

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE
CHRIS TRUBAC, CHAIR
EMILY STIVERS
TODD TENNIS
CAROL KOENIG
THOMAS MORGAN
DERRELL SLAUGHTER
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JUNE 1, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY. <https://ingham.zoom.us/j/93951911008>

Agenda

Call to Order

Approval of the [May 18, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Fair Office – Resolution to Authorize a Memorandum of Understanding with the Ingham County [Fair Foundation](#) to Provide Programming and Financial Assistance to the Ingham County Fair
2. Parks Department
 - a. Resolution to Authorize an Amendment to the Contract with [Signs by Crannie](#)
 - b. Resolution to Authorize an Amendment to the [City of East Lansing Trails and Parks Millage Agreements](#)
 - c. Resolution to Authorize a Contract with [Ratnik Industries](#)
 - d. Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring that a Sixth Round of [Applications](#) for the Trails and Parks Millage Funds will be Taken Beginning June 10, 2020
3. Facilities Department – Resolution to Authorize an Agreement with [Du-All Cleaning Inc.](#) for Janitorial Services at Several County Facilities
4. Health Department
 - a. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration [Health Center Program Funds](#)
 - b. Resolution to Accept Funding from the Michigan Primary Care Association (MPCA) for Participation in the Michigan Network for Oral Health Integration ([MNOHJ](#)) [Project](#)
 - c. Resolution to Accept Funding Award from HRSA for Expanding [Coronavirus Testing \(ECT\) Capacity](#)
 - d. Resolution to Convert the [Clinical Data Analyst](#) Position from ICEA 08 to ICEA 07
 - e. Resolution to Authorize the Extended Cooperative Operational Agreement with the Ingham [Community Health Center Board of Directors](#)

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.

HUMAN SERVICES COMMITTEE
May 18, 2020
Draft Minutes

Members Present: Trubac, Stivers, Tennis, Morgan, Slaughter, and Naeyaert.

Members Absent: Koenig.

Others Present: Jared Cypher, Becky Bennett, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Trubac at 6:30 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-75 regarding the Open Meetings Act.

Approval of the May 4, 2020 Minutes

CHAIRPERSON TRUBAC STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MAY 4, 2020 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Koenig

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Health Department
 - a. Resolution to Convert the Grant and Finance Specialist Position to Accountant
 - d. Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Funding for Diabetes Self-Management Education and Support (DSMES)
 - e. Resolution to Extend an Agreement with Lumahealth
2. Controller's Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

1. Health Department
 - b. Resolution to Authorize Amendment #3 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Chairperson Trubac stated that he would like to strike an extra dollar sign that was included in the resolution.

Discussion.

The resolution was amended as follows:

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$6,353,675 to \$6,662,543, an increase of \$308,868.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

1. Health Department
 - c. Resolution to Authorize Setting up an Account with AmerisourceBergen, Inc. on Behalf of Afaxys, Inc.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Chairperson Trubac stated that he would like to strike an extra phrase that was included in the first paragraph of the resolution.

The resolution was amended as follows:

WHEREAS, Ingham County entered into an agreement with AFAXYS, INC for group purchasing of medical supplies effective March 1, 2020 through February 29, 2023; and

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

1. Health Department
 - f. Resolution to Authorize an Agreement with YMCA of Lansing

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MORGAN, TO APPROVE THE RESOLUTION.

Commissioner Tennis stated that he wanted to disclose that he was a lobbyist for the State Alliance of Michigan YMCAs. He further stated that the YMCA of Lansing was a member of the alliance, and was one of his clients.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Announcements

Commissioner Tennis stated that the resolution updating various fees for County services had passed the Committee tonight, and he expected there to be a discussion about the topic at the next Finance Committee meeting.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

JUNE 1, 2020 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Interim Controller/Administrator is recommending approval of the following resolutions

1. *Fair Office* – *Resolution to Authorize a Memorandum of Understanding with the Ingham County Fair Foundation to Provide Programming and Financial Assistance to the Ingham County Fair*

This resolution authorizes a letter of understanding with the Ingham County Fair Foundation for services at the Ingham County Fair, under mutually agreeable terms and conditions to both parties, effective upon execution of the contract, for a 5 year term, unless terminated earlier.

2. *Parks Department*

- a. *Resolution to Authorize an Amendment to the Contract with Signs by Crannie*

This resolution authorizes an Amendment to the contract with Signs by Crannie to approve an additional \$7,000 to complete the Ingham County wayfinding project. Funds are available from the Trails & Parks millage.

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

This resolution authorizes an additional \$600,000 from the Trails & Parks millage to cover expenses associated with unforeseen circumstances that have arisen in four projects on the City of East Lansing's Northern Tier Trail.

- c. *Resolution to Authorize a Contract with Ratnik Industries*

This resolution authorizes a contract with Ratnik Industries in the total amount not to exceed \$3,500 for engineering services for the new snowmaking pipe at Hawk Island. The contract with Ratnik Industries shall be effective the date of execution through August 1, 2020. Funds are available through the Parks fund balance.

- d. *Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring that a Sixth Round of Applications for the Trails and Parks Millage Funds will be Taken Beginning June 10, 2020*

This resolution authorizes a sixth round of Trails & Parks millage applications, which will be taken beginning June 10, 2020. This resolution merely authorizes the process and does not commit the County to funding any specific projects. This is important to note as we enter a difficult budget year.

3. *Facilities Department* – *Resolution to Authorize an Agreement with Du-All Cleaning Inc. for Janitorial Services at Several County Facilities*

This resolution authorizes a contract with Du-All Cleaning Inc. for janitorial services at several county facilities. Du-All submitted the lowest responsive and responsible proposal of \$2,431,593.89 for a three (3) year contract beginning August 1, 2020 through July 31, 2023 with an optional two (2) year renewal. Funding is available in the appropriate contractual services line items.

4. *Health Department*

- a. *Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Program Funds*

This resolution accepts a funding award of \$2,542,551 for the Health Center Program from the Health Resources and Services Administration (HRSA). This funding support is for the period of February 1, 2020 through January 31, 2021.

b. *Resolution to Accept Funding from the Michigan Primary Care Association (MPCA) for Participation in the Michigan Network for Oral Health Integration (MNOHJ) Project*

This resolution authorizes the acceptance of funding from the Michigan Primary Care Association (MPCA) for participation in the Michigan Network for Oral Health Integration (MNOHI) Project for the first year of funding of \$8,000 and varying subsequent year funding effective September 1, 2019 through August 31, 2024.

c. *Resolution to Accept Funding Award from HRSA for Expanding Coronavirus Testing (ECT) Capacity*

This resolution accepts a grant award of \$449,074 for Expanding Capacity for Coronavirus Testing effective May 1, 2020 through April 30, 2021.

d. *Resolution to Convert the Clinical Data Analyst Position from ICEA 08 to ICEA 07*

This resolution converts vacant Position #601532 Clinical Data Analyst from an ICEA County Pro Grade 08 to ICEA County Pro Grade 07. The position had initially been budgeted in the FY 2020 budget at an ICEA County Pro 08 range. However, after Human Resources re-analysis of the final job description, it has been determined that the position is appropriate to grade as an ICEA County Pro 07. This will result in a cost savings of \$5,905.63 annually.

e. *Resolution to Authorize the Extended Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors*

This resolution authorizes the extension of the Cooperative Operational Agreement with Ingham Community Health Center Board of Directors for one year, effective July 1, 2020 through June 30, 2021.

Agenda Item 1

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: May 6, 2020
SUBJECT: Agreement between Ingham County Fair and Ingham County Fair Foundation

BACKGROUND

The Ingham County Fair Foundation is a 501(c)(3) organization formed in 2011 with the mission to renovate, preserve, and beautify the Ingham County Fairgrounds and enhance educational and scientific programs at the Ingham County Fair.

ALTERNATIVES

The Ingham County Fairgrounds could continue the relationship with the Fair Foundation without a memorandum of understanding.

FINANCIAL IMPACT

The Ingham County Fair Foundation assists the Fair by donating goods to the fairgrounds to renovate, preserve and beautify the grounds. The Foundation also hosts numerous fundraisers throughout the year to benefit the fairgrounds.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a memorandum of understanding with the Ingham County Fair Foundation.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE
INGHAM COUNTY FAIR FOUNDATION TO PROVIDE PROGRAMMING AND
FINANCIAL ASSISTANCE TO THE INGHAM COUNTY FAIR**

WHEREAS, the Ingham County Fair Foundation, a 501(c)(3) organization comprised of volunteers with the mission to renovate, preserve, and beautify the Ingham County Fairgrounds and enhance educational and scientific programs at the Ingham County Fair; and

WHEREAS, the Ingham County Fair Foundation may provide technical assistance with projects, programs, educational and science based activities, grant application and other fairgrounds activities; and

WHEREAS, the Ingham County Fair Foundation may assist the Fair in promoting services including but not limited to wedding receptions, proms, sports shows and craft shows; and

WHEREAS, the Ingham County Fair Foundation may organize volunteers to collect monetary donations and submit grant applications for the purchase and construction of a new grandstand to be built at the Fairgrounds; and

WHEREAS, the Ingham County Fair Foundation may use funds raised to purchase goods and services for the Fairgrounds; and

WHEREAS, the expenditures are considered gifts and are hereby accepted in accordance to the terms in the memorandum of understanding; and

WHEREAS, these programs, projects and preservation initiatives comprise part of the Ingham County Fair Board's mission to foster and encourage agricultural, industrial, commercial, educational, entertainment, tourism, technological, cultural and recreational pursuits; and

WHEREAS, the Fairgrounds Events Director will represent the Fair Board at the necessary Ingham County Fair Foundation meetings and Liaison Committee meetings of the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a memorandum of understanding with the Ingham County Fair Foundation for services at the Ingham County Fair, under mutually agreeable terms and conditions to both parties, effective upon execution of the contract, for a 5 year term, unless terminated earlier.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 19, 2020
SUBJECT: Amendment to the Contract with Signs by Crannie
For the meeting agenda of 6/1/20 Human Services and 6/3/20 Finance

BACKGROUND

Board of Commissioners Resolution #19-123 authorized a contract with Signs by Crannie for designing and fabricating custom wayfinding signs for the Trail Wayfinding Signage project in a total amount not to exceed \$281,427.77 from the Trails and Parks Millage Fund. Additional funds are needed to complete the project due to updated sign dimensions from the Ingham County Road Department.

ALTERNATIVES

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.

FINANCIAL IMPACT

Additional funds need to be appropriated for the project from the Trails and Parks Millage fund balance in an amount of \$7,000.00 to complete the project.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT
WITH SIGNS BY CRANNIE**

WHEREAS, Board of Commissioners Resolution #19-123 authorized a contract with Signs by Crannie for designing and fabricating custom wayfinding signs for the Trail Wayfinding Signage project in a total amount not to exceed \$281,427.77; and

WHEREAS, additional funds need to be appropriated for the project from the Trails and Parks Millage fund balance in an amount of \$7,000.00 to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Signs by Crannie to approve an additional \$7,000.00 to complete the project.

BE IT FURTHER RESOLVED, that all other terms and conditions of the contract shall remain unchanged.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$7,000.00 from the Trails and Parks Millage fund balance and the Controller is authorized to transfer \$7,000.00 from the Trails and Parks Millage fund balance into line item 228-62800-802000-9TR.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the 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 Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 19, 2020
SUBJECT: Amendment to City of East Lansing Millage Agreements
 For the meeting agenda of 6/01/20 Human Services and 6/03/20 Finance

BACKGROUND

Board of Commissioners Resolution #16-257, #17-109, and #19-047 authorized entering into contracts with the City of East Lansing to fund the following projects:

Contract Title	Project #	Begins	Ends	Resolution
City of EL-N. Tier Trail Repair and Maintenance	TR003	08/25/16	6/30/19	16-257
City of EL- NTT Extension through White Park	TR033	03/07/18	04/26/19	17-109
City of El-Riveria Dr. Neighborhood Connection to NTT	TR057	--	--	19-047
City of El-Colorado Dr. Neighborhood Connection to NTT	TR058	--	--	19-047

The City of East Lansing is requesting an amendment to these agreements due to the following unforeseen circumstances (as detailed in attached documents):

- TR003- Repair of cracks and relocation of 1500’ along the Sanderson Drain to mitigate the impact of the trails proximity to the drain which has caused drops along the drain.
- TR033- Delay in receiving matching funds from the MDNR TF, re-bidding and delay in start of construction
- TR057 and TR058- East Lansing did not receive the matching funds from the MDNR TF and the City does not have the matching funds to provide internally.

