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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 18, 2019 AT 6:00 P.M., IN CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2019 Local [JAG Grant](#)
2. Circuit Court – Resolution to Approve the Purchase of Additional Digital Storage from [Avalon](#)
3. Homeland Security & Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant ([EMPG](#)) for FY 2020
4. Community Corrections
 - a. Resolution to Authorize a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2019-2020 Fiscal Year
 - b. Resolution to Authorize Ending the Current Contract with Sentinel Offender Services and Enter into a New Contract with [JSG Monitoring](#) to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
5. Health Department
 - a. Resolution to Authorize [Amendment #5](#) to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - b. Resolution to Authorize a Fifth Year of the [Americorps*Vista Grant](#) Cycle for 2019-2020
 - c. Resolution to Adopt Ingham County Health Department [Incentive Program](#) for Medical Providers Policy
 - d. Resolution to Authorize [Amendment #4](#) to the Agreement with MDHHS for Refugee Health Assessments
 - e. Resolution to Accept FY 2020 [Child and Adolescent Health](#) Center Program Funds
 - f. Resolution to Accept Substance Use Disorder and Mental Health Funding Award from [HRSA](#)
 - g. Resolution to [Amend Resolution #17-355](#) Ryan White (RW) Part D Funding to Support MSU Contract for Infectious Disease Provider
 - h. Resolution to Authorize an Agreement with [Southeastern Michigan Health Association](#)

6. Financial Services
 - a. Resolution Authorizing a 2018 [Deficit](#) Elimination Plan
 - b. Resolution to Authorize Additional Payment to [Plante Moran](#) for 2018 Audit
7. 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
8. 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 Adopt and Implement a State Required Local [Pavement Warranty](#) Program
9. Human Resources Department – Resolution to Approve a [Health Insurance](#) Premium Deduction Service Agreement with the Municipal Employees' Retirement System (MERS)

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.

SEPTEMBER 18, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Sheriff's Office** – *Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2019 Local JAG Grant*

This resolution will authorize entering into the Interlocal agreement between Ingham County and the City of Lansing to accept the \$116,680 allocated portion of the 2019 Local JAG grant for the time period of October 2019 through September 2022. The Lansing Police Department will allocate \$11,226 from this grant to the Ingham County Sheriff's Office to purchase three equipped patrol rifles and three lock boxes to be assigned to deputies at the Veterans Memorial Courthouse, up to three vehicle lock boxes in which to secure sensitive equipment, and one digital video camera to monitor youthful offenders inside the Ingham County Jail.

See memo for details.

2. **Circuit Court** – *Resolution to Approve the Purchase of Additional Digital Storage from Avalon*

This resolution will authorize the purchase of 100 Terabytes of digital storage space from Avalon for an amount not to exceed \$16,265.41 through the existing Midwestern Higher Education Commission (MHEC) contract. The cost of the additional digital storage will be paid out of the 2019 contingency account, which has a current balance of \$326,950.

Prior to 2019, the proceedings of only one courtroom in the Veterans Memorial Courthouse were recorded by audiovisual means. These recordings, as with audio recordings in a few other courtrooms, are stored on a digital server. Audiovisual recordings take up much more space than audio recordings. In 2019, two additional courtrooms have converted to audiovisual recording, and digital storage space has been filled at a much quicker rate, resulting in the need for the requested additional digital storage space. Based on current usage, this additional storage space should last four to six years.

See memo for details.

3. **Homeland Security & Emergency Management** – *Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2020*

This resolution will authorize the acceptance of funds for the Michigan Emergency Management Performance Grant for the time period of October 1, 2019 through September 30, 2020. This grant reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager, based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from the Federal Emergency Management Agency to the Michigan State Police. This year's grant amount is \$58,107, which covers around 36% of the Program Manager's budgeted salary and fringes.

4a. Community Corrections – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2019-2020 Fiscal Year

This resolution will authorize entering into a contract with the City of Lansing for \$13,000 to be used to support the Community Corrections Advisory Board's (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for the time period of July 1, 2019 through June 30, 2020.

See memo for details.

4b. Community Corrections – Resolution to Authorize Ending the Current Contract with Sentinel Offender Services and Enter into a new Contract with JSG Monitoring to Provide and Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement

An RFP was distributed for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC) representing Circuit Court; Pretrial Services; the Sheriff's Office; the Prosecutor's Office; 55th District Court; Friend of the Court; and Community Corrections in conjunction with the County Purchasing Department.

Four proposals were received and the three vendors that met all RFP requirements were invited to interview with the EMOC. Following the interviews, the EMOC met to rank the proposals, and County Purchasing advised that JSG Monitoring received the highest ranking.

The current contract with Sentinel Offender Services provides for an initial term of one year (January 1, 2018 through December 31, 2018), followed by two automatic renewal periods of one year each, with the entire term of the contract not to extend beyond December 31, 2020. This resolution will authorize providing the required written notice to Sentinel to end the contract on December 31, 2019, prior to automatic renewal for the third year of services.

This resolution will also authorize entering a new contract with JSG Monitoring for an initial three year performance period of December 1, 2019 through December 1, 2022 followed by two, one year automatic renewal periods not to extend beyond December 31, 2024. The December 1 start date will provide time to transition all current clients to JSG monitoring units. Payment for EM services under this contract will either be made directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users).

See memo for details.

5a. Health Department - Resolution to Authorize Amendment #5 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services

This resolution authorizes Amendment #5 with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019. Amendment #5 will increase the agreement for Comprehensive Local Health Services from \$5,811,617 to \$5,824,532, an increase of \$12,915. The amendment makes the following specific changes in the budget: TB Control Program: increase of \$12,915 from \$12,513 to \$25,428.

5b. Health Department - Resolution to Authorize a Fifth Year of the Americorps*Vista Grant Cycle for 2019-2020

This resolution accepts a sixth year funding cycle from CNCS supporting the AmeriCorps VISTA Project budget in an amount not to exceed \$144,491, effective September 15, 2019 through September 12, 2020.

5c. 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.

5d. Health Department - Resolution to Authorize Amendment #4 to the Agreement with MDHHS for Refugee Health Assessments

This resolution authorizes amending the Refugee Health Assessment Services agreement with MDHHS by extending the terms through September 30, 2020 and increasing the maximum allowable funds by \$253,200.

