

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 19, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 5, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Establish an Imprest [Cash Account](#) for the Ingham County Sheriff's Office Detective Bureau
 - b. Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and [Evidence Records](#) at the Ingham County Sheriff's Office
 - c. Resolution to Purchase a Transport Van [Containment System](#) for the ICSO Transport Division
2. Prosecuting Attorney's Office – Resolution to Accept an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office Under the 2020 [Stop Violence Against Women Grant](#)
3. Public Defenders' Office – Resolution to Authorize the Conversion of [Clerk](#) Public Defender Position to Full-Time
4. Facilities Department – Resolution to Authorize a Contract Extension with [Boynton Fire Safety Services, LLC](#) for Fire Prevention Services at Several County Facilities
5. Road Department
 - a. Resolution to Authorize an [Engineering Design Services](#) Contract
 - b. Resolution to Authorize a Letter of Understanding Regarding Weighmaster [Uniforms](#) with Office & Professional Employees International Union (OPEIU), Local 512, Technical-Clerical Unit (TCU)
6. Human Resources
 - a. Resolution to Approve Generic [Service Credit](#) Purchase for County Employee: Rene Franco
 - b. Resolution [Amending Resolution #19-061](#) Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals

7. 55th District Court – Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program ([SCAO-MDCGP](#)) and Authorize Subcontracts
8. Controller/Administrator’s Office – Resolution to Authorize Planned Annual Continuing Education Program for [MUNIS](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
February 5, 2020
Draft Minutes

Members Present: Morgan, Tennis, Grebner, Polsdofer, and Maiville

Members Absent: Crenshaw and Schafer

Others Present: Heidi Williams, Michael Townsend, Michael Tanis, and others.

The meeting was called to order by Chairperson Morgan at 6:30 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of January 22, 2020 Minutes

Please note, amended minutes for the January 22, 2020 meeting had been sent to the Committee to reflect that Chairperson Morgan had called the meeting to order and record the vote to approve the December 4, 2019 minutes.

MOVED BY COMM. POLSDOFER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE AMENDED MINUTES OF THE JANUARY 22, 2020 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

Additions to the Agenda

3. Animal Control
 - b. Resolution to Authorize a Reorganization of the Ingham County Animal Control and Shelter

Removed –

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

Substituted –

5. Health Department
 - a. Resolution to Authorize an Agreement with Ingham Health Plan Corporation

Limited Public Comment

None.

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

1. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, Aware Inc., and a Sub-Contract with End Violent Encounters (EVE)
2. Public Defenders Officer
 - a. Resolution to Approve an Agreement with the City of East Lansing for its Local Share Contribution under the County's Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan
 - b. Resolution to Approve an Agreement with the City of Lansing for its Local Share Contribution under the County's Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan
3. Animal Control
 - a. Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control
 - b. Resolution to Authorize a Reorganization of the Ingham County Animal Control and Shelter
5. Health Department
 - a. Resolution to Authorize an Agreement with Ingham Health Plan Corporation
 - b. Resolution to Authorize Amendment # 1 to the 2019-2020 Invest Health Field Building Agreement with Reinvestment Fund, Inc.
 - c. Resolution to Amend Staffing Services Agreement with Cross Country
 - d. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept 2020 Michigan Medical Marihuana Operation and Oversight Grant
 - e. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
6. Purchasing Department – Resolution to Authorize a Reorganization of the Ingham County Purchasing Department
7. Animal Control Department
 - a. Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire Veterinary Technician
 - b. Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding After Hours On-Call Pay for Animal Control Officers
8. Human Resources – Resolution Approving a Letter of Understanding with the Teamsters Local 214 Assistant Public Defenders' Unit

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

9. Board of Commissioners – Appointments to the Equalization Subcommittee (*No Material*)

Commissioner Grebner stated that either the newest members of the Finance Committee or those members who were not present should be appointed to the Equalization Subcommittee.

Commissioner Maiville stated that he and Commissioner Schafer were on the Equalization Subcommittee.

Chairperson Morgan appointed Commissioners Maiville, Schafer, and Crenshaw to the Equalization Subcommittee.

Discussion.

Chairperson Morgan appointed Commissioner Maiville to be Chair of the Equalization Subcommittee.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:34 p.m.

FEBRUARY 19, 2020 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. Sheriff's Office – Resolution to Establish an Imprest Cash Account for the Ingham County Sheriff's Office Detective Bureau

This resolution will authorize the Ingham County Sheriff's Office to establish and maintain an Imprest Cash Account in the amount of \$250 for investigative expenses. The Sheriff's Office Detective Bureau is often required to make unexpected purchases while working on investigations. These expenses have historically been "out of pocket" and later reimbursed through the County's expense reimbursement procedure. Establishing an Imprest Cash Account for the Detective Bureau, will allow the Detective Sergeant to cover and document these expenses in a more efficient manner.