ALTERNATIVES

The Park Commission approved this approach at their May 11, 2020 meeting.

FINANCIAL IMPACT

The financial impact from these requests will be \$600,000 from the Trails and Parks Millage Fund. With the millage recently being renewed, the impact would be minimal.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 11, 2020 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing amendments to the Agreements with the City of East Lansing.



CITY OF EAST LANSING

The Home of Michigan State University

March 4, 2020

Melissa Buzzard
Ingham County Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

RE: Request for Amendment
Northern Tier Trail Connection through White Park
Trails Millage Project #TR033

Good day Melissa:

The City of East Lansing would like to request an amendment to the agreement for Ingham County Trails Millage Project #TR033, Northern Tier Trail Connection through White Park. The purpose of this amendment would be to extend the term of the agreement by one year, from March 7, 2020 to March 30, 2021.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

The local match for this project is being provided by a Michigan Department of Natural Resources Trust Fund (MNRTF) grant. The MNRTF grant was received in June 2018 and bids were secured for project construction in September 2019. Higher than estimated bid results required a project re-design and rebidding which was completed in November 2019. Project construction began in January 2020 and it is expected that it will take a calendar year to complete all aspects of the work.

The proposed extension will allow the City of East Lansing to complete the project construction. Attached are photographs depicting the project progress to date.

If you should have any questions about this request or need additional information, please contact Wendy Wilmers Longpre at wlongpr@cityofeastlansing.com or 517-319-6940 for assistance.

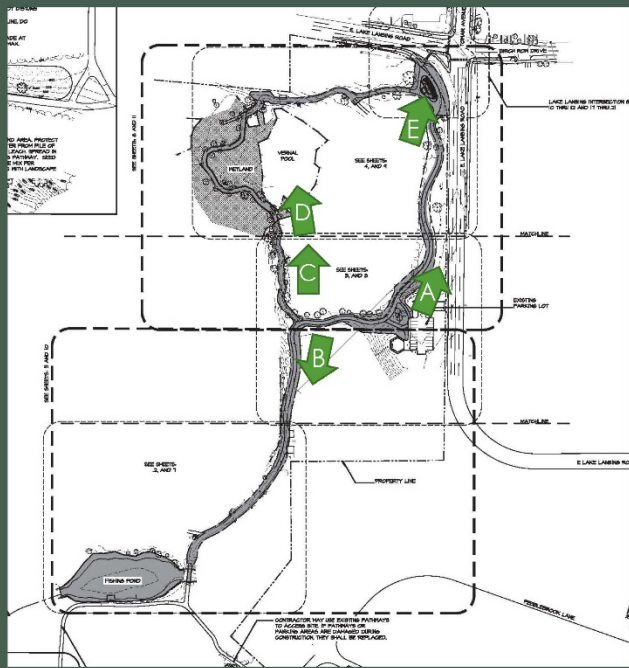
We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

Timothy M. McCaffrey
Director of Parks, Recreation and Arts

Northern Tier Trail Extension Through White Park

Overall Site Plan and Photo Key
No Scale



Photographs

Location A



Location B



Location C



Location D



Location E





CITY OF EAST LANSING

The Home of Michigan State University

April 29, 2020

Ingham County Park Commission
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

RE: Northern Tier Trail Connections from Riveria Drive and Colorado Drive

Good day Commissioners:

The City of East Lansing would like to request that the Ingham County Park Commission increase the Trails and Park Millage Allocation for the Northern Tier Trail Connections at Riveria Drive and Colorado Drive by \$300,000. In August 2018, the City of East Lansing requested funds from the Ingham County Trails and Parks Millage to install a bridge connecting Riveria Drive to the Northern Tier Trail and a bridge connecting Colorado Drive to the Trail. Attached is a location map and site plans for both funding requests. The City proposed that the local match for the projects would be provided by Michigan Natural Resources Trust grant. The County viewed these funding request favorably.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

During the January 13, meeting of the Ingham County Parks Commission, East Lansing representatives informed the Commission that they had not been successful in securing NRTF funds for the local match and the City was not in a position to match the Trails Millage allocation with general funds. Three possible options for moving forward on this project were discussed: combine the Trails Millage funds to fully fund one bridge versus partially funding two bridges; increase the Trails Millage allocation to fully fund both bridges; or request that the City of East Lansing submit a revised funding request during the next grant funding cycle.

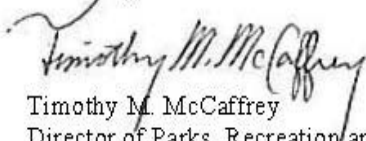
The Park Commission requested that East Lansing evaluate the options and return to the Commission in May with a proposal. Therefore, East Lansing is requesting that an additional \$200,000 in Trails Millage funds be allocated to the Riveria Drive connection for a revised project allocation of \$570,796 and that an additional \$100,000 in Trails Millage funds be allocated to the Colorado Drive connection for a revised project allocation of \$291,684.

An allocation of millage funds at this time would allow the projects to move forward with design and position the City to install the connections as early as this fall or spring of 2021. This allows the City to capitalize on the community support that was built through the public input process associated with preparing the grant requests and will provide a much-needed resource to the East Lansing community.

If the Commission has any additional questions, please contact Wendy Wilmers Longpre at wlongpr@cityofeastlansing.com or 517-319-6940 for assistance.

We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

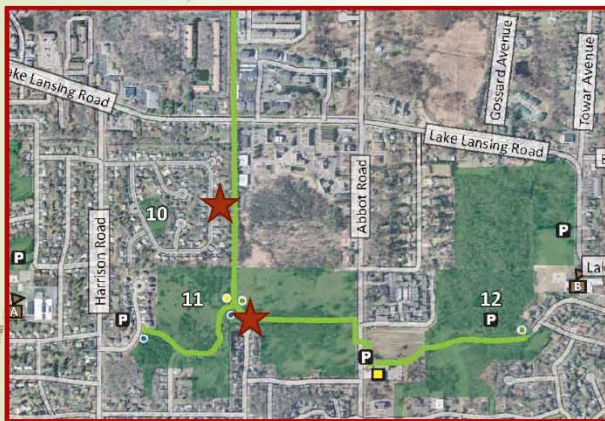


Timothy M. McCaffrey
Director of Parks, Recreation and Arts

Attachment(s) (3)

Northern Tier Trail

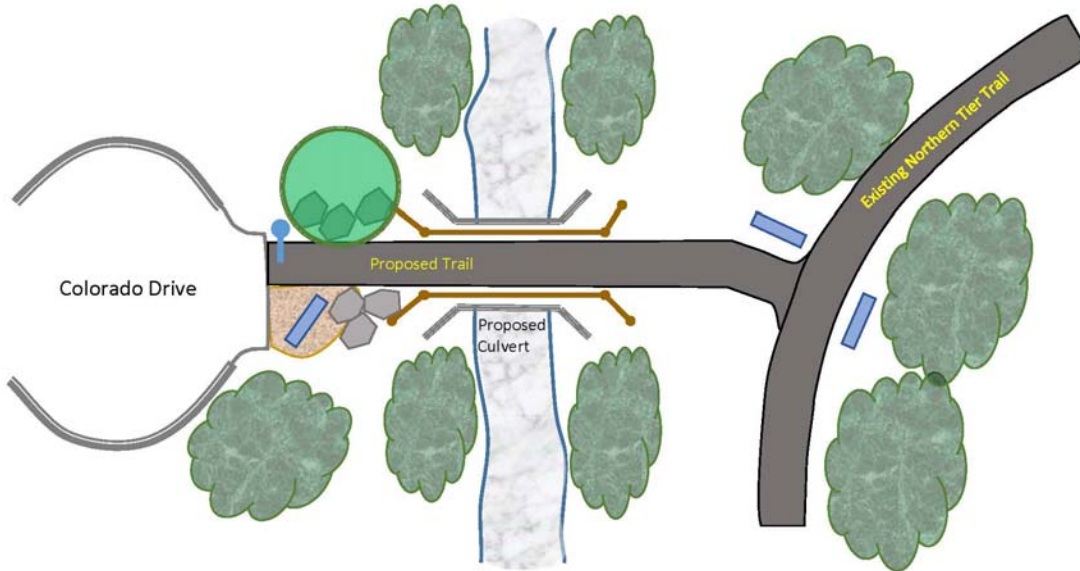
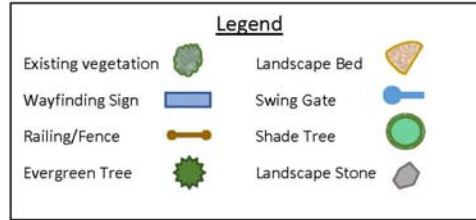
4.5 miles
9' wide asphalt trail
Connects to 9 parks and recreation facilities



Optional landscaping components could include:

- shade trees, evergreen trees and landscape boulders to define the border between public and private use spaces and to restrict trail users to the trail surface
- swing gate at pathway entrance to prevent unauthorized vehicular access to the pathway
- landscaping around the trailhead sign

Exact components and component location will be determined during the design development phase of the project.

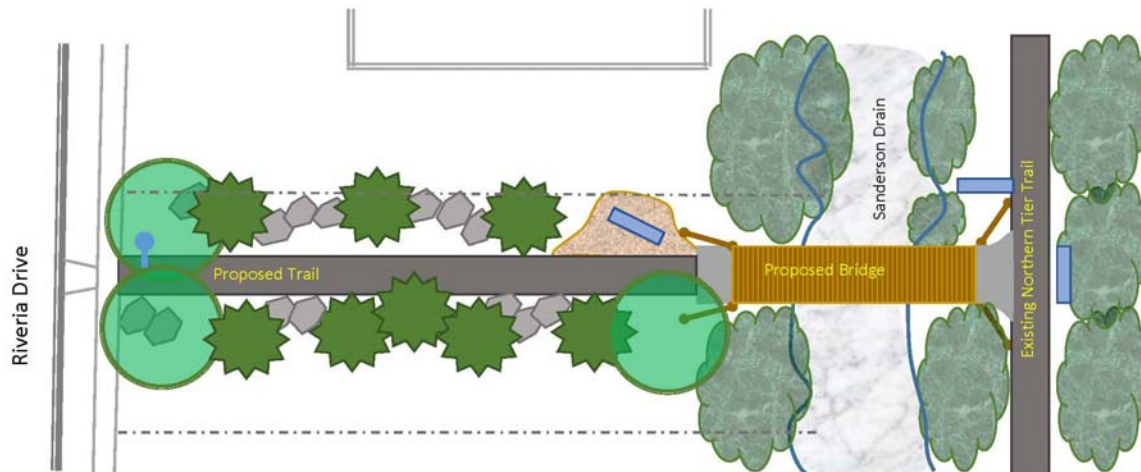


Landscaping Option

Optional landscaping components could include:

- shade trees, evergreen trees and landscape boulders to define the border between public and private use spaces and to restrict trail users to the trail surface
- swing gate at pathway entrance to prevent unauthorized vehicular access to the pathway
- landscaping around the trailhead sign

Exact components and component location will be determined during the design development phase of the project.



Landscaping Option





CITY OF EAST LANSING

The Home of Michigan State University

April 29, 2020

Ingham County Park Commission
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

RE: TR003 Northern Tier Trail Improvements
Trails Millage Allocation Request

Good day Commissioners:

The City of East Lansing would like to request that the Ingham County Park Commission increase the Trails and Park Millage Allocation for TR003 Northern Tier Trail Improvements by \$300,000 to repair cracks that migrated through the recent trail improvements and to relocate 1,500 linear feet of trail along the Sanderson Drain.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

During the January 13, meeting of the Ingham County Parks Commission, East Lansing representatives updated the Commission on the status of the various East Lansing trails projects that had been funded through the Trails Millage and requested an extension on the Northern Tier Trail Improvements project agreement. The extension was requested to allow the opportunity to evaluate two outstanding issues: cracks that are mitigating through the new asphalt surface and a section of the trail along the Sanderson Drain where asphalt wedging and movement of the drain have created substantial drops along the trails edge. East Lansing indicated that they had contracted with KEBS Inc., complete a topographic survey of the trail section along the Sanderson drain and to develop a preliminary plan and estimate of cost to correct the issues.