5e. Health Department - Resolution to Accept FY 2020 Child and Adolescent Health Center Program Funds

This resolution authorizes accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2019 through September 30, 2020.

5f. Health Department - Resolution to Accept Substance Use Disorder and Mental Health Funding Award from HRSA

This resolution authorizes acceptance of an increase in funding in the amount of \$109,784.00 provided through the U.S. Department of Health Resources and Services Administration (HRSA) for evidence-based strategies to expand access to integrated substance use disorder and mental health services in ICHD's CHCs for the grant period of February 1, 2019 through January 31, 2020.

5g. Health Department - Resolution to Amend Resolution #17-355 Ryan White (RW) Part D Funding to Support MSU Contract for Infectious Disease Provider

This resolution authorizes amending Resolution #17-355 to continue to provide for a .20 FTE Infectious Disease Provider Services Agreement with MSU to be renewed with a 2.75% increase to \$51,080, effective August 1, 2019 through July 31, 2020.

5h. Health Department - Resolution to Authorize an Agreement with Southeastern Michigan Health Association

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

6a. Financial Services – Resolution Authorizing a 2018 Deficit Elimination Plan

This resolution authorizes the filing of deficit elimination plan with the State of Michigan for the Fair Fund in the amount of \$13,592 and the Homeland Security Grant Fund in the amount of \$129,112 for the 2018 fiscal year.

6b. Financial Services – Resolution to Authorize Additional Payment to Plante Moran for 2018 Audit

This resolution authorizes a contract amendment for an additional payment of \$44,520 to Plante and Moran for 2018 audit costs.

7a. 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.

7b. 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.

8a. 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

8b. 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.

8c. 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.

9. 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.

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Captain Greg Harris

DATE: August 26th, 2019

RE: 2019 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with the City of Lansing for the 2019 Local JAG Grant.

The Ingham County Sheriff's Office will receive a 2019 Local JAG grant of \$11,226.00 to be used for the purchase of 3 equipped patrol rifles in addition to 3 lock boxes to be assigned to deputies at the Veterans Memorial Court House, up to 3 vehicle lock boxes in which to secure sensitive equipment, and 1 digital video camera to monitor youthful offenders inside the Ingham County Correctional Facility.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING
FOR THE 2019 LOCAL JAG GRANT**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$116,680.00 from the 2019 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$11,226.00; and

WHEREAS, part of the application process to receive this funding from the 2019 Local JAG grant, the Ingham County Sheriff's Office must enter into a Interlocal agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on the purchase of 3 equipped patrol rifles in addition to 3 lock boxes to be assigned to deputies at the Veterans Memorial Court House, up to 3 vehicle lock boxes in which to secure sensitive equipment, and 1 digital video camera to monitor youthful offenders inside the Ingham County Correctional Facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County and the City of Lansing to accept the \$116,680.00 allocated portion of the 2019 Local JAG grant for the time period of October 2019 through September 2022.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$11,226.00 to the Ingham County Sheriff's Office to purchase 3 equipped patrol rifles in addition to 3 lock boxes to be assigned to deputies at the Veterans Memorial Court House, up to 3 vehicle lock boxes in which to secure sensitive equipment, and 1 digital video camera to monitor youthful offenders inside the Ingham County Correctional Facility.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2019-2022 Sheriff's Office budgets consistent with this resolution.

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

Agenda Item 2

TO: Law & Courts Committee
Finance Committee

FROM: George M. Strander
Court Administrator, 30th Circuit Court

DATE: August 26, 2019

RE: Purchase of Digital Storage Space for Official Court Records

As courts of record, the courts of the 30th Circuit Court must make an official record of all court proceedings. Such record can be made through stenography (by a certified court reporter), or by audio or audiovisual recording (by a certified court recorder). A transcript of a proceeding would be based either on a stenographer's notes or on an audio or audiovisual recording.

Prior to 2019, and for many years, the proceedings of just one courtroom in the Veterans Memorial Courthouse were recorded by audiovisual means. These recordings, as with audio recordings in a few other courtrooms, were (and are) stored on a digital server. Audiovisual recordings take up much more space than audio recordings.

2019 has seen two additional courtrooms converted to audiovisual recording. With this change, digital storage space has been filled at a much quicker rate.

Recently, the County Innovation & Technology Department (IT) informed our court that digital storage space for our court records is at a critically low level. IT recommends that 100 Terabytes of digital storage be purchased from Avalon for a price of \$16,265.41 (installed) under our existing Midwestern Higher Education Commission (MHEC) contract. IT estimates that these 100 TB of storage would last, based on current usage, 4-6 years.

We understand that there are sufficient funds in the 2019 contingency fund to pay for this additional storage.

The first three years of maintenance (approximately \$1,000 per year) would be provided at no additional charge by Avalon. This would be a cost from Year 4 onwards. When the time comes, I would expect that this maintenance cost could be built into the LOFT budget or IT's budget.

We are seeking authorization to have the 100 Terabytes of storage purchased from Avalon under our existing MHEC contract.

Agenda Item 2

TO: Law and Courts Committee, Finance Committee
FROM: Deb Fett, Chief Information Officer
DATE: August 27, 2019
SUBJECT: Storage for the For the Record (FTR) application

With the Court's increasing need to store digital information including video data out pacing the available storage on the County's Storage Area Network (SAN), we are happy to voice our support for the Circuit Court's resolution requesting approval to purchase a large capacity storage appliance.

Ingham County's SAN is comprised of enterprise class, highly redundant, high performance storage. This type of storage is geared towards application servers, databases, and heavy workloads, not archival type data like that produced by the FTR application. The Court's decision to pursue the Dell PowerEdge R740XD is wise and will leave them with a large capacity of slower storage at a very reasonable cost per gigabyte. The 100 terabytes of available storage proposed will provide several years of FTR storage at current rates and, when the time comes to expand, the addition of additional storage is reasonably priced.

As always, if you have any questions or need any assistance, please don't hesitate to contact us.