1b. Sheriff's Office – Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office

This resolution will authorize a contract with the Danielle Patrick to Audit Evidence and Evidence Records for the time period of April 20, 2020 to July 20, 2020 at a cost not to exceed \$14,400.00. The Sheriff's Office has worked over the past two years to reconcile evidence and evidence related records. This work was overseen by Lieutenant Danielle Patrick, who recently retired from the Sheriff's Office. There is an ongoing need to complete all audits, inventories and entry of evidence in the custody of the Sheriff's Office to meet current evidence recording standards and in preparation for moving into a new facility. A two phase project has been proposed. After those two phases are completed, an additional contract may be proposed. The Sheriff's Office has identified funding within its budget to pay for this contract.

1c. Sheriff's Office – Resolution to Purchase a Transport Van Containment System for the ICSO Transport Division

This resolution will authorize the Ingham County Sheriff's Office to purchase a Havis, three Compartment Containment Unit at a total cost, including installation of \$21,048.90. This will be installed in a Transport Division Van. The Sheriff's Office is transitioning to this system in all of the Transport Division vans. A similar containment system was quoted for a cost of \$23,699.88, which did not include installation. The requested funding source is the 2020 contingency account.

2. Prosecuting Attorney's Office – Resolution to Accept an Agreement Between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office Under the 2020 STOP Violence Against Women Grant

This resolution will authorize a grant from the Michigan Department of Health and Human Services (MDHHS) to the Ingham County Prosecutor's Office (ICPO) in the amount of \$106,615 under the STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Act of 1994. The grant is awarded to county prosecutors to develop and strengthen the criminal justice system's response to violence against women. ICPO partnered with the Lansing Police Department (LPD) and the 54-A District Court in applying for the grant.

Each agency made a separate application and all three agencies were awarded the grant. The 54-A District Court is using the award to set up a domestic violence specialty court. LPD is using the grant to hire a domestic violence investigator. ICPO wishes to hire a full time assistant prosecuting attorney assigned solely to the prosecution of domestic violence and intimate partner violence.

The STOP grant award is for a total of \$106,615. Of that amount, \$79,961 will cover salary and fringes for a new entry level APA position, classified as ICEA-APA Step 01, from January 1, 2020 through September 30, 2020. This position will be eliminated effective October 1, 2020, unless a source of funding is identified.

The remaining \$26,654 is an “in-kind” contribution of ICPO resources. These expenses are not anticipated to require any increase in ICPO’s 2020 budget.

See memo for details.

3. Public Defenders Office – Resolution to Authorize the Conversion of Clerk Public Defender Position to Full-Time

Currently, the Public Defenders Office staff includes two full-time Clerks and one part-time Clerk, based on the estimated workload of the office. In the 2019-2020 MIDC grant request from the Public Defenders Office, an increase of the part-time Clerk to full-time was requested, and was approved. This resolution would approved this increase, which has a long term cost of \$35,866. The position is a UAW/D classification.

See memo for details.

4. Facilities Department – Resolution to Authorize a Contract Extension with Boynton Fire Safety Services, LLC for Fire Prevention Services at Several County Facilities

This resolution will authorize entering into an agreement with Boynton Fire Safety Services, LLC., to provide fire prevention services at several County facilities, for an annual not to exceed cost of \$17,505.00. The contract with Boynton Fire Safety Services expires on April 30, 2020. The Facilities Department negotiated with Boynton to maintain their current year price for an additional one year period. The Facilities Department is requesting the extension of the contract through April 30, 2021. Funds for this contract are in included in the 2020 budget.

5a. Road Department – Resolution to Authorize an Engineering Design Services Contract

This resolution will authorize entering into an engineering design services contract with Bergmann Associates for the not to exceed fee of \$111,765.00. The Ingham County Road Department (ICRD) received 2021 Local Bridge Program funding to perform bridge rehabilitation work on the Waverly Road Bridge over the Grand River. The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, which was approved Board of Commissioners in Resolution #19-299. Pursuant to this resolution, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Waverly Road Bridge over Grand River project. Road Department staff reviewed the proposals and is recommending Bergmann Associates for this project.

See memo for details.