Attached are preliminary plans and an estimate of probable cost to repair the reflective cracking of the existing trail surface and to move 1,500 lf of trail away from the Sanderson Drain. The scope of work proposed in this plan includes:

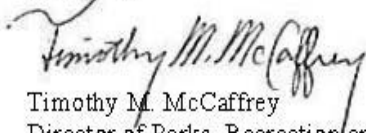
1. Complete removal of 1,500 lf of trail.
2. Grading and earthwork necessary to shift the trail +/- 5' to the east and lower the trail elevation. This will level the slope between the trail and top and drain which will reduce erosion along the drain.
3. Installation of a new 10' wide asphalt trail surface with 3 1/2" of asphalt, an 8" gravel base and biaxial geogrid along the entire length.
4. 135' of barrier fence.
5. Crack restoration along the full 3.5 miles of the trail that are in Ingham County
6. Slope and site restoration.

An allocation of millage funds at this time would allow the repairs to be implemented as early as this fall or spring of 2021 and close out this project.

If the Commission has any additional questions please contact Wendy Wilmers Longpre at wlongpr@cityofeastlansing.com or 517-319-6940 for assistance.

We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,



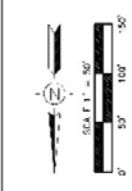
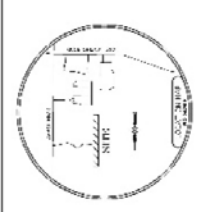
Timothy M. McCaffrey
Director of Parks, Recreation and Arts

Attachments (2)

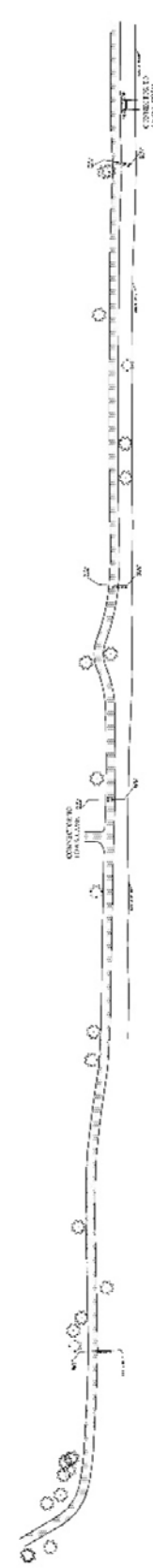
K. CHAMBERLAIN
 2017 W. LANSING AVENUE, SUITE 100, EAST LANSING, MI 48120
 313.487.1234
 WWW.KCHAMBERLAIN.COM
 2017 W. LANSING AVENUE, SUITE 100, EAST LANSING, MI 48120
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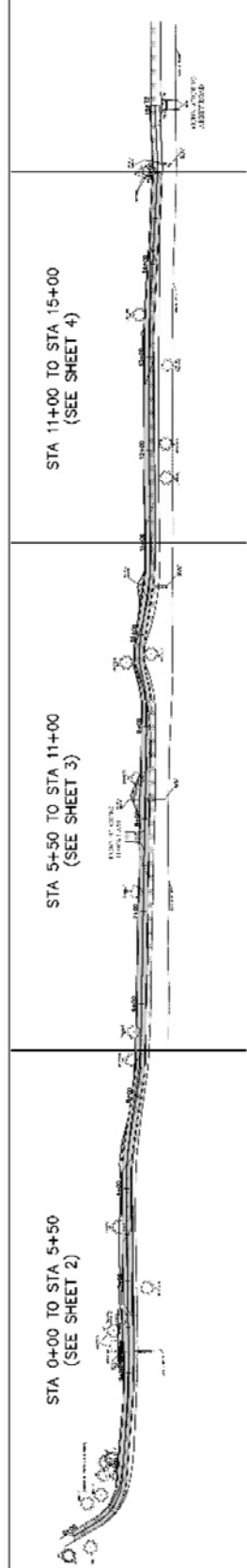
Northern Tier Trail
 CITY OF EAST LANSING, INGHAM COUNTY, MICHIGAN
 FOR
City of East Lansing - Parks, Recreation & Arts



EXISTING TRAIL LOCATION



PROPOSED TRAIL RELOCATION



KEEBS, INC. 1000 W. LANSING AVENUE, SUITE 100 EAST LANSING, MI 48120 313.487.1234 WWW.KEEBSINC.COM	Northern Tier Trail SHEET 3 OF 4 STA 5+50 TO STA 11+00
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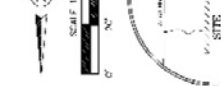
1. SCALE: AS SHOWN
 2. PLAN & PROFILE SHEET COORDINATES TO BE USED TO LOCATE STAKES
 3. PLAN & PROFILE SHEET STA. 11+00 TO P.C. STA. 13+00
 4. TOPGRAPHIC SURVEY/TEST TO COORDINATES

DATE: 11/15/17
 DRAWN BY: J. HARRIS
 CHECKED BY: J. HARRIS
 PROJECT NO.: 17-001
 SHEET NO.: 3 OF 4

Northern Tier Trail

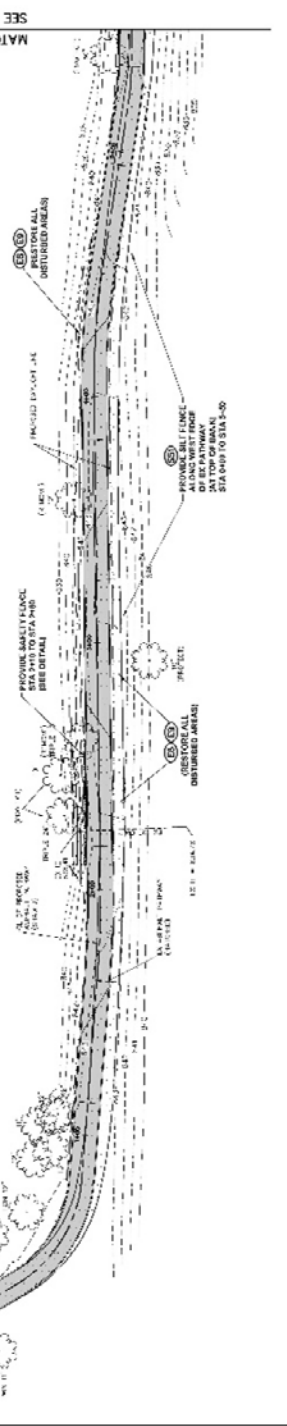
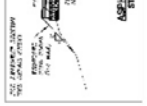
CITY OF EAST LANSING, INGHAM COUNTY, MICHIGAN

REVISIONS:
 1. DATE: 11/13/2014
 2. DATE: 11/13/2014
 3. DATE: 11/13/2014
 4. DATE: 11/13/2014
 5. DATE: 11/13/2014
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 8. DATE: 11/13/2014
 9. DATE: 11/13/2014
 10. DATE: 11/13/2014

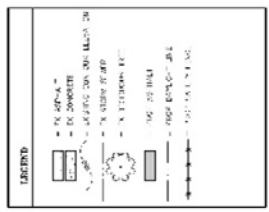


SCALE: 1" = 20'
 0' 5' 10' 15' 20'

SEE SHEET NO. 3
 MATCH LINE STA 5+50



NO.	DATE	REVISION	BY
1	11/13/2014	ISSUE FOR PERMIT	JL
2	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
3	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
4	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
5	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
6	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
7	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
8	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
9	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL
10	11/13/2014	REVISED PER CITY ENGINEER COMMENTS	JL



KEEBS, INC. CITY ENGINEER
 1000 W. WALTON AVENUE, SUITE 100
 EAST LANSING, MI 48824
 PHONE: 517.487.1100
 FAX: 517.487.1101
 EMAIL: JAMES@KEEPS.COM

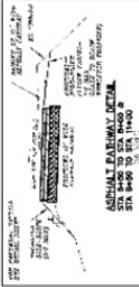
STATION	11+25	12+00	12+75	13+50	14+25	15+00	15+75	16+50	17+25	18+00	18+75	19+50	20+25	21+00
PROPOSED GRADE	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5
EXISTING GRADE	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5
PROPOSED SIDEWALK	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5
PROPOSED BIKEWAY	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5
PROPOSED FENCE	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5
PROPOSED SIGNAGE	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5	112.5

Northern Tier Trail

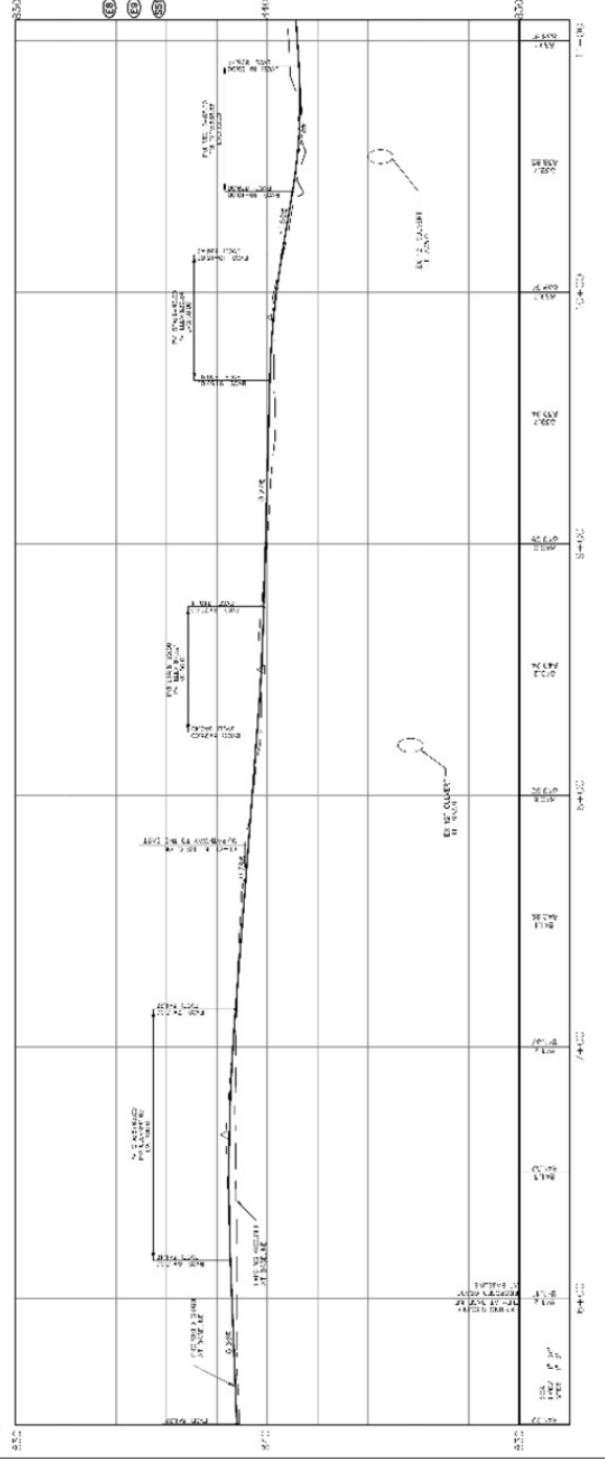
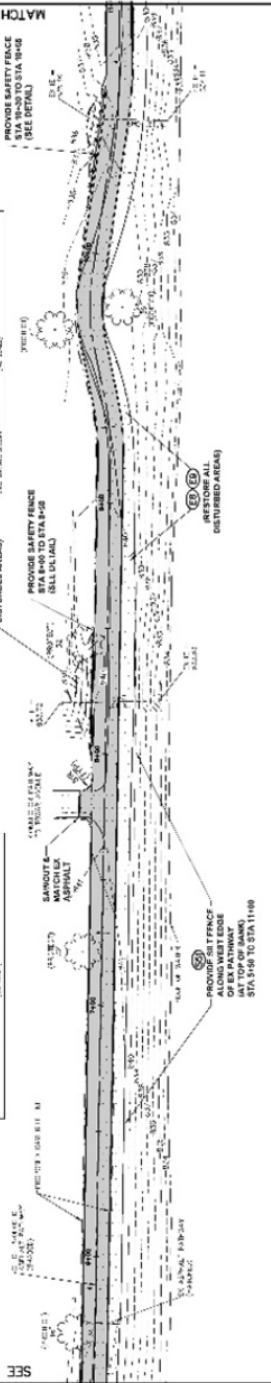
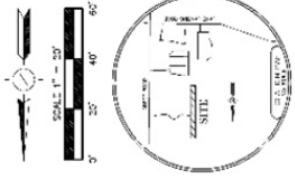
CITY OF EAST LANSING, INGHAM COUNTY, MICHIGAN