Introduced by Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL DIGITAL STORAGE
FROM AVALON**

WHEREAS, within the last eight months the process of making the official record in two courtrooms at the Veterans Memorial Courthouse has been converted to an audiovisual format; and

WHEREAS, recordings of audiovisual proceedings require significantly more digital storage space than audio recordings of similar length; and

WHEREAS, the county is now facing a critical digital storage space shortage for storing the official record of judicial proceedings in the Veterans Memorial Courthouse; and

WHEREAS, Avalon, a company from which the County has purchased storage space in the past, has provided the County Innovation & Technology Department (IT) with a quote of \$16,265.41 for 100 Terabytes of storage (installed); and

WHEREAS, purchase of such storage can be made through our existing Midwestern Higher Education Commission (MHEC) contract; and

WHEREAS, annual maintenance on this additional storage would be provided free of cost from Avalon for the first three years, but would be an annual expense (approximately \$1,000) from Year 4 onwards; and

WHEREAS, there are sufficient funds in the 2019 contingency account to purchase such storage for such a price, and there should be sufficient funds provided in the LOFT account or IT's budget to pay for annual maintenance from Year 4 onwards.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of digital storage space from Avalon for an amount not to exceed \$16,265.41 through our existing MHEC contract.

BE IT FURTHER RESOLVED, that the total cost of the additional digital storage will be paid out of the 2019 contingency account.

BE IT FURTHER RESOLVED, that the costs of maintenance for such storage space from Year 4 onwards shall be provided through the County's LOFT account or IT's budget.

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

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

Agenda Item 3

TO: Law and Courts Committee
Finance Committee

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and
Emergency Management

DATE: August 28, 2019

RE: Resolution to accept grant funds from the State of Michigan Emergency
Performance Grant (EMPG) for FY2020

This resolution is to accept the funds for the EMPG grant for the FY2020. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (Sergeant Jeff Weiss). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the MI State Police. This year's amount is \$58,107.00 which is 35.69% of the Program Manager's reported Salary & Benefits.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2020**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2020 required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the award reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the FY 2020 Emergency Management Performance Grant from the State of Michigan for \$58,107.00, for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2020 Budget.

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

TO: Board of Commissioners Law & Courts Committee and Finance Committee
FROM: Mary Sabaj, CCAB Manager
DATE: September 3, 2019
SUBJECT: Resolution Authorizing Contract with the City of Lansing
For the meeting agendas of September 12, 2019 and September 18, 2019

BACKGROUND

This Resolution approves entering a contract with the City of Lansing for \$13,000 to be used to support the Community Corrections Advisory Board's (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for City FY 2019-2020.

ALTERNATIVES

Failure to approve this Resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$6,500) and CCAB Staff Consultant costs (\$6,500).

FINANCIAL IMPACT

Community Corrections administration and programs are funded with a combination of State of Michigan Public Act 511 funds, Ingham County general funds, and City of Lansing grant funds.

OTHER CONSIDERATIONS

Community Corrections administration and all Public Act 511 treatment and service programs for the local Circuit Court probation population are dependent upon State of Michigan, Ingham County, and the City of Lansing funding.

RECOMMENDATION

Based on the information presented, the CCAB recommends approval of the attached Resolution to support Community Corrections administration.

Introduced by Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE CITY OF LANSING
FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING
COMMUNITY CORRECTIONS FOR THE CITY 2019-2020 FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to Community Corrections for the City 2019-2020 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$13,000 to be used to assist with CCAB administration and to support collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$13,000 for the time period of July 1, 2019 through June 30, 2020.

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mary Sabaj, Community Corrections Manager

DATE: September 3, 2019

SUBJECT: Contract for Electronic Monitoring Services

For the September 12 Law and Courts agenda and September 18 Finance agenda

BACKGROUND

An RFP was distributed on February 4, 2019 for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC) representing, Circuit Court; Circuit Court Pretrial Services; Sheriff's Office, Prosecutor's Office; 55th District Court; Friend of the Court and Community Corrections in conjunction with the County Purchasing Department.

The EMOC met on June 4, 2019 to review the four proposals received. The three vendors that met all RFP requirements were invited to interview with the EMOC. Following the interviews, the EMOC met to rank the proposals using an evaluation grid provided by the County Purchasing Department. County Purchasing then advised that JSG Monitoring received the highest ranking.

The current contract with Sentinel Offender Services provides for an initial term of one (1) year (January 1, 2018 through December 31, 2018), followed by two automatic renewal periods of one year each, with the entire term of the contract not to extend beyond December 31, 2020. This Resolution authorizes providing the required written notice to Sentinel to end the contract on December 31, 2019, prior to automatic renewal for the third year of services.

This Resolution also authorizes entering a new contract with JSG Monitoring for an initial three (3) year performance period of December 1, 2019 through December 1, 2022 followed by two, one (1) year automatic renewal periods not to extend beyond December 1, 2024. The December 1st start date will provide time to transition all clients to JSG monitoring units. No minimum number of referrals are guaranteed under the contract. The contract will set forth the terms and fee schedules to be used if and when a client is referred.

ALTERNATIVES

Absent a contract, indigent offenders will not be able to afford EM services. In addition, EM costs and cost increases for both client pay and indigent users would be subject to vendor discretion.

FINANCIAL IMPACT

Payment for EM services under this contract will either be made directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users). \$50,000 was authorized in the FY 2019-2020 Community Corrections budget for eligible indigent offender services.

OTHER CONSIDERATIONS

Electronic monitoring allows appropriate offenders to be monitored in the community, saving jail resources.

RECOMMENDATION

The Electronic Monitoring Oversight Committee recommends approval of this Resolution.

Agenda Item 4b

TO: Mary Sabaj, Community Corrections Director

FROM: James Hudgins, Director of Purchasing

DATE: April 12, 2019

RE: Memorandum of Performance for RFP No. 13-19 Electronic Monitoring Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to provide equipment and services necessary to implement and maintain a comprehensive electronic monitoring services program for the County's detention and correctional facilities.