5b. Road Department – *Resolution to Authorize a Letter of Understanding Regarding Weighmaster Uniforms with Office & Professional Employees International Union (OPEIU), Local 512, Technical-Clerical Unit (TCU)*

This resolution will approve a letter of understanding with the OPEIU Union that will modify the Uniform and Safety Shoe Reimbursement, Section 2 of the OPEIU-TCU CBA to add the following:

The Employer will also purchase uniform clothing of a design approved by the Employer only for employees who have been designated and trained by the Employer to serve as Weighmasters. Beginning in 2020, the Employer shall provide eligible Weighmaster employees with up to 3 polo or button down type shirts, type of employee's choosing, 2 pairs of related uniform/cargo pants and a high-visibility cold weather jacket.

Employees will be responsible for normal laundry and care of the uniforms. The Employer at its expense will replace uniform items worn out or damaged by normal use as determined by the employer. Employees will be responsible at their cost or using the \$200 clothing allowance to add any further uniform articles desired by the employee and approved by the employer, and to replace any uniform items lost or damaged by the employee outside of normal work activity.

This change is in response to the retirement of the previous Weighmaster, and the designation as weigh-masters to three Engineering Technicians in the OPEIU-TCU who expressed interest in performing this duty part-time among their other technical duties.

See memo for details.

6a. Human Resources – *Resolution to Approve Generic Service Credit Purchase for County Employee: Rene Franco*

Pursuant to Resolution #02-101, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System. Rene Franco has completed the MERS application and received the cost estimate to purchase seven years, six months under the County's plan. This resolution will approve that purchase.

6b. Human Resources – *Resolution Amending Resolution #19-061 Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals*

Ingham County is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS. MERS requires signatures of an authorized representative to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s).

Resolution #19-061 established authorized signatories for MERS contracts and service credit purchase approvals. This resolution will authorize the necessary clarification of Resolution #19-061 to provide that authorized signatories may execute certain documents "upon approval of the Board."

See memo for details.

7. **55th District Court** – *Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Authorize Subcontracts*

This resolution will authorize acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$8,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2019 through September 30, 2020.

8. **Controller's Office** – *Resolution to Authorize Planned Annual Continuing Education Program for MUNIS*

This resolution will authorize the purchase of training including travel expenses from Tyler in an amount not to exceed \$18,000, which is available in the Innovation and Technology's Staff Development and Training account. Tyler is the company that supports the MUNIS system Ingham County uses for financial and central services functions. Various departments have been meeting to ensure that we are maximizing our investment in MUNIS, and have identified the need for training in order to address recent losses in institutional knowledge and the need to take advantage of recent enhancements to the system.

See memo for details.

Agenda Item 1a

TO: Law & Courts and Finance Committees

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: January 29, 2020

RE: RESOLUTION TO ESTABLISH AN IMPREST CASH ACCOUNT FOR THE
INGHAM COUNTY SHERIFF'S OFFICE DETECTIVE BUREAU

The Ingham County Sheriff's Office Detective Bureau is often required to make unexpected purchases while afield and actively working investigations. These investigative expenses have historically come "out of pocket" and were ultimately reimbursed after completing and submitting the required reimbursement forms. In establishing an Imprest Cash Account in the amount of Two Hundred and Fifty Dollars (\$250.00) for the Detective Bureau, the Detective Sergeant will be able to cover and document these expenses in a much more efficient manner.

The funding source for this Imprest Cash account will be via the Treasurer's Office, General Fund/Account #101-018000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH AN IMPREST CASH ACCOUNT FOR THE
INGHAM COUNTY SHERIFF'S OFFICE DETECTIVE BUREAU**

WHEREAS, the Ingham County Sheriff's Office Detective Bureau is often required to make unexpected purchases while afield and actively working investigations; and

WHEREAS, these investigative expenses have historically come "out of pocket" and were ultimately reimbursed after completing and submitting the required reimbursement forms; and

WHEREAS, in establishing an Imprest Cash Account for the Detective Bureau, the Detective Sergeant will be able to cover and document these expenses in a much more efficient manner; and

WHEREAS, funding for this Imprest Cash account will be via the Treasurer's Office, General Fund / Account #101-018000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to establish and maintain an Imprest Cash Account in the amount of Two Hundred and Fifty Dollars (\$250.00) for investigative expenses.