NOTES:
 1. ALL DISTANCES ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
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 12. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 13. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 14. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 15. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

MATCH LINE STA 5+50
 SEE SHEET NO. 2



MATCH LINE STA 11+00
 SEE SHEET NO. 4



PROJECT NO.	DATE	BY	CHECKED
123456789	10/10/2024	J. SMITH	A. JONES

MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET
 S. E. E. KEYING SYSTEM

LEGEND

- 1" = 20' HORIZONTAL SCALE
- 1" = 10' VERTICAL SCALE
- 1" = 10' HORIZONTAL SCALE
- 1" = 10' VERTICAL SCALE
- 1" = 10' HORIZONTAL SCALE
- 1" = 10' VERTICAL SCALE
- 1" = 10' HORIZONTAL SCALE
- 1" = 10' VERTICAL SCALE
- 1" = 10' HORIZONTAL SCALE
- 1" = 10' VERTICAL SCALE

REVISIONS

NO.	DATE	DESCRIPTION
1	10/10/2024	ISSUED FOR PERMIT
2	10/10/2024	REVISED PER COMMENTS

PROJECT INFORMATION

CLIENT: KEBS, INC.
 123456789
 123456789
 123456789

PROJECT NAME: Northern Tier Trail
 123456789
 123456789
 123456789

PROJECT NO.: 123456789
DATE: 10/10/2024
BY: J. SMITH
CHECKED: A. JONES
SCALE: 1" = 20' HORIZONTAL, 1" = 10' VERTICAL
PROJECT LOCATION: 123456789, 123456789, 123456789

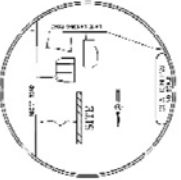
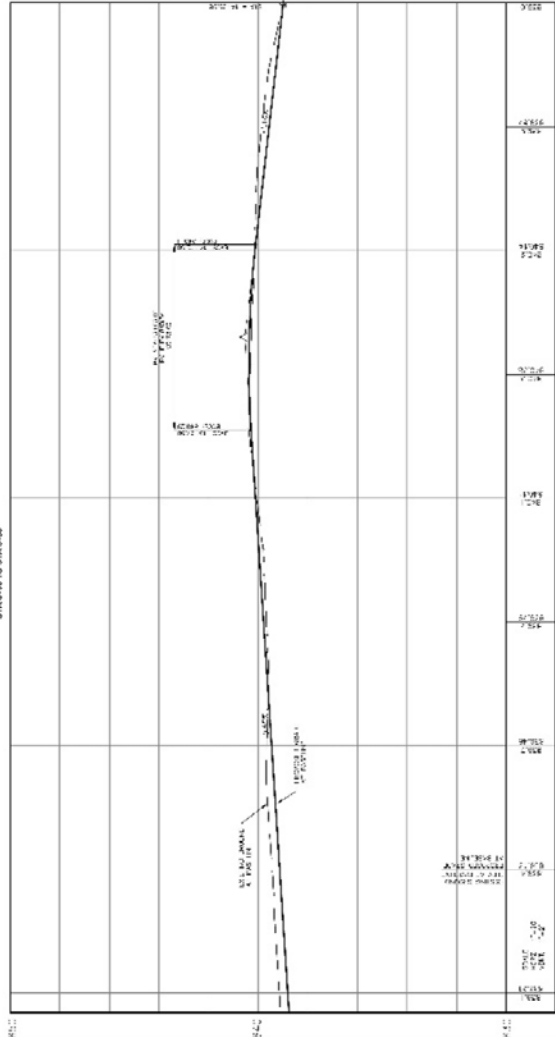
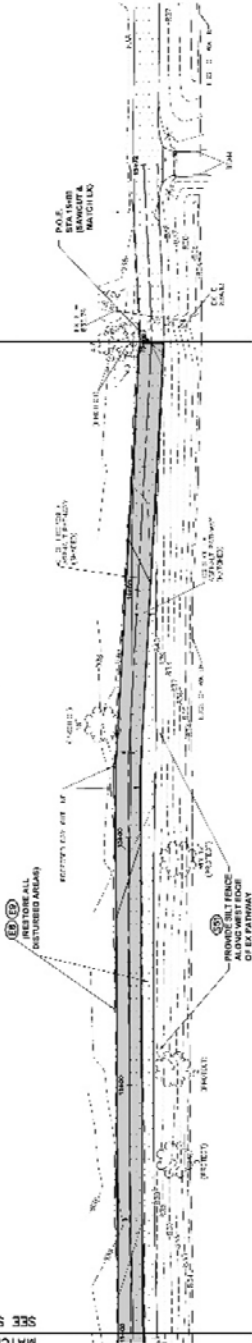


Northern Tier Trail

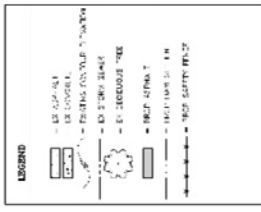
CITY OF EAST LANSING, INGHAM COUNTY, MICHIGAN

REVISIONS:
 1. REVISED TO REFLECT THE CITY OF EAST LANSING'S REQUEST FOR A REVISION TO THE ORIGINAL CONTRACT DOCUMENTS TO INCLUDE THE RESTORATION OF THE TRAIL TO ITS ORIGINAL WIDTH AND TO INCLUDE THE RESTORATION OF THE TRAIL TO ITS ORIGINAL WIDTH AND TO INCLUDE THE RESTORATION OF THE TRAIL TO ITS ORIGINAL WIDTH.

MATCH LINE STA 11+00
 SEE SHEET NO. 3



NO.	DATE	DESCRIPTION	BY	CHKD.
1	11/11/11	ISSUED FOR PERMIT	J. J. JONES	J. J. JONES
2	11/11/11	ISSUED FOR PERMIT	J. J. JONES	J. J. JONES
3	11/11/11	ISSUED FOR PERMIT	J. J. JONES	J. J. JONES
4	11/11/11	ISSUED FOR PERMIT	J. J. JONES	J. J. JONES
5	11/11/11	ISSUED FOR PERMIT	J. J. JONES	J. J. JONES



KEES, INC. 11111 EAST LANSING AVENUE EAST LANSING, MICHIGAN 48823 PHONE: 517.333.1111 FAX: 517.333.1111 WWW: WWW.KEESENGINEERS.COM	
PROJECT NO.	11111
DRAWING NO.	11111
DATE	11/11/11
SCALE	1" = 20'
PROJECT LOCATION	NORTHERN TIER TRAIL
CITY	EAST LANSING, MICHIGAN

TOPOGRAPHICAL SURVEY

"NORTHERN TIER TRAIL, EAST LANSING, MI 48823"

FOR: CITY OF EAST LANSING -
PARKS RECREATION & ARTS

LEGEND

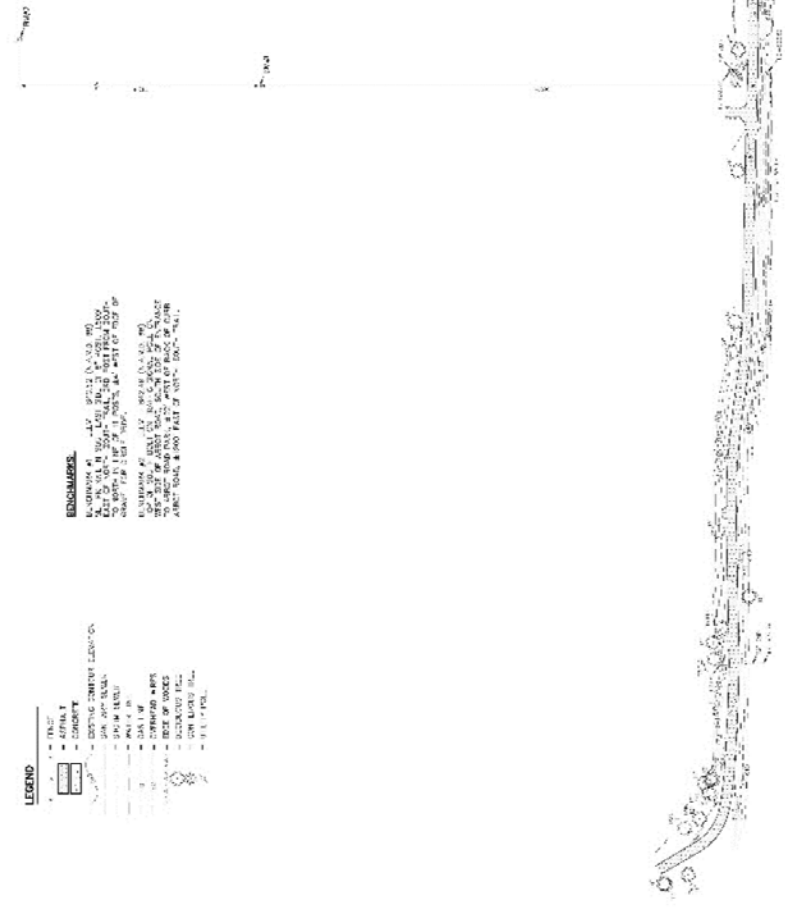
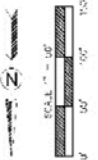
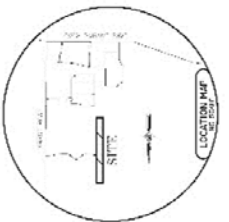
- PAVEMENT
- ASPHALT
- CONCRETE
- EXISTING CURB/RAIL JUNCTION
- SIDEWALK
- PAV. SLOPE
- PAV. FILL
- SAND/FILL
- ASPHALT
- CONCRETE
- SIDE OF ROADS
- CON. DITCH
- DITCH
- FILL
- FILL
- FILL

BOUNDARIES

- 1. SECTION 4, T28N, R28E, S41E, 100' (N.A.S. 20)
- 2. SECTION 5, T28N, R28E, S41E, 100' (N.A.S. 20)
- 3. SECTION 6, T28N, R28E, S41E, 100' (N.A.S. 20)
- 4. SECTION 7, T28N, R28E, S41E, 100' (N.A.S. 20)
- 5. SECTION 8, T28N, R28E, S41E, 100' (N.A.S. 20)
- 6. SECTION 9, T28N, R28E, S41E, 100' (N.A.S. 20)
- 7. SECTION 10, T28N, R28E, S41E, 100' (N.A.S. 20)
- 8. SECTION 11, T28N, R28E, S41E, 100' (N.A.S. 20)

SURVEY NOTES:

1. This survey was conducted by the City of East Lansing Parks, Recreation & Arts Department.
2. All distances are given in feet and inches, unless otherwise noted.
3. All bearings are given in degrees, minutes and seconds, unless otherwise noted.
4. All points are shown on the plan as they were found in the field.
5. All points are shown on the plan as they were found in the field.
6. All points are shown on the plan as they were found in the field.
7. All points are shown on the plan as they were found in the field.



DESIGNED BY	CONDUCTED BY	KEYS, INC.
DRAWN BY	DATE	NOVEMBER 2005
CHECKED BY	SCALE	AS SHOWN ON PLAN
PROJECT NO. 05-001 SHEET NO. 1 OF 1 TOTAL SHEETS 1 DATE OF SURVEY NOVEMBER 2005		
JOHN E. KEYS, INC. 1000 N. ZEEB RD., SUITE 100 EAST LANSING, MI 48823-1822		

Northern Tier Trail - Pathway Upgrade

Preliminary Engineer's Estimate

Quantities

Having carefully examined the site of the proposed work and being fully informed of conditions to be met in performing this work and having examined the plans and specifications pertaining to this work, the undersigned proposes to furnish all labor, materials, tools and equipment for complete construction as per plans prepared by KEBS, Inc. All work shall be done for the following unit prices.

