadvertently uses private email for County business, they must forward all relevant emails to their County email address as soon as the error is discovered. Conversely, Commissioners should avoid using County email for non-County activity whenever possible.
3. Commissioners must never use their County email account or other County media for any activities related to electoral politics, especially for Ingham County elections.

4. No elected official, or other person in position of responsibility, governed by this Ethics Policy, should deliberately employ a non-recorded channel of communication when questioning or instructing a County employee or contractor, with the purpose of concealing the existence or content of such communication.

5. In discussions among Commissioners conducted outside formal meetings, the requirements of the Open Meetings Act must be honored scrupulously and generously. A communication addressed to a majority of the Board, or to a standing Committee, may violate the OMA, if it amounts to “deliberation toward a decision”. Even if it does not meet that standard, any such communication addressed to a majority should be made using a recorded medium subject to the FOIA. Communications among groups of Commissioners which are smaller than a majority should not be used as subterfuge for addressing a majority by dividing the recipients into smaller groups.

6. County email, letterhead, or other media must not be used in ways which are likely to lead recipients to believe that the communication is an official statement of the County, or reflects established County policy when it does not, or where the sender does not actually have such authority. This applies also to misrepresentation of non-governmental media as being official.

7. Directing a public employee not to preserve a communication, or to destroy an existing copy, is almost certainly an indication of impropriety. In all doubtful or discretionary cases, the County should favor retention of communications and should facilitate the process of searching for them and providing copies to persons who request them. Michigan law (MCL 399.811 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. The State publishes Record Retention and Disposal Schedules for Local Governments, including Schedules pertaining to specific public officers and local agencies.

8. Commissioners’ emails that pertain to County business should be retained in perpetuity by the County's IT department. Commissioners are entitled to a complete archive of their own emails upon request, including upon leaving office.

SECTION VIII. RESOLUTION OF DISPUTES

General Principles

The focus of this policy is on preventing problems through institutional policies and procedures which guide Commissioners and staff. Where this focus on prevention fails, a mechanism is needed to provide an opportunity to resolve controversies and illuminate events which come to light.

Minor matters can be folded into the Board’s normal routine, while major ones can be accorded center-stage treatment. It is designed to make it difficult to sweep genuine controversies under the rug, while at the same time trying not to offer a publicity windfall to individuals who hold isolated points of view.

Problems which arise are likely to fall into two broad categories, with some area of overlap. First, it is inevitable that situations will arise which these guidelines fail to anticipate, or where their application turns out to be ambiguous, or where a Commissioner might not realize that a particular policy applies to the specifics of their conduct. Exploring the issue will serve to remind everyone of County policy, and may point out a need to clarify or modify certain policies to make them easier to apply in the future.

In other cases, which are likely to be rare, a Commissioner may have acted in a way which clearly violates these policies, or which most reasonable people would find ethically troubling. To deal with such circumstances, a mechanism is needed which can establish the facts of the conduct, determine whether policies were violated, and mobilize appropriate institutional responses.

Resolution Process

1. To begin the process, any person may complain in writing that one or more Commissioners or employees of the County of Ingham have acted unethically. If the Chairperson of the Board of Commissioners believes the complaint is credible and sets forth sufficient details to warrant prompt investigation, the Chairperson may appoint an ethics panel and refer the matter directly to them. In the event the complaint is against the Chairperson, then the Chairperson Pro Tem shall perform the duties referred to herein.

2. If the Chairperson elects to refer a complaint directly to an ethics panel, he or she shall appoint a Chairperson and two additional members to that panel, subject to confirmation by the Board of Commissioners. Each member of the panel may be a member of the Board of Commissioners, an employee of the County, or any other suitable person. In naming members of the panel, the Chairperson shall take into account the nature of the complaint and the identity of the person or persons complained of, and shall attempt to select persons who are in a position to render independent, informed, and considered judgment.

3. In the event that a matter has, or appears likely to develop, partisan overtones, the panel shall be chosen so that it includes no more than one person who can be fairly associated with each of the two major political parties. The Chairperson may ask the minority caucus and the majority caucus each to furnish a list of possible panel members.

4. If the Chairperson chooses not to refer a complaint directly to an ethics panel, it shall be referred to the County Services Committee. That Committee may take up the complaint itself and attempt to resolve it at the Committee level, within the Committee's regular course of business, or the Committee may recommend that the Board of Commissioners establish an ethics panel by resolution to take up the complaint. If such a resolution is adopted, the members of the panel shall be appointed in the same manner as if the Chairperson had referred the matter directly to an ethics panel.