Agenda Item 1b

TO: Law & Courts and Finance Committees

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: January 29, 2020

RE: RESOLUTION TO AUTHORIZE A CONTRACT FOR SERVICES WITH
DANIELLE PATRICK TO AUDIT EVIDENCE AND EVIDENCE RECORDS
AT THE INGHAM COUNTY SHERIFF'S OFFICE

The Ingham County Sheriff's Office (ICSO) has endeavored over the past two years to reconcile evidence and evidence related records. This work was overseen by Lieutenant Danielle Patrick, who has recently retired from the Sheriff's Office. There is an ongoing need to complete all audits, inventories and entry of evidence in the custody of ICSO to meet current evidence recording standards and in preparation for moving into a new facility. A two phase project has been proposed. After those two phases are completed, an additional contract may be proposed. Danielle Patrick (ICSO Ret.) is willing, able and highly qualified to continue to work on this project in a contractual capacity with the County. The Sheriff's Office has identified funding within its budget (Special Units #10130110) to pay for this contract, at a cost not to exceed \$14,400.00.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR SERVICES WITH DANIELLE PATRICK TO
AUDIT EVIDENCE AND EVIDENCE RECORDS AT THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office (ICSO) has endeavored over the past two years to reconcile evidence and evidence related records; and

WHEREAS, this work was overseen by Lieutenant Danielle Patrick, who has recently retired from the Sheriff's Office; and

WHEREAS, there is an ongoing need to complete all audits, inventories and entry of evidence in the custody of ICSO to meet current evidence recording standards and in preparation for moving into a new facility; and

WHEREAS, Danielle Patrick is willing, able and highly qualified to continue to work on this project in a contractual capacity with the County; and

WHEREAS, a two phase project has been proposed, to include a pre-2012 Evidence Review and a Review of all Evidence not located in a Records Management System; and

WHEREAS, after these two phases are completed, an additional contract may be proposed for a 2016-2017 Evidence Data Review in the previous Records Management System; and

WHEREAS, the Sheriff's Office has identified funding (#10130110) within its budget to pay for this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Danielle Patrick to Audit Evidence and Evidence Records for the time period of April 20, 2020 to July 20, 2020 at a cost not to exceed \$14,400.00.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized make any necessary adjustments to the 2020 budget consistent with this resolution.

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

Agenda Item 1c

TO: Law & Courts and Finance Committees

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: January 29, 2020

RE: RESOLUTION TO PURCHASE A TRANSPORT VAN CONTAINMENT
SYSTEM FOR THE ICSO TRANSPORT DIVISION

The Ingham County Sheriff's Office is requesting authorization to purchase a Havis, three (3) Compartment Containment Unit to be installed in an ICSO Transport Division van. The ICSO is transitioning to this system in all of the Transport Division vans. The total expense would be: \$21,048.90, installed. The other/like containment system quoted was for \$23,699.88 and did not include the cost of installation.

The Sheriff's Office is requesting that this purchase be funded by the Contingency Account.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE A TRANSPORT VAN CONTAINMENT SYSTEM
FOR THE ICSO TRANSPORT DIVISION**

WHEREAS, the Ingham County Sheriff's Office (ICSO) has identified the need to outfit an additional ICSO Transport Van with a containment unit; and

WHEREAS, it is important for consistency, safety and security purposes to run the same systems in the vehicles operated by the Transport Division; and

WHEREAS, the Ingham County Sheriff's Office is transitioning to this system in all of the Transport Division vans.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to purchase a Havis, three (3) Compartment Containment Unit, total cost installed for \$21,048.90 from the Contingency Account.

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

Agenda Item 2

TO: Board of Commissioners Law & Courts, Finance, and County Services Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: February 3, 2020

SUBJECT: Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office under the 2020 STOP Violence Against Women Grant

BACKGROUND

The Michigan Department of Health and Human Services (MDHHS) has awarded the Ingham County Prosecutor's Office (ICPO) a grant in the amount of \$106,615 under the STOP Violence Against Women Act of 1994. The STOP (Services, Training, Officers, and Prosecutors) grant is awarded to county prosecutors to develop and strengthen the criminal justice system's response to violence against women. This particular grant is for a focused, coordinated, and multidisciplinary approach to holding domestic violence offenders accountable. To that end, ICPO partnered with the Lansing Police Department (LPD) and the 54-A District Court in applying for the grant. Each agency made a separate application and all three agencies were awarded the grant. The 54-A District Court is using the award to set up a domestic violence specialty court. LPD is using the grant to hire a domestic violence investigator. ICPO wishes to hire a full time assistant prosecuting attorney assigned solely to the prosecution of domestic violence and intimate partner violence.

ALTERNATIVES

If the grant is not accepted, then these new services will not be implemented.