<u>Site work</u>	<u>Qty.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
1. HMA Removal /Trail Demo	1704	Syd	<u>\$8.00</u>	<u>\$13,632.00</u>
2. Tree/brush clearing and disposal	1	L.S.	<u>\$20,000.00</u>	<u>\$20,000.00</u>
3. Earthwork/Grading				
a. Excavation	1	L.S.	<u>\$20,000.00</u>	<u>\$20,000.00</u>
b. Embankment, CIP	1	L.S.	<u>\$15,000.00</u>	<u>\$15,000.00</u>
c. Subgrade Undercutting, Type II	150	Cyd	<u>\$30.00</u>	<u>\$4,500.00</u>
4. Soil Erosion Control	1	L.S.	<u>\$8,000.00</u>	<u>\$8,000.00</u>
5. Paving				
a. 1 1/2" MDOT 36A - Top course	1,675	Syd	<u>\$15.00</u>	<u>\$25,125.00</u>
b. 2" MDOT 13A - Leveling course	1,675	Syd	<u>\$18.00</u>	<u>\$30,150.00</u>
c. 8" Gravel 21AA Base	1,836	Syd	<u>\$18.00</u>	<u>\$33,048.00</u>
d. High Performance Biaxial Geogrid	1,836	Syd	<u>\$5.00</u>	<u>\$9,180.00</u>
6. Safety Fence	135	Ft	<u>\$100.00</u>	<u>\$13,500.00</u>
7. Slope Restoration/Seeding	1,276	Syd	<u>\$6.00</u>	<u>\$7,656.00</u>

Construction Sub-total:	\$ 199,791.00
20% contingency:	<u>\$ 39,958.20</u>
Total for Site work:	\$ 239,749.20

Estimated Additional Costs:

Crack Restoration	\$ 30,000.00
MDEQ Permitting	\$ 8,000.00
Engineering Design	\$ 17,050.00
Construction staking	<u>\$ 5,000.00</u>
Total for Additional Costs:	\$ 60,050.00

TOTAL PROJECT COST:	\$ 299,799.20
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Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF EAST LANSING TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, Board of Commissioners Resolutions #16-257, #17-109 and #19-047 authorized entering into contracts with the City of East Lansing to fund the below projects; and

Contract Title	Project #	Begins	Ends	Resolution
City of EL-N. Tier Trail Repair and Maintenance	TR003	08/25/16	6/30/19	16-257
City of EL- NTT Extension through White Park	TR033	03/07/18	04/26/19	17-109
City of El-Riveria Dr. Neighborhood Connection to NTT	TR057	--	--	19-047
City of El-Colorado Dr. Neighborhood Connection to NTT	TR058	--	--	19-047

WHEREAS, the City of East Lansing is requesting an amendment to the above Agreements because of unforeseen circumstances and past amendments that adjusted these construction deadlines; and

WHEREAS, the City of East Lansing is requesting an extension to their agreements TR003 and TR033 to August 28, 2021; and

WHEREAS, the City of East Lansing is requesting an additional \$600,000 for their agreements TR003, TR057 and TR058.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of East Lansing.

Contract Title	Project #	Begins	Ends	Resolution
City of EL-N. Tier Trail Repair and Maintenance	TR003	08/25/16	08/28/21	16-257
City of EL- NTT Extension through White Park	TR033	03/07/18	08/28/21	17-109
City of El-Riveria Dr. Neighborhood Connection to NTT	TR057	--	--	19-047
City of El-Colorado Dr. Neighborhood Connection to NTT	TR058	--	--	19-047

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension of the City of East Lansing agreements TR003 and TR033 to August 28, 2021.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional not to exceed sum of \$600,000 for Agreements TR003, in the amount of \$300,000; TR057, in the amount of \$200,000; and TR058 in the amount of \$100,000, from the Trails and Parks Millage fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$300,000 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR003.

BE IT FURTHER RESOLVED, the Controller is authorized to transfer \$200,000 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR057.

BE IT FURTHER RESOLVED, the Controller is authorized to transfer \$100,000 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR058.

BE IT FURTHER RESOLVED, that all other terms and conditions of these Agreements shall remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the 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 Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 12, 2020
SUBJECT: Contract with Ratnik Industries
For the meeting agenda of 6/1/20 Human Services and 6/3/20 Finance

BACKGROUND

In the fall of 2018, staff repaired two areas of the pipe that had developed holes in the steel. Initially it was thought these two areas were isolated and that the problem had been fixed. While attempting to prepare the snowmaking system and during the initial snowmaking days of the 2019/2020 season, we discovered at least three more areas that have developed corrosion. The cause of these “holes” in the lines are unknown but possibilities include corrosion caused by other metals and materials in the ground at Hawk Island or possible defects in the original steel pipe that was installed. The pipes are corroding from the outside inwards, so the water traveling through the lines is not the issue.

Proposals were solicited for engineering services for the new snowmaking pipe at Hawk Island. The evaluation committee recommends entering into a contract with Ratnik Industries.

ALTERNATIVES

We need to completely replace the underground snowmaking lines in order to continue to be able to operate the snow tubing hill at Hawk Island.

FINANCIAL IMPACT

This resolution requests authorization to use the Parks 208 fund balance. There are funds available to do this project in the Parks Department 208 fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 11, 2020 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH RATNIK INDUSTRIES

WHEREAS, proposals were solicited for engineering services for the new snowmaking pipe at Hawk Island;
and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Ratnik Industries.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Ratnik Industries in the total amount not to exceed \$3,500 for engineering services for the new snowmaking pipe at Hawk Island.

BE IT FURTHER RESOLVED, that the contract with Ratnik Industries shall be effective the date of execution through August 1, 2020.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize \$3,500 from the Parks Department 208 fund balance for the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the 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 Human Services & Finance Committee
FROM: Tim Morgan, Parks Director
DATE: May 19, 2020

SUBJECT: Opening of the Next Round of Trails and Parks Millage Grant Applications and Updates to the Scoring Criteria and Application

For the meeting agenda of 6/01/20 Human Services and 6/03/20 Finance

BACKGROUND

The Park Commission reviewed the recommendations set forth by the Trails and Parks Millage Coordinator for the sixth round of millage grants. The need to balance fiscal responsibility as well as keep the momentum going for future planning and projects is a high priority for the Park Commission.

The Park Commission reviewed and edited the Trails and Parks Millage Grant Application (Attachment A) and Scoring Criteria (Attachment B), taking into consideration the comments from the BOC in the last round of grants.

The Park Commission would like to recommend the sixth round of applications be set at a \$7 million dollar cap, providing an opportunity for multi-year funding, with no required match but additional points will be rewarded if match is provided. \$3.5 million allocated for 2021 and \$3.5 million allocated for 2022. The Park Commission also recommends that the cap for small projects/shovel ready projects be raised to \$300,000 which is reflected in the application.

The current application and scoring criteria will remain the same except for the number of match points awarded if provided. If a community does provide match they will receive additional points but it is not required for this round.

The resolution opens the application period for the sixth round of grants. Applications will be open on June 10, 2020 and be due on July 31, 2020. Following due diligence by staff and the Park Commission, final approval is expected from the Board of Commissioners in December 2020.

ALTERNATIVES

This process will be reviewed by the Park Commission annually, moving forward with the Trails & Parks Millage to ensure that the application and scoring criteria stay current and are in line with the needs of the program.

FINANCIAL IMPACT

This resolution would provide \$7 million dollars to communities out of the Trails and Parks Millage Fund.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user- friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural, and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution and recommended a sixth round of grants at their May 11, 2020 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing the next round of trails and parks millage applications.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE APPLICATION FORM, SCORING CRITERIA FOR THE TRAILS AND PARKS MILLAGE, AND DECLARING THAT A SIXTH ROUND OF APPLICATIONS FOR THE TRAILS AND PARKS MILLAGE FUNDS WILL BE TAKEN BEGINNING JUNE 10, 2020

WHEREAS, in March 2020, the electorate renewed a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, the Park Commission reviewed and edited the Application and Scoring Criteria forms and has developed the following attachments for approval by the Board of Commissioners; and

WHEREAS, the Application shown in Attachment A reflects changes outlining the increase of the \$50,000 cap to small community grants and shovel-ready projects to \$300,000; and

WHEREAS, the Scoring Criteria shown in Attachment B has been edited to adjust the points received by a community if match is provided; and

WHEREAS, the Park Commission recommends that a sixth round of applications will be taken beginning June 10, 2020, set at a \$7 million dollar cap, with no required match and a \$300,000 cap for small shovel ready projects or small community grants; and

WHEREAS, the Park Commission recommends that multiple year funding be awarded for grants in this round for the years of 2020 and 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the recommended application edits for Trails and Parks Millage funding (attachment A) with the changes outlined above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners adopts the scoring criteria for use by Park Commission and staff for scoring applications for funding (attachment B) with the changes outlined above.

BE IT FURTHER RESOLVED, that a sixth round of applications will be taken beginning June 10, 2020, set at a \$7 million dollar cap, with no required match and with a cap of \$300,000 for small shovel ready projects or small community grants, and that multiple year funding will be awarded for grants in this round.

BE IT FURTHER RESOLVED, that application forms and scoring criteria will be reviewed and approved by the Board of Commissioners prior to the seventh round.

ATTACHMENT A:

Ingham County Trails and Parks Program Application



Ingham County
 Attn: Melissa Buzzard
 P.O. Box 178
 121 E. Maple Street, Suite 102
 Mason, MI 48854

Trails and Parks Program Application

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **small shovel ready projects up to a limit of \$300,000, planning and engineering for future projects.** **Preference will be shown to applications within these parameters, however all grant applications will be considered, even if they are not shovel ready or include future planning.**

Project applications must be received by **5:00pm July 31** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the November Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT		
Agencies:		Contact Person:
Address:		
City:		State: ZIP Code:
Phone:	Fax:	Email:
PROJECT SUMMARY		
Project Title:		
Total Amount Requested: \$		
Distance of repaired/new construction in feet/miles:		
Trail/blue ways:	Boardwalk:	Bridge:
<input type="checkbox"/> Shovel Ready	<input type="checkbox"/> Planning & Engineering	<input type="checkbox"/> Other Project
<input type="checkbox"/> Small grant: Up to \$300,000 for municipalities contributing less than 5% of total county millage revenue annually. See Attachment A. * (Small grants will be scored separately)		

Ingham County Trails and Parks Program Application

If you have applied for *multiple projects*, please prioritize and rank your projects within each category from highest priority to lowest priority in each category:

Shovel Ready

Planning and
Engineering

Other Projects

Town, Range and Section Numbers of Site Location

(Town):

(Range):

(Section):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

Ingham County Trails and Parks Program Application

ESTIMATED COSTS/BUDGET		
<i>Provide each scope/budget item and how the budgeted amount was calculated. List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.</i>		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
Other Fees (i.e., Permitting, etc...)		
Total Project Expenses		\$
Provide detailed cost estimate for Project		\$
APPLICANT FUNDS		
<i>When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years.</i>		
<u>Local Contribution</u>		Amount \$ _____
<u>Other Grant Contributions</u>		
Name of Grantor(s)		Amount \$ _____ \$ _____
Name of Partner(s)		Amount \$ _____ \$ _____
Name of Donor(s)		Amount \$ _____ \$ _____
<u>In-Kind Support</u>		
Name of Organization	Description	Value \$ _____ \$ _____
<u>Other</u>		Amount \$ _____
Total Applicant Funds		\$ _____
*Millage Funds REQUESTED (does not count as match)		\$ _____
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds	%	Match

Ingham County Trails and Parks Program Application

DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

Provide a (detailed) description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count- attachments as needed).

Ingham County Trails and Parks Program Application

PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

1. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.

2. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.

Ingham County Trails and Parks Program Application

3. Describe how the project responds to public demand and has public support.

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. 250 word limit.

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.

6. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

Ingham County Trails and Parks Program Application

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.

Ingham County Trails and Parks Program Application

ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.
6. After completion of the project, entities must agree to participate in the County wide wayfinding signage plan.

CERTIFICATION

Signature of Applicant:

Date:

Ingham County Trails and Parks Program Application

ATTACHMENT A.