The scope of work includes, but is not limited to, client orientation, enrollment, installation, removal and maintenance of equipment, fee assessment, collections including Ingham County's fee, documentation, and daily review of program compliance, weekly in-person reporting, reporting any violation to department staff, and provide successful completion rates for services.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	22	4
Vendors responding	4	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref		Active GPS Tether Cost per Day	Cellular Tad Alcohol Tether Cost per Day	Landline TAD Alcohol Tether Cost per Day	Soberlink 2 Breathalyzer Cost per Day	Cellular Radio Frequency Tether Cost per Day	Landline Radio Frequency Tether Cost per Day	Enrollment	
Home Confinement Inc.	No, Roseville Michigan	Offender	\$8.50	\$10.75	\$9.75	\$6.00	\$6.50	\$6.50	\$45.00 (The first 7 days must be paid up front)	
		Indigent User	\$7.00	\$10.00	\$9.50	\$5.50	\$5.50	\$4.65	No Enrollment Fee	
Vendor Name	Local Pref		RF Patrol - Landline Cost per day	RF Patrol - Cellular Cost per day	OM400 1-piece GPS Tracking Cost per day	Domestic Violence/Victim Monitoring w/ OM400 GPS Cost per day	BA/RT Portable Breath Alcohol Monitoring Cost per day	SCRAMx Transdermal Landline Cost per day	SCRAMx Transdermal Cellular Cost per day	Enrollment
Sentinel Offender	No, Anaheim California	Offender @ IC Jail	\$6.00	\$7.00	\$9.75	\$15.00	\$6.00	\$9.85	\$10.75	\$25.00
		Offender - Outside Space	\$7.00	\$8.00	\$10.00	\$15.00	\$6.40	\$10.00	\$11.50	\$25.00
		Indigent User	\$4.55	\$5.25	\$6.94	\$14.00	\$5.24	\$8.75	\$9.75	None
Vendor Name	Local Pref		Active GPS Cost Per Day Cost Per Active Day	Digital Picture Verified Alcohol Monitoring Cost Per Active Day	Transdermal Alcohol Monitoring Cost Per Active Day	Transdermal Alcohol Monitoring w/ Base Station Cost Per Active Day	Enrollment			
JSG Monitoring	Yes, Mason Michigan	Offender	\$9.00	\$6.50	\$10.00	\$12.00	\$75.00 per installation during normal business hours. \$100 for most after hours installations. \$45/ RFP Specifications will be paid to the county.			
		Indigent User/Grant Pay	\$8.00	\$5.50	\$9.00	\$10.00				
Vendor Name	Local Pref		GPS w/ Standard Strap Cost Per Active Day	GPS w/ Steel SecureCuff Cost Per Active Day	GPS Domestic Violence Cost Per Active Day	SL2 -SoberLink Cost Per Active Day	SCRAMx -Landline Cost Per Active Day	SCRAMx - Cell & Ethernet Cost Per Active Day	Enrollment	
House Arrest	No, Eastpointe Michigan	Offender	\$9.00	\$9.75	\$14.00	\$6.25	\$9.25	\$10.25	Enrolment fee not listed	
		Indigent User 0-99	\$7.00	\$7.75	\$12.00	\$5.75	\$8.50	\$9.50		
		Indigent User 100+	\$6.75	\$7.50	\$11.75	\$5.50	\$8.25	\$9.25		

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENDING THE CURRENT CONTRACT WITH SENTINEL
OFFENDER SERVICES AND ENTERING INTO A NEW CONTRACT WITH JSG MONITORING
TO PROVIDE AN OFFENDER PAY AND COUNTY FUNDED ELECTRONIC MONITORING
PROGRAM SUBJECT TO A FINAL CONTRACT AGREEMENT**

WHEREAS, the Electronic Monitoring Oversight Committee (EMOC) is charged with the oversight of electronic monitoring services with the voting membership consisting of representatives appointed by the Department Head or Elected Official from the Sheriff's Office; Community Corrections; 55th District Court; Circuit Court; Circuit Court Pretrial Services; Prosecutor's Office; and the Friend of the Court; and

WHEREAS, after receiving four proposals in response to the Request for Proposal (RFP), guided by the County Purchasing Department, the EMOC evaluated and ranked the three proposals that met all RFP requirements, with JSG Monitoring receiving the highest ranking; and

WHEREAS, the performance period of the current contract with Sentinel Offender Services provides for an initial term of one (1) year from January 1, 2018 through December 31, 2018, with two automatic renewal periods of one year each not to extend beyond December 31, 2020; and

WHEREAS, pursuant to RFP evaluation results, the EMOC recommends that Sentinel Offender Services be provided the required written notice to end the contract on December 31, 2019, prior to the automatic renewal for the third and final year of services; and

WHEREAS, pursuant to RFP evaluation results, the EMOC recommends entering a new contract with JSG Monitoring subject to a final contract agreement with an initial three (3) year performance period effective December 1, 2019 through December 1, 2022 followed by two, one (1) year automatic renewal periods not to extend beyond December 31, 2024; and

WHEREAS, JSG Monitoring is willing to provide services pursuant to the attached Scope of Services and Fee Schedules for an offender pay program and County reimbursement for services provided to eligible indigent offenders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize providing written notice to Sentinel Offender Services ending the current contract on December 31, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners does hereby authorize entering into a new contract with JSG Monitoring subject to a final contract agreement with an initial three (3) year performance period effective December 1, 2019 through December 1, 2022 followed by two, one (1) year automatic renewal periods not to extend beyond December 31, 2024 for services as set forth in the attached Scope of Services and Fee Schedules.

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

JSG MONITORING SCOPE OF SERVICES

The agreement awarded through this RFP will not be exclusive. County agencies will be encouraged to utilize services through the agreement; daily rates and the quality of services provided will also encourage utilization of services under the agreement.

The awarded proposer (Contractor) shall:

Accept referrals from multiple referral sources (e.g., Circuit and District Courts, Pretrial Services, FOC, and Ingham County Sheriff's Office) from within Ingham County.

Staff must be available as required during and outside of the regular office hours of 8:30 am to 5 pm Monday through Friday.

Use a community-based program approach that will include client orientation and enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral/same day when possible, fee assessment and collection (including County enrollment fee), staff availability for weekend and emergency program enrollment and equipment installation, staff availability for Court testimony upon request, problem resolution, and equipment updates.

Understand and comply with all County policies related to electronic monitoring.

Pursuant to County Indigent Funding policies, make determinations of eligibility for County Indigent Funding eligibility by collecting documents and information required and maintain all documentation in standardized client files.