If a complaint is referred to the County Services Committee and that Committee has not, within 45 days of its first meeting subsequent to the referral, recommended a resolution to the Board establishing an ethics panel, any member of the Board may bring such a resolution before the Board.

Members of an ethics panel shall serve without additional compensation for so long as it is necessary to consider a complaint and render recommendations, but in no event longer than a period of one year.

After completing its consideration and its report, the panel will not be automatically dissolved, but may be called back into action by the Chairperson of the Board or the Chairperson of County Services Committee if there are remaining questions related to the complaint for which they were established. If no such request is made within thirty days of the issuance of their report, the panel will be deemed to be dissolved.

An ethics panel shall consider the original complaint as well as such additional matters as are necessary to fully understand and resolve the complaint. They may act with the degree of formality which they deem appropriate under the circumstances, giving appropriate deference to the expressed procedural desires of the person or persons whose conduct is the subject of the complaint. In the absence of written authority from the Chairperson of the Board of Commissioners or a resolution by the Board, a panel shall not have the authority to expand the scope of a complaint to include persons not specified in the complaint, although the panel may communicate with and consider the views and conduct of such persons.

Ordinarily, a panel should contact the person who wrote the original complaint as well as the persons named or specified in it, setting up a meeting at which the complaint and any response to it may be aired. The panel may invite County staff or other persons to such a meeting, as appropriate.

In the absence of unusual circumstances, the person who wrote the complaint and the person or persons named in it should be invited to attend all meetings of the panel and permitted to fully express their views. Notices of the meeting should be posted appropriately and provided to all interested persons, and minutes should be kept. The Open Meetings Act shall be strictly complied with in such meeting.

The panel should fully consider the complaint, any response to the complaint, additional information which may be requested or supplied, and/or the expressed views of County staff, the County Corporation Counsel, or other persons.

5. Depending upon the circumstances, an ethics panel may appropriately take any of a number of alternatives in dealing with a complaint. By way of illustration, a panel might take one or more of these actions:

- a. Determine that the complaint was not well founded or that the actions complained in it were not unethical and therefore no correction is needed.
- b. Determine that, although these policies may have been infringed in a technical sense, that the matter complained of is immaterial, unavoidable, or insubstantial and determine that no corrective action by the panel is warranted.
- c. Mediate a resolution of a disagreement between the writer of the complaint and the person named in it.
- d. Accept an assurance from the person named in the complaint that such a situation will not arise again in the future.
- e. Suggest to County staff an improved way of dealing with a type of situation should it arise again.

f. Recommend to the County Services Committee or the Board of Commissioners an amendment of Board Rules, of the Ethics Policy, or of the other policies of the County to minimize the likelihood of future problems.

g. Issue a letter publicly criticizing a person specified in the original complaint, stating that the panel has determined that the person complained of committed a clearly unethical act, and providing appropriate supporting detail.

h. Recommend the adoption by the Board of Commissioners a resolution of censure.

i. Contact appropriate prosecutorial agencies, citing information in the panel's possession, and inviting criminal investigation.

The panel shall communicate its findings, recommendations, and actions to the Board of Commissioners by letter.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING THE 100TH ANNIVERSARY OF THE LANSING BRANCH OF THE NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

WHEREAS, on February 12, 1909 the National Association for the Advancement of Colored People (NAACP), an organization that is devoted to civil rights and racial justice, was founded by a multiracial group of activists who answered “The Call,” in New York City, NY, initially called the National Negro Committee, with headquarters in Baltimore, Maryland; and

WHEREAS, the founders of the NAACP, Ida Wells-Barnett, W.E.B. DuBois, Henry Moscowitz, Mary White Ovington, Oswald Garrison Villiard, and William English Walling led “The Call” to renew the struggle for civil and political liberty; and

WHEREAS, the NAACP is the nation’s largest and most widely recognized grassroots-based civil rights organization that has been instrumental for improving the legal, educational, and economic lives of African Americans and other minorities in America; and

WHEREAS, the NAACP championed famous legal action such as the 1954 Brown v. Board of Education, Plessy, the *Guinn v. United States* that overturned the Grandfather Clause as a means of disenfranchising black voters; and

WHEREAS, the NAACP helped enact civil rights legislation such as the Civil Rights Act of 1964, the Voting Rights Act of 1965, and the Fair Housing Act of 1968, and remains the leader in all these just causes; and

WHEREAS, the Lansing Branch became immediately involved in the struggle to pass the civil rights bill; launching a campaign to get black workers into labor unions and in skilled jobs; and

WHEREAS, the Lansing Branch was chartered on October 15, 1919 under the leadership of Mr. C. A. Campbell, and has continued to support the ideas and concepts of the national organization for 100 years under the current leadership of President Dale Copedge; and

WHEREAS, the Lansing Branch focuses on economic development, educational programs for youth, and being a legal advocate for civil rights issues for all races while continuing its multiracial membership.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the Lansing Branch of the National Association for the Advancement of Colored People on the event of their 100th anniversary.