Ingham County Trails and Parks Millage Estimated Revenue by Municipality

Municipality	Total Generated Revenue	Estimated Loss to Tax Capture	Estimated Available Revenue	Percent of Total
Alaiedon Township	\$ 109,741	\$ -	\$ 109,741	3.3%
Aurelius Township	\$ 68,726	\$ -	\$ 68,726	2.1%
Bunker Hill Township	\$ 30,949	\$ -	\$ 30,949	0.9%
Delhi Township	\$ 347,613	\$ 85,205	\$ 262,408	7.9%
Ingham Township	\$ 36,313	\$ 2,953	\$ 33,359	1.0%
Lansing Township	\$ 132,989	\$ 25,128	\$ 107,860	3.2%
Leroy Township	\$ 58,849	\$ 4,955	\$ 53,894	1.6%
Leslie Township	\$ 40,164	\$ -	\$ 40,164	1.2%
Locke Township	\$ 34,146	\$ -	\$ 34,146	1.0%
Meridian Township	\$ 776,105	\$ 755	\$ 775,350	23.3%
Onondaga Township	\$ 39,593	\$ -	\$ 39,593	1.2%
Stockbridge Township	\$ 57,918	\$ 2,698	\$ 55,219	1.7%
Vevay Township	\$ 63,027	\$ 816	\$ 62,211	1.9%
Wheatfield Township	\$ 34,763	\$ -	\$ 34,763	1.0%
White Oak Township	\$ 28,502	\$ -	\$ 28,502	0.9%
Williamstown Township	\$ 109,531	\$ -	\$ 109,531	3.3%
East Lansing (City)	\$ 416,404	\$ 15,819	\$ 400,585	12.0%
Lansing (City)	\$ 958,232	\$ 32,290	\$ 925,942	27.8%
Leslie (City)	\$ 17,981	\$ 3,272	\$ 14,708	0.4%
Mason (City)	\$ 106,781	\$ 12,822	\$ 93,959	2.8%
Williamston (City)	\$ 50,716	\$ 7,295	\$ 43,422	1.3%
Ingham County (Total)	\$ 3,519,041	\$ 194,009	\$ 3,325,033	100.0%

Created 2-23-15

ADOPTED – FEBRUARY 13, 2018

Ingham County Trails and Parks Program Application

ATTACHMENT B.

AGENDA ITEM NO. 18

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

RESOLUTION # 18 – 054

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert
Approved 02/05/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis
Nays: None **Absent:** Koenig, Schafer **Approved 02/07/2018**

Ingham County Trails and Parks Program Application

ATTACHMENT C.

Match Requirement for Ingham County Trails & Parks Millage

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

Ingham County Trails and Parks Program Scoring Criteria

The following criteria will be used to evaluate and select projects. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

1. Does this project either contribute to the completion of one of the top five scoring New Trail Preferences as listed in the Ingham County Trails and Parks Comprehensive Report Table 18 (attached)?

0= no 5= yes
_____pts

2. Does this contribute to County connectivity?

0= no 10= yes (If you meet *any* of the criteria listed below, you get 10 points).
_____pts

Improves Regional Connectivity Projects that improve regional connectivity and access throughout Ingham County will receive a higher priority. To determine whether a project improves regional connectivity or access, the project should address the following

- Contributes to the completion of the Ingham County regional priority corridors as depicted on Figure 24 (attached) either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to or within Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation;
- Increases access to sites of natural, scenic or historic interest.

3. Did this project apply for other funding partners such as state or federal grants, donations, individual contributions, or other funding sources?

Yes or No?

0= no 5= yes

_____ pts

4. Overall, how do you rate the project?

Considerations

- Project area is under public ownership or is currently accessible for public use;
- Does not require complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency;
- Is appropriate and in line with available funds.
- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities;
- Has the support of multiple jurisdictions and/or stakeholders.
- The project increases or improves access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area;
- Contributes to an equitable geographical distribution of the millage funds.

Rate the project on a scale of 1-20, 1 being least desirable and 20 being most desirable.

_____pts

_____Total Points Scored

Agenda Item 3

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

FROM: Rick Terrill, Facilities Director

DATE: May 19, 2020

RE: Resolution Authorizing a Contract with Du-All Cleaning Inc. for Janitorial Services at Several County Facilities

For the meeting agendas of: June 1, 2 & 3

BACKGROUND

The current contract for janitorial services will expire on July 31, 2020. The Purchasing Dept. put out a request for proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities. Du-All Cleaning Inc. submitted the lowest responsive and responsible proposal of \$2,431,593.89 for a three (3) year contract beginning August 1, 2020 through July 31, 2023 with an optional two (2) year renewal.

ALTERNATIVES

The alternative would be to continue with the current company and pay more.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 and 818000 contractual line items.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract with Du-All Cleaning for janitorial services at several county facilities.

Agenda Item 3

TO: Rick Terrill, Director of Facilities
CC: Tom Gamez, Director of Operations, Road Department
FROM: James Hudgins, Director of Purchasing
DATE: April 13, 2020
RE: Memorandum of Performance for RFP No. 38-20 Janitorial Services

Per your request, the Purchasing Department sought proposals from interested and qualified vendors experienced with cleaning commercial office buildings and medical facilities with the purpose of entering into a 3-year agreement to provide janitorial services. The following buildings are included in the request: Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, 9-1-1 Dispatch Center, Ingham County Family Center, Willow Clinic, Well Child Clinic, Forest Community Health Center, IC Animal Shelter, New Hope, and Ingham County Road Department.

The scope of work includes, but is not limited to, maintaining an adequate number of properly-trained and vetted cleaning personnel along with a sufficient and competent number of supervisors in order to provide satisfactory cleaning services at all times. The contractor at their expense will provide the necessary supplies and industrial equipment required to perform the work specified in the request for proposal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	50	18
Vendors responding	5	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	Year 1 Total Cost	Year 2 Total Cost	Year 3 Total Cost	Grand Total Cost (Years 1, 2 & 3)
Du-All Cleaning Inc.	No. Sterling Heights MI	\$798,494.00	\$810,471.41	\$822,628.48	\$2,431,593.89
RNA Facilities Management	No. Ann Arbor MI	\$917,386.10	\$935,733.80	\$954,448.50	\$2,807,568.40
Custodial Sanitation Management Services	No. Grand Rapids MI	\$1,036,989.00	\$1,056,691.00	\$1,076,769.00	\$3,170,449.00
Romanow Building Services	Yes. Lansing MI	\$1,050,806.55	\$1,071,986.13	\$1,093,801.12	\$3,216,593.80
GRBS Inc. (Grand Rapids Building Services, Inc.)	No. Grand Rapids MI	\$1,317,261.28	\$1,317,261.28	\$1,317,261.28	\$3,951,783.84

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DU-ALL CLEANING INC. FOR
JANITORIAL SERVICES AT SEVERAL COUNTY FACILITIES**

WHEREAS, the current janitorial contract expires on July 31, 2020; and

WHEREAS, the Purchasing Department put out a request for proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Du-All Cleaning Inc. who submitted the lowest responsive and responsible proposal of \$2,432,593.89 for a three (3) year contract with an optional two (2) year renewal for janitorial services at the several County facilities; and

WHEREAS, funds are available through the appropriate 931100 and 818000 contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with Du-All Cleaning Inc., 35474 Mound Road, Sterling Heights, Michigan 48310 for janitorial services at several County facilities for three (3) years for an amount not to exceed \$2,431,593.89.

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

Agenda Item 4a

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 13, 2020
SUBJECT: Acceptance of Health Center funds from the Health Resources and Services Administration (HRSA)
For the meeting agendas of June 1, and June 3, 2020

BACKGROUND

Ingham County Health Department (ICHHD) and Ingham Community Health Centers (ICHC) wish to accept a funding award of \$2,542,551.00 for the Health Center Program from the Health Resources and Services Administration (HRSA). This funding support is for the period of February 1, 2020 through January 31, 2021.

ALTERNATIVES

We are unaware of any other funding that would allow the ability to expand programs within the health centers to meet ICHC patient needs.

FINANCIAL IMPACT

This funding will support primary care, dental, mental health, substance abuse and supportive services for Ingham County's low-income, uninsured and medically underserved population through the Ingham Community Health Centers.

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 support the acceptance of this Health Center Program award of \$2,542,551.00 for the period of February 1, 2020 through January 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION HEALTH CENTER PROGRAM FUNDS

WHEREAS, Ingham County Health Department (ICHD) and Ingham Community Health Centers (IHC) wish to accept Health Center Program funds through the U.S. Department of Health and Human Services Health Resource and Services (HRSA) for the grant period of February 1, 2020 through January 31, 2021; and

WHEREAS, Health Center Program funds allow for ICHD to support primary care, dental, mental health, substance abuse and supportive services for Ingham County's low-income, uninsured and medically underserved population through the Ingham Community Health Centers; and

WHEREAS, the base award also includes funding for outreach and enrollment efforts; and

WHEREAS, ICHD will receive the Health Center Program annual base funding award for the budget period of February 1, 2020 through January 31, 2021 in the amount up to \$2,542,551.00; and

WHEREAS, the Ingham County Community Health Center Board has reviewed and recommends the acceptance of the annual base funding award; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the Health Center Program base funding award in the amount up to \$2,542,551.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the Health Center Program base funding award in the amount of \$2,542,551.00 through HRSA for the budget period of February 1, 2020 through January 31, 2021.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 11, 2020
SUBJECT: Resolution to Accept funding from the Michigan Primary Care Association (MPCA) for participation in the Michigan Network for Oral Health Integration (MNOHI) Project.

For the meeting agendas of June 1, 2020 and June 3, 2020

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wishes to accept funding from the Michigan Primary Care Association (MPCA) for participation in the Michigan Network for Oral Health Integration (MNOHI) Project. The MNOHI Project focuses on integrating medical and dental care for ICHC’s children 6-11 years of age, and their families. These funds are awarded from the period of September 1, 2019 through August 31, 2024. The first year of this five-year grant will provide an \$8,000 stipend to cover the costs of training. Subsequent year funding will vary depending upon the focus for that year and will be used to provide technical assistance, connection, and mapping the Electronic Dental Record (EDR) to Azara DRVS for data reporting purposes.

ALTERNATIVES

We are unaware of any other funding available for supporting the integration of ICHC’s medical and dental care for children 6-11 years of age, and their families, and thus there are no viable alternatives.

FINANCIAL IMPACT

This award is for the period of September 1, 2019 through August 31, 2024 from the MPCA for participation in the MNOHI Project. The first year of this five-year grant will provide an \$8,000 stipend. The subsequent year funding will vary depending upon the focus for that year. This funding shall be used to support the integration of medical and dental care for children 6-11 years of age, and their families of the ICHCs.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the acceptance of funding from the Michigan Primary Care Association (MPCA) for participation in the Michigan Network for Oral Health Integration (MNOHI) Project for the first year of funding of \$8,000 and varying subsequent year funding effective September 1, 2019 through August 31, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM THE MICHIGAN PRIMARY CARE ASSOCIATION (MPCA) FOR PARTICIPATION IN THE MICHIGAN NETWORK FOR ORAL HEALTH INTEGRATION (MNOHI) PROJECT

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to accept funding from the Michigan Primary Care Association (MPCA) for participation in the Michigan Network for Oral Health Integration (MNOHI) Project; and

WHEREAS, the MNOHI Project focuses on integrating medical and dental care for ICHC's children 6-11 years of age, and their families; and

WHEREAS, these funds are awarded from the period of September 1, 2019 through August 31, 2024; and

WHEREAS, the first year of this five-year grant will provide an \$8,000 stipend to cover the costs of training; and

WHEREAS, subsequent year funding will vary depending upon the focus for that year and will be used to provide technical assistance, connection, and mapping the Electronic Dental Record (EDR) to Azara DRVS for data reporting purposes; 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, Linda Vail supports accepting funding from MPCA for participation in the MNOHI Project for an amount of \$8,000 in year one of this grant, and at varying amounts in subsequent years effective September 1, 2019 through August 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the acceptance of funding from MPCA for participation in the MNOHI Project for an amount of \$8,000 in year one of this grant, and at varying amounts in subsequent years effective September 1, 2019 through August 31, 2024.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 14, 2020
SUBJECT: Resolution to Accept Funding Award from HRSA for Expanding Coronavirus Testing (ECT) Capacity

For the meeting agendas of June 1st and June 3rd, 2020

BACKGROUND

Ingham County Health Department (ICHHD) and Ingham Community Health Centers (ICHCs) wish to accept a funding award of \$449,074.00 for Expanding Capacity for Coronavirus Testing (ECT) from the Health Resources and Services Administration (HRSA). This award may support testing and testing related, in-scope activities that may change as COVID-19 needs evolve within the community. This award is effective May 1, 2020 through April 30, 2021.