Ingham County Jail personnel will review the daily jail population list to identify potentially eligible inmates for early release. Based on the list of eligible inmates provided, the Contractor will be required to go to each Post within the County Jail multiple days each week in order to screen potential participants for the program. The Contractor will be required to submit to a criminal history check and fingerprinting and take Michigan State Policy Security Awareness Training so they can perform duties as described in this RFP.

Verification of activities for each participant while away from their residence, violation reports to department staff, daily review of participant activity and compliance with program rules and curfew schedules.

Effectively collect, monitor, track, and document individual program participation data, financial information, and be capable of providing aggregate data and successful completion rates for all services. Information must be provided to the County in the format and frequency requested by the County.

Serve as a collaborative partner by developing and maintaining strong working relationships with referral sources and other County personnel and by serving as an active, participating member of the EM Oversight Committee, including attending regular meetings to ensure successful implementation, successful ongoing operations and problem resolution.

Assess and collect an enrollment fee for each participant, on behalf of the County. The enrollment fee is currently \$45 and applies to self-pay participants. The enrollment fee does not apply to Friend of the Court, indigent, and grant reimbursed clients. Enrollment funds must be provided to the County by the 15th of the month following the month in which they were collected.

Provide a full range of reliable, user-friendly, tamper-proof equipment to include home monitoring, active and passive GPS (that allows direct contact between the supervising program and the offender), Breath and Transdermal Alcohol monitoring. *NOTE: The County is always interested in receiving information about new and/or alternative technology, along with information regarding advantages and disadvantages.*

Provide secure and reliable monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources.

Provide non-compliance alerts and notifications to referral source personnel as required and specified by the referring agency.

In order to avoid self-paying clients getting way behind on paying for services, notify the Court through the assigned Probation Agent/Officer as soon as an outstanding balance of \$300 has been reached so that a show cause hearing can be scheduled.

JSG MONITORING FEE SCHEDULES

OFFENDER PAY FEE SCHEDULE

Equipment	JSG Daily Rates
Active GPS	9.00
Scram	10.00
Scram with Base	12.00
Soberlink	6..50

Enrollment Fee: \$45 County enrollment fee; plus \$30, \$100 after hours/Upfront costs to include \$75 enrollment fees plus 1-2 weeks equipment daily rate

COUNTY PAY FEE SCHEDULE FOR ELIGIBLE INDIGENT OFFENDERS

Equipment	JSG Daily Rates
Active GPS	8.00
Scram	9.00
Scram with Base	10.00
Soberlink	5.50

\$30 enrollment fee only if required to go to location other than JSG local office or Ingham County Jail for hook-up (e.g., client's home)

INDIGENT OFFENDER FUND (IOF) - .25 of every offender, per active day will be put into a pool at the end of each month by JSG to be used towards indigent clients identified by the Court.

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: August 27th, 2019
SUBJECT: FY 19 State of Michigan Comprehensive Agreement Amendment #5
For the meeting agendas of September 16th, 2019 and September 18th, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) in an amount not to exceed \$12,915 effective October 1, 2018 through September 30, 2019. ICHD currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment #1 through Resolution # 18-470 and Amendment # 2 through Resolution #19-050 and Amendment #3 through Resolution #19-149 and Amendment # 4 through Resolution #19-305.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,811,617 to \$5,824,532, an increase of \$12,915. The amendment makes the following specific changes in the budget;

TB Control Program: increase of \$12,915 from \$12,513 to \$25,428

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment #5 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #5 TO THE 2018-2019 COMPREHENSIVE
AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) in an amount not to exceed \$12,915 effective October 1, 2018 through September 30, 2019; and

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

WHEREAS, MDHHS and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2018-2019 Comprehensive Agreement authorized in Resolution #18-351 and Amendment #1 in Resolution #18-470 and Amendment #2 in Resolution # 19-050 and Amendment # 3 in Resolution #19-149 and Amendment #4 in Resolution #19-305

WHEREAS, MDHHS has proposed Amendment #5 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment # 5 to the 2018-2019 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$5,811,617 to \$5,824,532, an increase of \$12,915.

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

TB Control Program: increase of \$12,915 from \$12,513 to \$25,428

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

BE IT FURTHER RESOLVED, that the Health Officer, or her designee, is authorized to submit Amendment #5 of the 2018-2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 16, 2019
SUBJECT: Resolution to accept sixth year funding cycle of AmeriCorps VISTA
For the meeting agendas of September 16, 2019 and September 18, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Services (CNCS) for a sixth FY of funding in support of the AmeriCorps Vista Project. ICHD was the recipient of grant funds for the AmeriCorps*VISTA Program a fifth funding cycle in the 2018-2019 FY, which was authorized through Resolution #18-447. CNCS has provided Ingham County a sixth year of funding for the 2019-2020 FY which will support up to twelve (12) AmeriCorps*VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

CNCS has granted ICHD the sixth year funding for the AmeriCorps*VISTA Program with a total budget of \$144,491 for the 2019-2020 fiscal year comprised of \$10,000 CNCS funds and \$134,491 local resources, and authorizes a grant agreement with the CNCS for the time period of September 15, 2019 through September 12, 2020. Out of a total of 12 FTE AmeriCorps*VISTA members, 11 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps*VISTA program.

The Local Resources are drawn from:

- 1) Cash contributions from the external host sites totaling \$122,150
- 2) Revenue from Ingham County \$12,341

Separate from the \$144,491 budget, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of \$102,658, Education and End of Service Awards \$71,040 and Health Insurance \$32,400 for a total of \$206,098.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a sixth year funding cycle from CNCS supporting the AmeriCorps VISTA Project budget in an amount not to exceed \$144,491, effective September 15, 2019 through September 12, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A FIFTH YEAR OF THE AMERICORPS*VISTA GRANT CYCLE
FOR 2019-2020**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Services (CNCS) for a sixth FY of funding in support of the AmeriCorps Vista Project; and

WHEREAS, ICHD was the recipient of grant funds for the AmeriCorps*VISTA Program a fifth funding cycle in the 2018-2019 FY, which was authorized through Resolution #18-447; and

WHEREAS, CNCS has provided Ingham County a sixth year of funding for the 2019-2020 FY which will support up to twelve (12) AmeriCorps*VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, CNCS has granted ICHD a sixth year funding for the AmeriCorps*VISTA Program with a total budget of \$144,491 for the 2019-2020 fiscal year comprised of \$10,000 CNCS funds and \$134,491 local resources, and authorizes a grant agreement with the CNCS for the time period of September 15, 2019 through September 12, 2020; and

WHEREAS, out of a total of 12 FTE AmeriCorps*VISTA members, 11 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the ICHD AmeriCorps* VISTA program; and

WHEREAS, the Local Resources are drawn from cash contributions from the external host sites totaling \$122,150 and revenue from Ingham County in the amount of \$12,341; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the AmeriCorps*VISTA grant award.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the sixth year funding for the AmeriCorps*VISTA grant award for the time period of September 15, 2019 through September 12, 2020.