FINANCIAL IMPACT

The STOP grant award is for a total of \$106,615. Of that amount, \$79,961 is provided in actual funding from MDHHS. The remaining \$26,654 is an "in-kind" contribution of ICPO resources. This non-monetary contribution is made by providing work space, supplies, equipment, and other resources. These expenses are not anticipated to require any increase in ICPO's 2020 budget. The actual monetary funding limit of \$79,961 will cover salary and fringes for an entry level APA position, classified as ICEA-APA Step 01, from January 1, 2020 through September 30, 2020.

OTHER CONSIDERATIONS

The grant requires meaningful coordination and collaboration with other criminal justice agencies. To accomplish this goal, the 54-A District Court, LPD, and ICPO will engage in a "focused deterrence" approach for domestic violence offenders in the city of Lansing. Focused deterrence aims to deter acts of intimate partner violence by imposing specific sanctions for engaging in criminal acts and specific benefits for not offending.

RECOMMENDATION

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

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT AN AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES AND THE INGHAM COUNTY PROSECUTORS OFFICE
UNDER THE 2020 STOP VIOLENCE AGAINST WOMEN GRANT**

WHEREAS, the Ingham County Prosecutor's Office (ICPO) has been approved to receive grant funds in the amount of \$106,615 from the STOP Violence Against Women Grant program administered by the Michigan Department of Health and Human Services (MDHHS) for the period of January 1, 2020 through September 30, 2020; and

WHEREAS, the primary goal of the STOP Grant is to develop and strengthen the criminal justice system's response to violence against women and to enhance victim services; and

WHEREAS, the grant award of \$106,615 will be broken down as follows: \$79,961 of the grant award will fund salary and fringe benefits for a full time assistant prosecuting attorney dedicated to the prosecution of domestic violence and intimate partner violence; and the remaining \$26,654 of the grant award is an "in kind" contribution from the Ingham County Prosecutor's Office for supplies, work space, and equipment which requires no actual monetary contribution from the county; and

WHEREAS, upon authorization to accept the grant, ICPO will use the funding to create a full time assistant prosecuting attorney position to be classified as ICEA APA Step 01; and

WHEREAS, in achieving the goals and objectives of the grant program the ICPO will work in collaboration with the 54-A District Court for the city of Lansing, and the Lansing Police Department, both of whom also received grant awards under this program, to enact a focused deterrence approach to the issue of domestic violence and intimate partner violence within the City of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners has accepted \$106,651 awarded by the STOP Grant which begins on January 1, 2020 and ends on September 30, 2020.

BE IT FURTHER RESOLVED, that a new Assistant Prosecuting Attorney (ICEA APA01) position is created and authorized through September 30, 2020.

BE IT FURTHER RESOLVED, that, unless a funding source is identified and approved by the Board of Commissioners, this position will be eliminated effective October 1, 2020.

BE IT FURTHER RESOLVED that the Controller/Administrator is authorized to make any necessary adjustments to the 2020 budget and position allocation lists consistent with this resolution.

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

Agenda Item 3

TO: Board of Commissioners Law & Courts, County Services and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: February 5, 2020
SUBJECT: Resolution to Authorize the Conversion of Clerk Public Defender Position to Full-Time
For the meeting agendas of February 13, 18 and 19

BACKGROUND

When the Public Defenders Office was created, staffing included two full-time Clerks and one part-time Clerk, based on the estimated workload of the office. Filling the part-time position with a qualified candidate proved to be challenging, and once the office was operational, it was apparent that the workload justified the increase of the part-time Clerk to full-time. The 2019-2020 MIDC grant request from the Public Defenders Office included this increase, which was funded.

ALTERNATIVES

The Public Defenders Office staffing level could remain as is, and the office will continue its efforts to fill the position at part-time.

FINANCIAL IMPACT

The long term cost to increase this position from part-time to full-time is \$35,866, which is included in the 2019-2020 MIDC grant budget. The position is a UAW/D classification.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

OTHER CONSIDERATIONS

The UAW is supportive of this increase in staffing.

RECOMMENDATION

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

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONVERSION OF CLERK PUBLIC DEFENDER
POSITION TO FULL-TIME**

WHEREAS, position #144005, Clerk Public Defender (UAW/D), is classified as a part-time position; and

WHEREAS, the FY20 grant approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA), and the Ingham County Board of Commissioners included funding to increase this part-time position to full-time; and

WHEREAS, UAW Local 2256 is in support of this staffing increase.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting position #144005, Clerk Public Defender, from part-time to full-time.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution, to be funded from the MIDC FY20 grant.