BE IT FURTHER RESOLVED, that the Board extends its sincere gratitude to the Lansing Branch of the NAACP for their many achievements that have improved the quality of life for Ingham County residents.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING AYLYSH B. GALLAGHER

WHEREAS, the Ingham County Women's Commission is honored to present the Lucile E. Belen “Everyday Heroine” Award to Aylysh Gallagher; and

WHEREAS, Aylysh is nominated for her tireless work as an attorney in the Domestic Violence Unit of the Ingham County Prosecutor’s Office; and

WHEREAS, as a graduate of Michigan State University and Western Michigan University Cooley Law School, Aylysh is an Assistant Prosecutor in the Ingham County Prosecutor’s Office; and

WHEREAS, she currently prosecutes those accused of acts of violence against their intimate partners; and

WHEREAS, most of her prosecutions are in cases that would often be dismissed or not pursued as vigorously in the past because of the difficulties associated with bringing the cases to trial; and

WHEREAS, on a daily basis, she meets directly with survivors of domestic abuse; and

WHEREAS, Aylysh is active in the larger intimate partner violence response community in Ingham County and across the state; and

WHEREAS, on a weekly basis, she meets with leaders and advocates from multiple organizations to coordinate their assistance to survivors of domestic violence, the law enforcement’s response, and other critical aspects of survivor care; and

WHEREAS, Aylysh also presents on the issue of domestic violence to professional groups and law enforcement agencies. She currently serves on the Ingham County Bar Association Young Lawyers Section Board and the Women Lawyers Association of Michigan – Mid-Michigan Chapter Board; and

WHEREAS, she has dedicated her professional career to seeking justice for women in Ingham County and it is evident that her efforts, day in and day out, truly make her an “Everyday Heroine;” and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen “Everyday Heroine” Award in order to recognize women from Ingham County who make a lasting difference in their local communities, but often times go unnoticed; and

WHEREAS, this award creates an opportunity to spotlight those individuals who have made a positive impact in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County Women's Commission in applauding Aylysh Gallagher for her outstanding work for women who have experienced domestic violence, her commitment to justice, and tireless efforts on behalf of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners and the Women's Commission extend their best wishes to Aylysh and hopes for continued success in all of her future endeavors.

RESOLUTION

NO: 2019-07-104

LIVINGSTON COUNTY

DATE: July 15, 2019

Resolution Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters – Board of Commissioners

WHEREAS, in his June 24, 2019 address to the Livingston County Board of Commissioner, the Executive Director of the Michigan Association of Counties (MAC), of which Livingston County is a dues paying member, contributing over \$20,000 per year, stated MAC is considering supporting a change to Michigan election law; and

WHEREAS, this change in Michigan law would force candidates for the office of County Commissioner to run as a “non-partisan” candidate and would prohibit said candidates from disclosing their party affiliation on ballots provided to Michigan voters; and

WHEREAS, preventing disclosure of a candidate’s party affiliation needlessly restricts and censors information that Michigan voters have traditionally relied upon to help them select a candidate who shares their values; and

WHEREAS, the proposed change to Michigan election law is not needed as current Michigan law already permits County Commission candidates to withhold information about their party affiliation from being print on ballots provided to Michigan voters; and

WHEREAS, under the current law, Commissioner Candidates are able to run for office without being affiliated with a political party and disclosing their affiliation, by running as an independent candidate.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby support providing Michigan voters with full information about their candidates for County Commissioner, and hereby oppose forcing a candidate for County Commissioner to run as a “non-partisan” candidate.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby instruct Livingston County Administration to transmit copies of this resolution to State Senator Lana Theis, State Representative Ann Bollin, State Representative Hank Vaupel, the Michigan Association of Counties, and all Michigan Counties, within two weeks of the passage of this resolution.

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MOVED: W. Nakagiri
 SECONDED: D. Helzerman
 CARRIED: Yes (7): W. Nakagiri, D. Helzerman, R. Bezotte, C. Griffith, D. Parker, D. Dolan, and W. Green; No (1): G. Childs; Absent (1): K. Lawrence

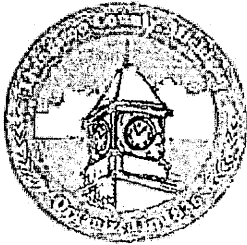
STATE OF MICHIGAN)
) §
COUNTY OF LIVINGSTON)

I, ELIZABETH HUNDLEY, the duly qualified and acting Clerk of the County of Livingston, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 15th day of July, 2019, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 29th day of July, 2019, A.D.