BE IT FURTHER RESOLVED, that separate from the \$144,491 program budget expenses, CNCS will pay the following member expenses directly to the members out of additional federal dollars: Living Allowances totaling \$102,658, Education and End of Service awards totaling \$71,040, and Health Insurance \$32,400, totaling \$206,098.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit the 2019-2020 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement.

BE IT FURTHER RESOLVED, that after approval as to form by the County Attorney, the Memorandum of Agreement (MOA) is final.

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

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

TO: Board of Commissioners, Human Services, 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 (ICHD) wishes to adopt an Incentive Program for Medical Providers Policy effective FY 2019. Ingham Community Health Centers (CHCs) 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 (ICHD) 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


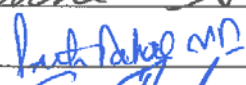
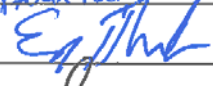

WHEREAS, the Health Officer and Ingham Community Health Centers Board of Directors recommend that the Ingham County Board of Commissioners adopt the Ingham County Health Department Incentive Program for Medical Providers Policy effective FY 2019.

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)	Adjusted 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) = E*QFN
1.0 Physician	700	12	8	72	628	743	115	\$15.00	\$1,725.00
1.0 NP/PA Std	625	11	8	66	559	643	84	\$15.00	\$1,260.00
0 NP/PA WHW	525	9	8	54	471	515	44	\$15.00	\$660.00
1.0 NP/PA SB	420	7	8	42	378	405	27	\$15.00	\$405.00
Quality Calculation									
QGI Performance (% of QGI Dashboard Metrics met or exceeded (Azara QGI Dashboard for Primary Care or QGI Dashboard for location/branch etc))						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	650	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 WHW	\$660.00	2/4=50%	25%	\$465.00		
405	378	4	Test NP SB	\$405.00	4/8=50%	25%	\$303.75		

Attachment B

Period: 01/2019
Group By: None
Run on: 10/25/2019

ICHC CQI Scorecard 2018-2019

Name	Target	Result	Numerator	Denominator	Exclusions
Physicals - Adults	40.0%	16.1%	2,433	6,587	0
MH Screening and Follow-Up 18+ Years (NQF 0421aCQ3d 6/17)	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%	39.0%	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
Chlamydia Screening for Women (NQF 0003)	75.0%	68.3%	523	761	0
Childhood Immunization Status (NQF 0019)	35.0%	28.6%	29	155	4
Influenza Immunization - Children 5+ Only (NQF 0041)	45.0%	0.0%	0	0	0
Depression Screen Positive w/Follow-up (NQF 0418 Modified)	80.0%	78.0%	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%	92.3%	640	1,028	0
Diabetes Urine Protein Screening (NQF 0062)	90.0%	35.4%	882	1,038	0
Diabetes Eye Exam (NQF 0053)	20.0%	13.3%	155	1,036	0
Hypertension Controlling High Blood Pressure (NQF 0018)	57.0%	34.0%	933	1,710	36

Attachment C

Version: 1.01 2019
 Group By: Team
 Date up: 10/20/2019

ICHC CQI Scorecard Women's Health 2018-2019

Name	Target	Actual	Numerator	Denominator	Performance
Cervical Cancer Screening (NQF 6152)	82.0%	60.9%	1,744	2,862	268
Breast Cancer Screening Ages 50-74 (NQF 2372)	80.0%	50.3%	494	754	4
Chlamydia Screening for Women (NQF 6033)	75.0%	60.3%	558	762	0
Depression Screen: Positive w/Follow-up (NQF 6411 Modified)	80.0%	75.0%	308	355	0

Age Table

gender	0 thru 4	5 thru 9	10 thru 17	18 thru 21	Total
Female	0	0	157	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 Vists 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

CQI Performance (% of CQI Dashboard Metrics met or exceeded (Azara CQI Dashboard for Primary Care or CQI Dashboard for location/progra m)	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
Citramydia 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	Ingham, 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

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Ethnicity Table

Count
3
64

Positive for Gonorrhea	HIV Tests	Positive for HIV
0	0	0

Attachment D-3

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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

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Attachment D-6

MH
Measure
Numer

0

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 28, 2019
SUBJECT: Amendment #4 to the Agreement with MDHHS for Refugee Health Assessment Services
For the meeting agendas of September 16 and September 18, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend the Refugee Health Assessment Services agreement with Michigan Department of Health and Human Services (MDHHS) by extending the terms of the agreement and by increasing the maximum allowable funds by \$253,200, effective October 1, 2015 through September 30, 2020. Resolution #15-354, #16-403, and #18-383 authorized ICHHD entering into a Refugee Health Assessment Services agreement with the MDHHS effective October 1, 2015 through September 30, 2019. MDHHS wishes to increase the FY 19 contract by \$6,100, to extend the agreement through September 30, 2020, and also wishes to increase the funding for 2020 by \$247,100. All of the other terms of the agreement shall remain the same.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amendment would increase the total allowable amount of the agreement from \$1,006,400.00 to \$1,259,600.00, for a total increase of \$253,200.00. \$247,100 goes toward FY20, and the remaining \$6,100 will be applied to the FY19 Refugee Health Promotion.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending the Refugee Health Assessment Services agreement with MDHHS by extending the terms through September 30, 2020 and increasing the maximum allowable funds by \$253,200.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE AGREEMENT WITH MDHHS FOR
REFUGEE HEALTH ASSESSMENTS**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Refugee Health Assessment Services agreement with Michigan Department of Health and Human Services (MDHHS) by extending the terms of the agreement and by increasing the maximum allowable funds by \$253,200, effective October 1, 2015 through September 30, 2020; and