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

Agenda Item 4

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 4, 2020

RE: Resolution Authorizing a Contract Extension with Boynton Fire Safety Services, LLC. for Fire Prevention Services at Several County Facilities

For the meeting agendas of: February 18 & 19

BACKGROUND

The contract with Boynton Fire Safety Services expires on April 30, 2020. The Facilities Department negotiated with Boynton for them to hold their prices at \$17,505.00 for a one year period. The Facilities Department would like to extend the contract for one year through April 30, 2021.

ALTERNATIVES

The Alternative would be to put this out for a RFP rather than extending it for one more year.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract extension for one year with Boynton Fire Safety Services, LLC. for fire prevention services at several County facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH BOYNTON FIRE SAFETY SERVICES, LLC FOR FIRE PREVENTION SERVICES AT SEVERAL COUNTY FACILITIES

WHEREAS, fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operation of our county facilities; and

WHEREAS, the current agreement expires on April 30, 2020; and

WHEREAS, the Facilities Department would like to extend the agreement for one year through April 30, 2021; and

WHEREAS, the total annual cost for the one year is \$17,505.00; and

WHEREAS, funds for said services are available within the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Boynton Fire Safety Services, LLC., 1031 Northcrest, Lansing, Michigan 48906, to provide fire prevention services at several County facilities, for an annual not to exceed cost of \$17,505.00.

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 5a

TO: County Services and Finance Committees

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

DATE: February 5, 2020

RE: Proposed Resolution to Award the Waverly Road Bridge Project, as part of the 2019-2021 As-Needed Engineering Design Services Contract

The Ingham County Road Department (ICRD) received 2021 Local Bridge Program funding to perform bridge rehabilitation work on the Waverly Road Bridge over the Grand River (SN 3870). Unfortunately, ICRD staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide the services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution 19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request For Quote (RFQ) to the as-needed consultants for engineering design services on the Waverly Road Bridge over Grand River (SN 3870) project. Four of the five consultants provided proposals. Upon staff review and recommendation, Bergmann Associates had the most detailed and thorough scope of work, utilized highly experienced staff, and provided a fee within the anticipated budget for this project, making them the most advantageous consultant for the County.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the service proposal from Bergmann Associates for the Waverly Road Bridge Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT

WHEREAS, the Ingham County Road Department (ICRD) received 2021 Local Bridge Program funding to perform bridge rehabilitation work on the Waverly Road Bridge over the Grand River (SN 3870); and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299; and

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Waverly Road Bridge over Grand River project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county; and

WHEREAS, the Road Department strives to retain the most cost effective consultant who is able to provide the experience and expertise necessary for this project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with Bergmann Associates to provide professional engineering services on the Waverly Road over Grand River project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract with Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917, for the not to exceed fee of \$111,765.00.

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

To: County Services Committee, Finance Committee

From: William Conklin, Managing Director
Road Department

Date: February 5, 2020

RE: Proposed Resolution for Letter of Understanding (LOU) regarding Weighmaster Uniforms with Office & Professional Employees International Union (OPEIU), Local 512, Technical-Clerical Unit (TCU).

BACKGROUND

As provided in Michigan's Motor Vehicle Code, the Road Department enforces Michigan truck weight and size laws on the county roads, which is known as weigh-mastering. Employees serving as Weighmasters wear a uniform approved by the Employer identifying the Employees as Weighmasters when serving in this function as required by law.

The Road Department's previous Weighmaster, was provided weigh-master uniforms by the Employer under a prior version of the OPEIU-TCU Collective bargaining Agreement (CBA), but has now retired.

The Road Department has recently designated as weigh-masters and provided weigh-master training to three Engineering Technicians in the OPEIU-TCU who expressed interest in performing this duty part-time among their other technical duties.

Article 28—Uniform and Safety Shoe Reimbursement, of the OPEIU-TCU CBA provides in pertinent part that the Employer will reimburse the Signal Technician, Engineering Technicians, Surveyor, Buyer, and Engineering/Permits Agent up to \$200.00 per year for work related clothing and boot purchases upon the employee submitting applicable receipts, and will provide necessary insignia patches, including installation, for the employee(s) functioning as a weighmaster;

Employees serving as Weighmasters will also still serve in their other outdoor technical duties. The current \$200 boot clothing allowance is needed for work boots and other work clothing of the Employees' choosing for their other outdoor technical duties.

RECOMMENDATION

Therefore a letter of understanding (LOU) with the OPEIU –TCU is necessary and recommended per the attached resolution to provide the three new weigh-masters new uniforms and provide for maintenance and eventual replacement of the uniforms as they may wear out in the future.