Elizabeth Hundley

ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK



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

PRESENT: Hurlburt, Musta, Townsend, Bengelink, Nichols, Potter & Taylor

ABSENT: Bush & Theobald

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

RESOLUTION NO. 19-22

RESOLUTION OPPOSING LEGISLATION TO PREVENT COUNTY COMMISSIONER CANDIDATES FROM DISCLOSING THEIR PARTY AFFILIATION ON BALLOTS PROVIDED TO MICHIGAN VOTERS - BOARD OF COMMISSIONERS

WHEREAS, on August 5, 2019 the Wexford County Board of Commissioners received a resolution from Livingston County regarding MAC which is considering supporting a change to Michigan election law; and

WHEREAS, this change in Michigan law would force candidates for the office of County Commissioner to run as a "non-partisan" candidate and would prohibit said candidates from disclosing their party affiliation on ballots provided to Michigan voters; and

WHEREAS, preventing disclosure of a candidate's party affiliation needlessly restricts and censors information that Michigan voters have traditionally relied upon to help them select a candidate who shares their values; and

WHEREAS, the proposed change to Michigan election law is not needed as current Michigan law already permits County Commission candidates to withhold information about their party affiliation from being printed on ballots provided to Michigan voters; and

WHEREAS, under the current law, Commissioner Candidates are able to run for office without being affiliated with a political party and disclosing their affiliation, by running as an independent candidate.

THEREFORE, BE IT RESOLVED that the Wexford County Board of Commissioners hereby supports providing Michigan voters with full information about their candidates for County Commissioner, and hereby opposes forcing a candidate for County Commissioner to run as a "non-partisan" candidate.

BE IT FURTHER RESOLVED that the Wexford County Board of Commissioners hereby instructs Wexford County Administration to transmit copies of this resolution to State Senator Kurt VanderWall, State Representative Michelle Hoitenga, the Michigan Association of Counties, and all Michigan Counties, within two weeks of the passage of this resolution.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

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

NAYS: None.

RESOLUTION DECLARED ADOPTED.



Gary Taylor, Chairman, Wexford County Board of Commissioners



Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 19-22 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on August 21, 2019, and I further certify that public notice of such meeting was given as provided by law.



Alaina M. Nyman, County Clerk

**Resolution Opposing Legislation to Prevent County Commissioner Candidates
from Disclosing Their Party Affiliation on Ballots Provided to Michigan - Voters
Board of Commissioners**

WHEREAS, Executive Director of the Michigan Association of Counties (MAC), of which Marquette County is a dues paying member, stated MAC is considering supporting a change to Michigan election law; and

WHEREAS, this change in Michigan law would force candidates for the office of County Commissioner to run as a "non-partisan" candidate and would prohibit said candidates from disclosing their party affiliation on ballots provided to Michigan voters; and

WHEREAS, preventing disclosure of a candidate's party affiliation needlessly restricts and censors information that Michigan voters have traditionally relied upon to help them select a candidate who shares their values; and

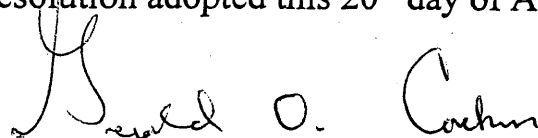
WHEREAS, the proposed change to Michigan election law is not needed as current Michigan law already permits County Commission candidates to withhold information about their party affiliation from being print on ballots provided to Michigan voters; and

WHEREAS, under the current law, Commissioner Candidates are able to run for office without being affiliated with a political party and disclosing their affiliation, by running as an independent candidate.

THEREFORE, BE IT RESOLVED that the Marquette County Board of Commissioners hereby support providing Michigan voters with full information about their candidates for County Commissioner, and hereby oppose forcing a candidate for County Commissioner to run as a "non-partisan" candidate.

BE IT FURTHER RESOLVED that the Marquette County Board of Commissioners hereby request copies of this resolution be sent to State Senator Ed McBroom, State Representative Sara Cambensy, State Representative Gregory Markkanen, the Michigan Association of Counties, and all Michigan Counties, within two weeks of the passage of this resolution.

Resolution adopted this 20th day of August 2019



Gerald O. Corkin, Chairperson
Marquette County Board of Commissioners