WHEREAS, resolution #15-354, #16-403, and #18-383 authorized ICHD entering into a Refugee Health Assessment Services agreement with the MDHHS effective October 1, 2015 through September 30, 2019; and

WHEREAS, MDHHS wishes to increase the FY 2019 contract by \$6,100, to extend the agreement through September 30, 2020, and also wishes to increase the funding for 2020 by \$247,100; and

WHEREAS, all of the other terms of the agreement shall remain the same; and

WHEREAS, the amendment would increase the total allowable amount of the agreement from \$1,006,400.00 to \$1,259,600.00, for a total increase of \$253,200.000; and

WHEREAS, \$247,100 goes toward FY 2020 and the remaining \$6,100 will be applied to the FY 2019 Refugee Health Promotion; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the terms of the Refugee Health Assessment Services agreement with MDHHS to increase the maximum allowable funds to \$1,259,600.00, and supports extending the terms through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the terms of the Refugee Health Assessment Services agreement with MDHHS to increase the maximum allowable funds to \$1,259,600.00, and authorizes extending the terms through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize extending the terms of the Refugee Health Assessment Services agreement with MDHHS to increase the maximum allowable funds to \$1,259,600.00, and authorizes extending the terms through September 30, 2020.

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

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 28, 2019
SUBJECT: Acceptance of FY 2020 Child and Adolescent Health Center Program Funds

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

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept \$585,000 of funding from the Child and Adolescent Health Center (CAHC) program to be used for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2019 through September 30, 2020. The funding will support continued operations of ICHD's school-based and school-linked health centers. The Ingham County Board of Commissioners authorized ICHD to accept CAHC program funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2019, through resolutions #11-235, #12-199, #13-049, #14-358, #15-412, #16-448, #17-434, and #18-347.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The CAHC funding award for the term of October 1, 2019 through September 30, 2020 is \$585,000 and is divided as follows:

- Eastern Health Center - \$195,000
- Sexton Health Center - \$195,000
- Willow Health Center - \$195,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FY 2020 CHILD AND ADOLESCENT HEALTH CENTER
PROGRAM FUNDS**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept \$585,000 of funding from the Child and Adolescent Health Center (CAHC) program to be used for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2019 through September 30, 2020; and

WHEREAS, the funding will support continued operations of ICHD's school-based and school-linked health centers; and

WHEREAS, the Ingham County Board of Commissioners authorized ICHD to accept CAHC funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2019, through resolutions #11-235, #12-199, #13-049, #14-358, #15-412, #16-448, #17-434, and #18-347; and

WHEREAS, the CAHC funding award effective October 1, 2019 through September 30, 2020 is \$585,000 and is divided as follows: Eastern Health Center - \$195,000, Sexton Health Center - \$195,000, Willow Health Center - \$195,000; and

WHEREAS, the Ingham Community Health Center Board of Directors supports accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2019 through September 30, 2020.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 28, 2019
SUBJECT: Acceptance of SUD and Mental Health Funding Award from HRSA

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

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award totaling \$109,784.00 from the U.S. Department of Health Resources and Services Administration (HRSA). This is an increase to the current HRSA award for February 1, 2019 through January 31, 2020. This award will be used to continue to implement and advance evidence-based strategies to expand access to integrated substance use disorder (SUD) and mental health services.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Acceptance of this award increases HRSA funding by \$109,784.00 for evidence-based strategies to expand access to integrated substance use disorder and mental health services in ICHD's CHCs.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize acceptance of an increase in funding in the amount of \$109,784.00 provided through the U.S. Department of Health Resources and Services Administration (HRSA) for the grant period of February 1, 2019 through January 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT SUBSTANCE USE DISORDER AND MENTAL HEALTH
FUNDING AWARD FROM HRSA**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award totaling \$109,784.00 from the U.S. Department of Health Resources and Services Administration (HRSA).; and

WHEREAS, this is an increase to the current HRSA award for February 1, 2019 through January 31, 2020

WHEREAS, this award will be used to continue to implement and advance evidence-based strategies to expand access to integrated substance use disorder (SUD) and mental health services in ICHD's CHCs; 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 Ingham Community Health Center Board of Directors supports acceptance of a funding award totaling \$109,784.00 from the U.S. Department of Health Resources and Services Administration (HRSA) effective February 1, 2019 through January 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize acceptance of a funding award totaling \$109,784.00 from the U.S. Department of Health Resources and Services Administration (HRSA) effective February 1, 2019 through January 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a funding award totaling \$109,784.00 from the U.S. Department of Health Resources and Services Administration (HRSA) effective February 1, 2019 through January 31, 2020.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 28, 2019
SUBJECT: Authorization to Amend Resolution #17-355 for extension of MSU Infectious Disease Contract through the accepted Ryan White Part D funding.

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

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend resolution #17-355 for an amount not to exceed \$51,080, to continue the Infectious Disease Provider Services Agreement with Michigan State University effective August 1, 2019 through July 31, 2020. Through Resolution #17-355, ICHD accepted HRSA Ryan White Part D funding for August 1, 2017 through July 31, 2020 in an amount not to exceed \$483,774 annually. The Health Resources and Services Administration (HRSA) authorized a contract through resolution #17-355 for providing family-centered health care including outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS. This Resolution also approved the funding to support the Michigan State University contract for the Infectious Disease Provider through July 31, 2019.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This funding will continue to provide for a .20 FTE Infectious Disease Provider Services Agreement with MSU to be renewed with a 2.75% increase, or \$51,080, effective August 1, 2019 through July 31, 2020; and

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 CONSIDERATION:

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending resolution #17-355 for an amount not to exceed \$51,080 to continue the Infectious Disease Provider Services Agreement with Michigan State University, effective August 1, 2019 through July 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-355 RYAN WHITE (RW) PART D FUNDING TO SUPPORT MSU CONTRACT FOR INFECTIOUS DISEASE PROVIDER

WHEREAS, Ingham County Health Department (ICHD) wishes to amend resolution #17-355 for an amount not to exceed \$51,080, to continue the Infectious Disease Provider Services Agreement with Michigan State University effective August 1, 2019 through July 31, 2020; and