ALTERNATIVES

None available as weigh-mastering and the provision of a uniform are required by Michigan law.

FINANCIAL IMPACT

The initial cost of two full uniforms, an extra shirt, and one cold weather high visibility uniform jacket per employee, with required patches installed, is estimated to cost approximately \$600 per employee, for a total initial expense of an estimated \$1800, which will be covered by the Road fund budget. The proposed LOU would also provide that the Road department at its expense will replace any uniform items worn out or damaged by normal use as determined by the employer. Employees will be responsible at their cost or using the \$200 clothing allowance already provided in the CBA to add any further uniform articles desired by the employee and approved by the employer, and to replace any uniform items lost or damaged by the employee outside of normal work activity.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE LETTER OF UNDERSTANDING REGARDING
WEIGHMASTER UNIFORMS
WITH OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION (OPEIU),
LOCAL 512, TECHNICAL-CLERICAL UNIT (TCU)**

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the “Employer”) and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, Local 512, TECHNICAL CLERICAL UNIT (the “OPEIU Union”) have agreed to a collective bargaining agreement from January 1, 2018, through December 31, 2020 (the “OPEIU-TCU CBA”); and

WHEREAS, Article 28—Uniform and Safety Shoe Reimbursement, of the OPEIU-TCU CBA provides in pertinent part that the Employer will reimburse the Signal Technician, Engineering Technicians, Surveyor, Buyer, and Engineering/Permits Agent up to \$200.00 per year for work related clothing and boot purchases upon the employee submitting applicable receipts, and will provide necessary insignia patches, including installation, for the employee(s) functioning as a weighmaster; and

WHEREAS, under Michigan law, the Employer must enforce Michigan truck weight and size laws on the county roads, known as weigh-mastering, and have its Employees serving as Weighmasters wear a uniform approved by the Employer identifying the Employees as Weighmasters when serving in this function; and

WHEREAS, the previous Weighmaster, who was provided weigh-master uniforms by the Employer under a prior version of the OPEIU-TCU CBA, has retired; and

WHEREAS, the Employer has designated as weigh-masters and provided weigh-master training to three Engineering Technicians in the OPEIU-TCU who expressed interest in performing this duty part-time among their other technical duties; and

WHEREAS, employees serving as Weighmasters will also still serve in other outdoor technical duties, and that the current \$200 boot clothing allowance is needed for work boots and other work clothing of the Employees’ choosing for their other outdoor technical duties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a letter of understanding with the OPEIU Union which provides the following:

1. The parties agree that Article 28—Uniform and Safety Shoe Reimbursement, Section 2 of the OPEIU-TCU CBA is hereby modified to add the following below the current text of Section 2:

The Employer will also purchase uniform clothing of a design approved by the Employer only for employees who have been designated and trained by the Employer to serve as Weighmasters. Beginning in 2020, the Employer shall provide eligible Weighmaster employees with up to 3 polo or button down type shirts, type of employee’s choosing, 2 pairs of related uniform/cargo pants and a high-visibility cold weather jacket.

Employees will be responsible for normal laundry and care of the uniforms. The Employer at its expense will replace uniform items worn out or damaged by normal use as determined by the employer. Employees will be responsible at their cost or using the \$200 clothing allowance to add any further uniform articles desired by the employee and approved by the employer, and to replace any uniform items lost or damaged by the employee outside of normal work activity.

2. All other aspects of the OPEIU CBA will remain unchanged.

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

Agenda Item 6a

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 30, 2020
SUBJECT: Resolution to Approve Generic Service Credit Purchase for County Employee: Rene Franco

For the meeting agendas of 2/18 and 2/19

BACKGROUND

Pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). Rene Franco has completed the MERS application and received the cost estimate to purchase seven (7) years, six (6) months under the County's plan.

ALTERNATIVES

The Board of Commissioners may choose not to approve the request.

FINANCIAL IMPACT

Resolution #02-101 provides that the cost for generic service "must be totally borne by the employee."

STRATEGIC PLAN CONSIDERATIONS

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve generic service credit purchase for County employee Rene Franco.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE: RENE FRANCO**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the Resolution further provides that the cost for generic service "must be totally borne by the employee"; and

WHEREAS, Rene Franco has completed the MERS application and received the cost estimate to purchase seven (7) years, six (6) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee's payment to MERS, Mr. Franco will purchase seven (7) years, six (6) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Rene Franco, the Board of Commissioners hereby approves the purchase of seven (7) years, six (6) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 30, 2020
SUBJECT: Resolution Amending Resolution #19-061 Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals

For the meeting agendas of 2/18 and 2/19

BACKGROUND

Ingham County (“Employer”) is a participating municipality with the Municipal Employees’ Retirement System of Michigan (“MERS”) and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS. MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s).