ALTERNATIVES

There is no alternative as the funding as it is being provided as a mandate to all Health Center Program grantees.

FINANCIAL IMPACT

There are no financial impacts.

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 support the acceptance of this grant award of \$449,074.00 for Expanding Capacity for Coronavirus Testing effective May 1, 2020 through April 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDING AWARD FROM HRSA FOR EXPANDING
CORONAVIRUS TESTING (ECT) CAPACITY**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award totaling \$449,074.00 from the U.S. Department of Health Resources and Services Administration (HRSA); and

WHEREAS, this funding is part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and

WHEREAS, this funding is to support activities to purchase, administer, and expand capacity for testing for COVID-19; and

WHEREAS, funding may support testing and testing related, in-scope activities that may change as COVID-19 needs evolve within the community; and

WHEREAS, this is a one-time only HRSA award effective May 1, 2020 through April 30, 2021; and

WHEREAS, the Health Center Board and the Health Officer recommend that the Board of Commissioners authorize acceptance of an ECT funding award totaling \$449,074.00 from HRSA effective May 1, 2020 through April 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of an ECT funding award totaling \$449,074.00 from HRSA effective May 1, 2020 through April 30, 2021.

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.

Agenda Item 4d

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 11, 2020
SUBJECT: Authorization to Convert the Clinical Data Analyst Position from an ICEA County Pro Grade 8 to an ICEA County Pro Grade 7
For the meeting agenda of June 1, June 2 and June 3, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to convert vacant Position #601532 Clinical Data Analyst from an ICEA County Pro Grade 08 to ICEA County Pro Grade 07. The position had initially been budgeted in the FY 2020 budget at an ICEA County Pro 08 range. However, after Human Resources' re-analysis of the final job description, it has been determined that the position is appropriate to grade as an ICEA County Pro 07. The ICEA County Professionals Union has been notified, and they support the establishment of the position and concur with the conversion to an ICEA County Pro 07 grade. The Clinical Data Analyst position has not yet been posted pending finalization of the job description.

ALTERNATIVES

The alternative would be to leave Position #601532 Clinical Data Analyst at an ICEA County Pro Grade 08 and forfeit a cost savings of \$5,905.63 annually.

FINANCIAL IMPACT

The position was initially budgeted in the FY 2020 budget at an ICEA County Pro 08 range. Therefore the conversion in the budget from an ICEA County Pro 08 (\$59,140.99 - \$70,997.30) to ICEA County Pro 07 (\$54,222.00 - \$65,091.67) shall result in a cost savings of \$5,905.63 annually.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval for Ingham County to authorize the conversion of vacant Position #601532 Clinical Data Analyst (ICEA County Pro Grade 08 to ICEA County Pro Grade 07).

Agenda Item 4d

TO: Anne Scott, Deputy Health Officer & Executive Director of CHC
FROM: Joan Clous, Human Resources Specialist
DATE: May 6, 2020
RE: Memo of Analysis for the creation of new position within the Health Department – Data Analyst

Regarding the creation of new positions, Human Resources can confirm the following information:

1. The newly created position of Data Analyst has been determined to fall within the scope of the ICEA County Professional jobs and was classified at an ICEA County Pro Level 7 (\$54,220.00 to \$65,091.67)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).

From: [Anne Scott](#)
To: [Lisa Malone](#)
Subject: FW: New position for health dept.
Date: Friday, May 15, 2020 11:34:18 AM
Attachments: [image001.png](#)

Lisa, here is the union support, HR did not include in their initial documents. I think I am done on this one! Sorry.

Anne

From: Joan Clous <JClous@ingham.org>
Sent: Friday, May 15, 2020 9:02 AM
To: Anne Scott <AScott@ingham.org>
Subject: FW: New position for health dept.

Here you go this is for the Data position

From: Jeffrey Donahue [<mailto:jdonahue@whiteschneider.com>]
Sent: Sunday, May 3, 2020 8:15 AM
To: Joan Clous
Cc: Desiree Cook
Subject: New position for health dept.

Joan, the ICEA has no issue with this new position. We do not need a call to discuss. Thanks. Jeff

Jeffrey S. Donahue
White Schneider PC
1223 Turner Street, Suite 200
Lansing, Michigan 48906
www.whiteschneider.com
P: 517/347-7225
F: 517/349-8295



White Schneider PC



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From: Joan Clous <JClous@ingham.org>
Sent: Friday, April 24, 2020 1:05 PM
To: Desiree Cook <DCook@ingham.org>
Subject: RE: New position for health dept.

Thanks, I make the fix. It will be similar, but will not be dealing with financial information.

From: Desiree Cook
Sent: Friday, April 24, 2020 1:03 PM
To: Joan Clous
Subject: RE: New position for health dept.

May want to fix the spelling of HIPAA.

Isn't this what Paul and Jerry do with data for the health centers?

From: Joan Clous <JClous@ingham.org>
Sent: Friday, April 24, 2020 12:19 PM
To: Desiree Cook <DCook@ingham.org>
Subject: New position for health dept.

Desiree,

The health department is creating a new position (see attached) it falls within the ICEA at a level 7. I don't have the scoring at my house, so I am unable to provide it to you.

Thanks,
Joan

Joan Clous SHRM-CP
Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“Attitude is a choice. Think positive thoughts daily. Believe in yourself. ~ Pat Summit

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**INGHAM COUNTY
JOB DESCRIPTION**

CLINICAL DATA ANALYST, COMMUNITY HEALTH CENTERS (CHCs)

General Summary:

Under the supervision of the Clinical Services Manager, the Clinical Data Analyst oversees and coordinates clinical data, including data management, verification, and analysis and reporting, using Electronic Health Records and other data sources to support quality programs and health center operations. Builds reports and performs analytics using SQL, vendor reporting tools, and other health data information technology. Works closely with EHR staff and Quality Improvement Coordinator and is responsible for data validation to assure accurate, consistent data analysis and reporting.

Essential Functions:

1. Interprets and synthesizes large amounts of electronic health data such as longitudinal clinical performance measures and universal data systems metrics and prepares clear, concise reports for various staff, Board and accountability purposes.
2. Coordinates internal data management efforts for department administration including designing and overseeing data collection and analysis processes. Coordinates department datasets including those sourced from patient management system and electronic medical records. Codes and labels data according to accepted practices and creates a process for displaying and reporting of the data.
3. Prepares statistical, technical and administrative reports. Creates reports on health performance and provider performance from various internal databases for county and federal agencies. Writes clear, concise reports, proposals, and summaries which explain aspects of the performance and productivity findings.
4. Analyzes data using various data management and statistical programs to produce charts, graphs, tables, and maps which summarize findings.
5. Coordinates and conducts staff training related to collecting required data and information needed to prepare Uniform Data System report.
6. Performs and supports various data hygiene processes, including data validation, workflow validation, data integrity monitoring, and data mapping.
7. Maintains report glossary and metric definitions, vets new reporting tools and modules, make changes to reports in response to grant reporting requirements, and work with clinical team to pilot data collection and reports.
8. Ensures reporting modules and data capture aligns with clinical quality metrics, UDS metrics, grant guidelines and other federal, state, local or project specific guidelines or requirements.
9. "Responsible for validating clinical data and producing accurate reports which are critical to the financial, clinical quality and patient care functions of the organization

Other Functions

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

(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications

Education: Advanced training as acquired through two or three years of college, technical or business school is required. An Associate's Degree in Computer Science, Health Information Systems or a related field is preferred.

Experience: A minimum of three years in a computer or health related field is required. Prefer experience with electronic health records, health care data, and database creation, SQL, HTML, Visual Studios, Microsoft Access and Excel.

Other Requirements: None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in kneeling, crawling and pinching.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, crawling, lifting, pushing, and pulling.
- This position's physical requirements require regular stamina in walking, traversing, carrying, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

January 6, 2020
ICEA PRO

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT THE CLINICAL DATA ANALYST POSITION
FROM ICEA 08 TO ICEA 07**

WHEREAS, Ingham County Health Department (ICHHD) wishes to convert vacant Position #601532 Clinical Data Analyst from an ICEA County Professional Grade 08 to ICEA County Professional Grade 07; and

WHEREAS, the Clinical Data Analyst position was initially included in the FY 2020 budget as an ICEA County Pro 08; and

WHEREAS, after Human Resources' re-analysis of the position, it was determined that the position description aligns with the ICEA County Pro 07 grade; and

WHEREAS, the ICEA County Professionals Union has been notified, and they support the conversion; and

WHEREAS, the Clinical Data Analyst position is vacant as it has not yet been posted pending finalization of the job description; and

WHEREAS, the conversion of the vacant Clinical Data Analyst position from the ICEA 08 (\$59,140.99 - \$70,997.30) to ICEA 07 (\$54,222.00 - \$65,091.67) shall result in a cost savings of \$5,905.63 annually; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposal to convert the vacant Position #601532 Clinical Data Analyst to an ICEA County Pro 07; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed conversion of vacant Position #601532 Clinical Data Analyst to ICEA County Pro 07.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant Position #601532 Clinical Data Analyst as an ICEA County Professional Grade 07.

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

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 6, 2020
SUBJECT: Resolution to Authorize Extended Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

For the meeting agendas of June 1, June 2 and June 3, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors (ICHC BOD) for one year effective July 1, 2020 through June 30, 2021. Through Resolution #19-318, the Cooperative Operational Agreement between the ICHC BOD was extended through June 30, 2020. As a Community Health Center (CHC) Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), ICHHD is required by section 330 of the Public Health Services Act to maintain a governing board of which the majority are being served by the center, and who as a group demographically represent the population receiving health care from the center. As public entity, ICHHD fulfills this requirement with a co-applicant board, the ICHC BOD. When two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood. The ICHC BOD must, at minimum, include the following:

- Hold monthly meetings
- Reach approval of the health center grant application and budget
- Oversee selection/dismissal and performance evaluation of the health center Executive Director
- Select services to be provided and health center hours of operations
- Measures and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance
- Establish general policies for the CHCs

In order to maintain compliance as a HRSA grantee, an updated agreement must be established.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the extension of the Cooperative Operational Agreement with ICHC Board of Directors for one year, effective July 1, 2020 through June 30, 2021.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE EXTENDED COOPERATIVE OPERATIONAL AGREEMENT WITH THE INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors (ICHC BOD) for one year effective July 1, 2020 through June 30, 2021; and

WHEREAS, through Resolution #19-318, the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center (ICHC) Board of Directors was extended through June 30, 2020; and

WHEREAS, as a Community Health Center (CHC) Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), ICHD is required by Section 330 of the Public Health Services Act to maintain a governing board of which the majority are being served by the center, and who as a group demographically represent the population receiving health care from the center; and

WHEREAS, as a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham County CHC Board of Directors; and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood; and

WHEREAS, ICHD fulfills the requirement through a Cooperative Operational Agreement with the CHC Board of Directors; and

WHEREAS, the ICHC Board of Directors functions must, at a minimum, include the following:

- Hold monthly meetings;
- Reach approval of the health center grant application and budget;
- Oversee selection/dismissal and performance evaluation of the health center Executive Director;
- Select services to be provided and health center hours of operations;
- Measure and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance; and
- Establish general policies for the health centers; and

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ends June 30, 2020; and

WHEREAS, the ICHC Board of Directors must have established Bylaws in order to ensure compliance with federal statute and program requirements as stipulated by Section 330 of the Public Health Services Act, which are included as an attachment to the Cooperative Operational Agreement; and

WHEREAS, the Bylaws of the ICHC Board of Directors were recently revised, and these revisions must also be approved and adopted by the Ingham County Board of Commissioners; and

WHEREAS, the ICHC Board of Directors recommends that the terms of the current Cooperative Operational Agreement be extended for the term of one year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension of the Cooperative Operational Agreement for one year, effective July 1, 2020 through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached extension of the Cooperative Operational Agreement with ICHC Board of Directors for one year, effective July 1, 2020 through June 30, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approve the attached revised bylaws developed by the ICHC Board of Directors.

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.

Final Approved for Signature 12/19/2019

INGHAMCOMMUNITYHEALTHCENTERBOARD

BYLAWS

READING RECOMMENDED CHANGES

Ingham Community Health Center Board of Directors

Article I - Name

The name of this Board shall be the Ingham Community Health Center Board of Directors hereinafter "Community Health Center Board."