WHEREAS, through Resolution #17-355, ICHD accepted HRSA Ryan White Part D funding for August 1, 2017 through July 31, 2020 in an amount not to exceed \$483,774 annually; and

WHEREAS, the Health Resources and Services Administration (HRSA) authorized a contract through resolution #17-355 for providing family-centered health care including outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS; and

WHEREAS, this Resolution also approved the funding to support the Michigan State University contract for the Infectious Disease Provider through July 31, 2019; and

WHEREAS, this funding will continue to provide for a .20 FTE Infectious Disease Provider Services Agreement with MSU to be renewed with a 2.75% increase, or \$51,080, effective August 1, 2019 through July 31, 2020; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending resolution #17-355 for an amount not to exceed \$51,080, to continue the Infectious Disease Provider Services Agreement with Michigan State University effective August 1, 2019 through July 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize amending resolution #17-355 for an amount not to exceed \$51,080, to continue the Infectious Disease Provider Services Agreement with Michigan State University effective August 1, 2019 through July 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize amending resolution #17-355 for an amount not to exceed \$51,080, to continue the Infectious Disease Provider Services Agreement with Michigan State University effective August 1, 2019 through July 31, 2020.

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

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

TO: Board of Commissioners Human Services, 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 (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. 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.

ICHD 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 ICHD-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 ICHD 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.

TO: Board of Commissioners Finance Committee
FROM: Steven Babinchak, Financial Services Director
DATE: 09/03/2019
SUBJECT: Deficit Elimination Plans
For the meeting agenda of 09/18/2019

BACKGROUND

Upon submission of the 2018 CAFR to the State of Michigan, two funds met the definition of a deficit requiring the formulation of a deficit reduction plan submission to the Michigan Department of Treasury. Both the Fair fund and Homeland Security Fund deficits are small, with the Homeland Security fund deficit primarily related to a timing issue. The Fair fund deficit, at \$13,592, is due to the varied adjustments to the liability and current year expense calculations related to the implementation of GASB 75 preventing the correct amount of fund transfer from being made to eliminate the deficit.

ALTERNATIVES

An immediate transfer of the reportable deficit amount of \$13,592 should be made to the Fair fund. In addition, the Fair Fund should complete a forecast of their current year performance (2019). If the ordinary course of business does not eliminate the deficit, then a commitment needs to be made by the County to support the Fair through a fund transfer in the amount of the forecasted deficit as calculated under the two –step regulation governing enterprise funds.

On the Homeland Security Grant fund, Ingham County is acting as the reporting agent on behalf of a number of counties in central and central –Lower Michigan. Due to turnover, invoices to these member counties were not prepared in time for the auditors to include them as receivables for the financial statements, while expense had to be recognized immediately as required under the grant. The grant is issued by FEMA to the Michigan State Police. The Michigan State Police is the disbursing agent for FEMA which includes Ingham County. Ingham County, acting as agent on behalf of the member counties reports on expenditures paid using grant funds.

Given that grant revenues must equal grant related expenses, a grant fund is normally self-regulating. Although the deficit has been identified to be the result of a timing difference, a small portion is attributable to an accounting adjustment needed to record the purchase of a vehicle by the Roads Department from the Sheriff that was originally purchased using these grant funds. As this fund is self-regulating, the narrative should only need to address how we will ensure that our invoicing process will change to avoid this in the future and evidence that the adjusting entry was made. However, a forecast showing the fund will not produce a deficit in 2019 should accompany the narrative and support documents related to the invoices and journal entry.

FINANCIAL IMPACT

Should a plan not be filed within 30 days of notice (August 22), the SOM may withhold 25% of the local unit's State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been filed, but when a plan has been evaluated and certified by Treasury.

STRATEGIC PLAN CONSIDERATIONS

NA

OTHER CONSIDERATIONS

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government that end their fiscal year in a deficit condition shall formulate a deficit elimination plan (DEP). Any assessment of a local unit's deficit condition should be made using the guidelines provided in Treasury Website (Numbered Letter 2016-1).

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the adoption of the Deficit Elimination Plans for both the Homeland Security Grant Fund and Fair Fund as presented.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A 2018 DEFICIT ELIMINATION PLAN

WHEREAS, the State of Michigan requires the filing of a Deficit Elimination Plan whenever a fund meets the definition of a fund deficit; and

WHEREAS, the Homeland Security Grant fund and the Fair fund on the 2018 financial statements met the criteria for completing a Deficit Elimination Plan; and

WHEREAS, Homeland Security Grant fund reported a deficit of \$129,112; and

WHEREAS, Fair fund reported a calculated deficit of \$13,592 as defined by the State of Michigan.

THEREFORE BE IT RESOLVED, that the Controller/Administrator will authorize the transfer of \$13,592 to the Fair fund from the General Fund's fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator will authorize the transfer of \$129,112 to the Homeland Security grant fund from the General Fund's fund balance.

BE IT FURTHER RESOLVED, that due to the principle cause of the shortage being an accounting timing issue, that upon reconciliation of the Homeland Security Fund, the Homeland Security fund shall repay the General Fund an amount not to exceed \$129,112.

BE IT FURTHER RESOLVED, that the deficit elimination plan for Homeland Security Grant fund and Fair fund be submitted to the State of Michigan for their approval.

BE IT FURTHER RESOLVED, that the execution of the plans be implemented by the Controller/Administrator.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADDITIONAL PAYMENT
TO PLANTE MORAN FOR 2018 AUDIT**

WHEREAS, Ingham County has contracted with Plante Moran to conduct the audit for 2018; and

WHEREAS, as a result of significant staffing changes in the Financial Services Department, additional services were needed to complete the Comprehensive Annual Financial Report; and

WHEREAS, Plante Moran provided an additional 371 hours of unbudgeted time to complete the audit; and

WHEREAS, at their discounted hourly rates plus an additional professional relationship discount of 20%, Plante Moran calculated the cost of this additional unbudgeted time to be \$44,520.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment for an additional payment of \$44,520 to Plante Moran for 2018 audit costs from the Contingency Fund.

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

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

Agenda Item 7a

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.

Agenda Item 7a

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 7b

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 8a

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 8b

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 8b

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: 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.

Agenda Item 9

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) (Division name/s)
(Municipality number)
(Division number/s) (collectively, the "Parties") **effective** on the first day of 20.

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: _____