The Ingham County Board of Commissioners approved Resolution #19-061 establishing authorized signatories for MERS contracts and service credit purchase approvals on February 19, 2019. Clarification of Resolution #19-061 is necessary to provide that authorized signatories may execute certain documents “upon approval of the Board.”

ALTERNATIVES

The Board of Commissioners may choose not to amend Resolution #19-061.

FINANCIAL IMPACT

N/A

STRATEGIC PLAN CONSIDERATIONS

The provisions of the proposed resolution are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #19-061.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #19-061 ESTABLISHING AUTHORIZED SIGNATORIES FOR MERS CONTRACTS AND SERVICE CREDIT PURCHASE APPROVALS

WHEREAS, Ingham County (“Employer”) is a participating municipality with the Municipal Employees’ Retirement System of Michigan (“MERS”) and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS; and

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s); and

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS’ contracts relating to the adoption, amendment and termination of MERS’ products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body; and

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #19-061 establishing authorized signatories for MERS contracts and service credit purchase approvals on February 19, 2019; and

WHEREAS, clarification of Resolution #19-061 is necessary to provide that authorized signatories may execute certain documents upon approval of the Board.

THEREFORE, BE IT RESOLVED that the holder(s) of the following job position(s) is/are hereby *Authorized Official(s)* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer’s participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals upon approval of the Board:

Chairperson of the Board of Commissioners

BE IT FURTHER RESOLVED, that this Resolution may be revoked in writing or amended by the Ingham County Board of Commissioners at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Ingham County Board of Commissioners agrees that MERS may rely upon this Resolution as conferring signing authority upon the holder(s) of the above job position(s) to bind Employer with respect to MERS.

BE IT FURTHER RESOLVED, that the County Clerk shall send a certified copy of this Resolution to MERS.

Agenda Item 7

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 2/10/20
Subject: Additional Sobriety Court Resolution for Fiscal Year 2020

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept an additional **\$8,000** in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

The board previously authorized acceptance of \$132,000 in grant funding from the same source via Resolution #19-484, adopted on November 12, 2019. Since then, the SCAO offered additional funding.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

WHEREAS, the Ingham County Board of Commissioners previously authorized acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$132,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2019 through September 30, 2020 via Resolution #19-484 on November 12, 2019.

WHEREAS, the State Court Administrative Office has awarded the 55th District Court Sobriety Court an additional SCAO-MDCGP grant in the amount of \$8,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$8,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2019 through September 30, 2020.

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

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$292,994 to include SCAO/MDCGP grant funds in the amount of \$140,000 and Ingham County In-Kind matching funds of \$152,994 with no local hard cash matching funds, all of which are required to continue the Sobriety Court Program.

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

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

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

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

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

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

FROM: Michael A. Townsend, Budget Director

DATE: 01/27/2020

SUBJECT: Planned Annual Continuing Education Program for MUNIS

BACKGROUND

Tyler is the company that supports the MUNIS system Ingham County uses for our financial and central office functions. The various departments who are heavily involved in the system have been meeting to ensure that we are getting the best usage possible from our investment. These meetings have pointed out that we have lost some of our institutional knowledge with the various retirements in the past few years and that we need to take advantage of the enhancements that our last couple of upgrades have allowed. This request is to authorize obtaining training from Tyler for our MUNIS system.

ALTERNATIVES

As this training is particular to a specific software in use there are no alternative vendors.

FINANCIAL IMPACT

The funding for the \$12,363.75 plus estimated travel of \$5,636.00 will come from the County's Innovation and Technology Department's County Staff Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS

As MUNIS is at the heart of most County financial activities, it benefits us all to use it in the most efficient manner possible.

STRATEGIC PLANNING IMPACT

This resolution supports multiple overarching long term objectives:

1. Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.
2. Support employee and professional development.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler for MUNIS Planned Annual Continuing Education Program in the amount not to exceed \$18,000.00.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PLANNED ANNUAL CONTINUING
EDUCATION PROGRAM FOR MUNIS**

WHEREAS, Tyler is the company that supports the MUNIS system Ingham County uses for our financial and central office functions; and

WHEREAS, as MUNIS is at the heart of most County financial activities, it benefits everyone to use it in the most efficient manner possible; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize the purchase of training including travel expenses from Tyler in the amount not to exceed \$18,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960080.

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

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