Article II - Purpose

The Community Health Center Board will assist the Ingham County Board of Commissioners, hereinafter "Board of Commissioners" and the Ingham County Health Department, hereinafter "Health Department," a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have adequate access to primary care, dental care, Women's Health services, including family planning, sexually transmitted infection prevention, diagnosis, and treatment, immunizations, behavioral health, care for the homeless, refugee care and care for persons with HIV. The Community Health Center Board, Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center. The Community Health Center Board shall monitor the Health Department's implementation of the grant.

Article III- Mission and Objectives

A. Mission

Our mission is to attain the highest level of community wellness by empowering people to improve their health and well-being.

B. Objectives

1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.
2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.
3. To assure that the Community Health Centers provide high quality primary care services.
4. To develop an integrated primary care program with other community health resources, including ongoing public health services.

5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.
6. To support Ingham County in its efforts to make certain public health services (such as family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, and immunizations) available to the general population and especially to at-risk populations, including women in childbearing years, children, minorities, and other underserved populations through a primary medical care model.

Article IV - Authority of Board of Commissioners

The Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et. seq. The Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11. The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law. MCL 46.11(m). Pursuant to the statute, the Board of Commissioners is required to provide for a County Health Department to serve the needs of the community. MCL333.2413.

The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co applicant, for grants under Section 330 of the Public Health Services Act.

Article V- Size and Composition

A. Size

The Community Health Center Board shall consist of no less than nine (9) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers.

B. Composition

1. A majority of the Community Health Center Board members shall be individuals who are served by the Community Health Centers and who, as a group, represent the individuals being served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors. Board members that have not utilized Community Health Center services within the past 24 months do not count toward the board composition requirement.
2. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.

3. The remaining Community Health Center Board members shall be representatives of the community, in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social service agencies within the community. Geographic factors also to be considered.
4. No less than one (1), but no more than two (2), Community Health Center Board members shall be Ingham County Board of Commissioners' members.
5. No Community Health Center Board member shall be an employee of the Community Health Center or the spouse, child, parent, brother or sister by blood or marriage of such an employee. Board members shall not have been employees of the Health Center or Ingham County Health Department during the 12 months prior to appointment.
6. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.
7. The Executive Director and Executive Assistant shall provide logistical and managerial assistance to the Community Health Center Board.

(i) *Article VI - Membership and Terms of Office*

A. Community Health Center Board Appointments

On an as-needed basis, the Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees recommended by the Community Health Center Board. The Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members and members-at-large as set out in Article V above.

B. *Terms of Office*

Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office unless suitable new members cannot be identified to allow the Board to remain in compliance with composition requirements. Terms of Office shall be established on a staggered basis to prevent the loss of more than 1/3 (one-third) of the serving board members in any given year. The Executive Committee shall establish the staggered terms as agreed upon by a majority vote at the Annual Meeting. After the staggered terms have been established, the Membership Committee and the Executive Committee shall monitor and review the efficacy of the staggered terms.

C. Removal

Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which designated staff was not notified in advance of the meeting.

D. Vacancies and Resignations

Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as Community Health Center Board appointments are made. In the process of filling vacancies, the Community Health Board shall maintain the Community Health Center Board's composition of consumer members and members-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office. All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to the effective date, if possible, in accordance with the established Submission of Resignation policy set forth by the Community Health Center Board.

E. Compensation

Members of the Community Health Center Board shall serve without compensation for membership. Members may be provided with compensation for actual expenses related to transportation, childcare or other assistance as the board sees fit to support attendance at a Community Health Center Committee or Board meetings and other official business requested by the Community Health Center Board. The Health Center Board will maintain a policy outlining the acceptable types of reimbursement and approvals required.

(ii) Article VII - Meetings and Voting

A. Annual Meeting

The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.

B. Regular and Special Meetings

Regular meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976.) The agenda of each meeting will be distributed to the members no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

Special meetings may be called by the Chairperson or by four (4) members of the Community Health Center Board, at such a time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act {P.A. 267 of 1976.}

C. Notice of Special Meetings

Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (eighteen (18) hours prior by e-mail, U.S. Mail, text or electronic communication or hand delivery in person, as required by the Michigan Open Meetings Act. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

D. Quorum

A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions. Community Health Center Board Members may participate by telephone or other technology that allows for immediate two way communication but will not be counted as present for the quorum.

E. Voting

All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these Bylaws.

Article VIII- Officers and Staff Assistance

A. Officers

The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.

B. Election and Terms of Office

The officers shall be elected by the Community Health Center Board during the annual meeting (October) and shall serve in the position-elect until January 1 of the New Year. Terms of office shall be for one (1) year, from January 1 through December 31 of each calendar year.

C. Removal

Any officer elected by the Community Health center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

D. Vacancy

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect and officer.

E. Chairperson

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board.

F. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, may chair either the Membership, Finance or Quality Committees and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

G. Secretary

The Secretary shall work with the CHC staff and be responsible for initial review of the draft minutes provided by staff. The Secretary shall perform other duties as assigned by the Community Health Center Board.

H. Executive Director

The Executive Director shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

I. Staff Assistance

The Executive Director shall ensure that secretarial assistance for purposes of recording, distributing, and storing minutes in accordance with the Meeting Minutes Guideline policy is provided. Also, Community Health Center or Ingham County staff assistance, if appropriate, shall be provided to the Community Health Center Board and committee meetings and to the Chairperson in the performance of his/her community Health Center Board authorized duties, as reasonably requested.

Article IX - Committees

A. Ad-Hoc Committees

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Community Health Center. The Chairperson, with the consent of a majority of Community Health Center Board members, shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature. An annual ad-hoc committee may be established for the purpose of the annual Executive Director evaluation.

B. Standing Committees

The Chairperson of the Community Health Center Board shall, from among Community Health Center Board members, assign the following standing committees and appoint chairpersons for each committee (except Executive Committee, where the Board Chairperson shall serve as chair and Homeless Healthcare Committee which will be selected as described below):

Executive Committee:

The Executive Committee shall be comprised of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members). The Executive Committee shall, through the Board's intent, provide strategic direction for the Community Health Center board and align communication among board committees. It shall also act for the Board between regularly scheduled meetings. Any and all actions conducted on behalf of the Board by the Executive Committee must have approval from a majority of present Executive Committee members assuming quorum [greater than 50% of committee members present). It shall be responsible for monitoring policy matters affecting the Community Health Center Network and its patients at the local, state, and federal levels. It shall also delegate tasks to other committees when appropriate. Finally, it shall oversee the annual evaluation of the Community Health Center Executive Director and lead the search process and seek input from board members when a Community Health Center Executive Director vacancy arises (this may be tasked to an ad-hoc committee).

Items approved by the Executive Committee not formally delegated to the committee by the Health Center Board must be submitted to the full Board at their next regularly scheduled meeting for approval. Items approved by the Executive Committee and not approved by the Board of Directors will be reversed to the extent legally and physically possible.

Finance Committee:

The Finance Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall develop the recommended Community Health Center budget. The Community Health Center Board and the Board of Commissioners must jointly approve the budget. This committee shall also develop the strategic plan to align financial/operational goals with the County to the greatest extent possible, monitor financial/operational outcomes, and present new or revised financial/operational policies needed to ensure financial solvency of the Community Health Center.

Quality Committee:

The Quality Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures (which are retained by the Board of Commissioners). This committee recommends the approval of the annual quality assurance/quality Improvement plan to the full Community Health Center Board, and monitors the plan's Implementation and results. This committee shall also provide and evaluate patient satisfaction and ensure that Community Health Center operations promotes patient centered care and meets patient needs.

Membership Committee:

The Membership Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for the recruitment of new Community Health Center Board members in accordance with established Community Health Center Board policies and maintaining size and composition requirements per the Community Health Center Board Bylaws. This committee shall also be responsible for the training and orientation of new Community Health Center Board members, including the development of annual board member training schedule. This committee shall also be assigned with preparing a slate of nominees for election of officers at the annual meeting. Finally, this committee shall develop and maintain the board member manual, which shall at a minimum, contain detail Bylaws and board member responsibilities.

Homeless Health Care Committee:

The Homeless Healthcare Committee [formerly the Sparrow-VOA Clinic Committee] must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall make recommendations on New Hope Community Health Center operations and may also recommend additional opportunities for homeless health care. The chair of the Homeless HealthCare Committee shall be appointed by EDWARD W. SPARROW HOSPITAL ASSOCIATION ("Sparrow")

for the duration that the Transfer Agreement for the VOA Clinic, entered Into by Sparrow and the County of Ingham, is in effect.

The Committee of Community Excellence:

This is an ex-officio committee which shall be appointed by the Board of Directors. Members of the Committee of Community Excellence shall participate in all meetings of the Board of Directors including closed sessions as a matter of course in order to allow the committee members to provide informed opinions to the Board. The Committee members shall have no vote, but will otherwise have full participation opportunities as any other Board Member, including debate and discussion. The Committee shall not exceed seven (7) members. Terms of appointment shall be no more than three (3) years and limited to three (3) successive appointments. Committee members may serve in an ex-officio manner on up to two standing committees, and may be appointed as full members of Ad-Hoc Committees.

The functions of the standing committees are advisory in nature, with the exception of the Executive Committee, who may act on behalf of the Board between regularly scheduled Board meetings In circumstances requiring board action. Except for the aforementioned situation necessitating action by the Executive Committee, the Community Health Center Board must approve any action or decision. The Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly objectives as presented in the annual work plan. Committees are encouraged to meet in person, but can meet virtually when functioning in an advisory capacity only (e.g., telephone conference, video conference, etc.) at the discretion of the committee chair.

C. General Committee Procedures

1. *Term:* Each standing committee shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.
2. *Meeting Procedure:* Every meeting of a standing committee of the Community Health Center Board shall be called by its Chairperson or by a majority (51% or more) of committee members. At the first meeting of a standing committee, a regular meeting schedule shall be established. In the event that a special meeting is necessary, committee members shall be notified of the time, place, and purpose of the special committee meeting at least two (2) business days prior by acknowledged e-mail, US Mail, text or electronic communication or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

3. *Membership:* Only Community Health Center Board members may be assigned to standing committees of the Community Health Center Board with the exception of the Homeless Health Care Committee as set forth above. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.
4. *Voting:* When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community health Center Board committees are advisory in nature and all actions shall be forwarded for review and action to the full Community Health Center Board

Article X- Responsibilities of the Community Health Center Board

A. Personnel Policies and Procedures

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Board of Commissioners.

B. Executive Director

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Executive Director shall be an employee of Ingham County.

The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

C. Financial Management

The Community Health Center Board shall annually review the budget prepared by the Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Finance Committee. The Community Health Center Board shall advise the Board of Commissioner's regarding this budget. The Community Health Center Board shall

review and approve the Section 330 grant application and the annual Section 330 grant budget and recommend this budget to the Board of Commissioners after review and recommendation by the Community Health Center Finance Committee, at the time set forth in Article IX B.1. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant budget submitted to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family Income. Audits, as required by law for the 330 grant agreement shall be performed by an Independent auditor. The audits may be performed in conjunction with other Ingham County audits.

D. Evaluate Community Health Center Activities

The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall review patient complaint trends or concerns unresolved at a staff level.

E. Compliance with Laws

The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

F. HealthCare Policy

The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

G. Grants

The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

H. Conflict of Interest

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee officer or agent or any member of his or her immediate family, his or her partner of an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents or the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

Article XI - Fiscal Year

The fiscal year of the Community Health Center Board shall be from October 1 through September 30.

(iii) Article XII Order of Business

The order of business of the Community Health Center Board shall be set by Board Chair and comply with *Mason's Manual of Legislative Procedure*.

Article XIII- Amendments

These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds (2/3) vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director for the Ingham Community Health Centers, and the Board of Commissioners' Chairperson.

Article XIV - Proxy

An absent Community Health Center Board member shall not be allowed to vote by proxy.

(iv) *Article XV - Parliamentary Authority*

The Parliamentary Authority of the Community Health Center Board shall be the *Mason's Manual of Legislative Procedure*.

(v) *Conclusion*

To the extent that any of the Community Health Center Board Bylaws are contrary to the statutory requirements or Board of Commissioner's authorization, they shall be of no force or effect.

Community Health Center Board Chairperson

Date

Ingham County Board of Commissioner Chairperson

Date

Executive Director of Ingham Community Health Centers

Date