

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
RANDY SCHAFFER
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 20, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/84519673637>.

Agenda

Call to Order

Approval of the [December 2, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Continue Maintenance and Support from [LexisNexis](#) for their E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming Program
 - b. Resolution to Authorize a Second Amendment to Resolution #20-087 to Extend the Agreement with Danielle Patrick to [Audit Evidence](#) and Evidence Records at the Ingham County Sheriff's Office through June 30, 2021
 - c. Resolution to Authorize the Sheriff's Office to Contract with Lansing Mason Area [Ambulance Service](#) for Emergency Medical Response and Legal Blood Draw Services
 - d. Resolution to Authorize Contract Extension with [TIGGS Canteen](#) to Continue Food and Laundry Services
 - e. Resolution to Authorize Contract Extension with [TIGGS Canteen](#) to Continue Commissary Services
2. Treasurer's Office
 - a. Resolution on [ACH Policy](#) Under PA 738 of 2002
 - b. Resolution to Set Policy for Certain [Delinquent Tax Payments](#)
3. Community Corrections – Resolution Authorizing Entering into a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2020-2021 City Fiscal Year
4. Public Defenders Office – Resolution to Create the Position of [Social Worker](#) within the Ingham County Office of the Public Defender
5. Facilities Department
 - a. Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 [Carpet Replacement](#) Project
 - b. Resolution to Authorize an Agreement and Purchase Orders for the Health and [Safety Enhancements](#) for the Front Counter Area in the Probate Court Office
 - c. Resolution to Authorize an Agreement Amendment with [Safety Systems](#) for Building Monitoring Services at the Ingham County 9-1-1 Center

- d. Resolution to Authorize an Agreement with [Bergmann Associates](#) for a Facility Assessment of the House of Commons
- e. Resolution to Authorize an Agreement Amendment with [Du-All Cleaning](#) for Additional Cleaning Services for the Sheriff's Office Holding Area in the Lower Level of the Veterans Memorial Courthouse
- 6. Animal Control and Shelter – Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society [Spay/Neuter Clinic](#) and Ingham County Animal Control
- 7. 9-1-1 Dispatch Center
 - a. Resolution to Renew Pre-Employment Testing with [Ergometrics](#)
 - b. Resolution to Authorize Electronic [Training Records](#) Programs
- 8. Community Agencies – Resolution to Authorize an Amendment to Resolution #20-578 to Authorize a Community Agency Agreement with [Rural Family Services](#) of Ingham County
- 9. Fair Office – Resolution to Authorize an Amendment to Resolution #20-214 to Revise 2021 [Off-Season Fees](#) for the Ingham County Fair
- 10. Veteran Affairs Office
 - a. Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept Donated [Burial Plots](#)
 - b. Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept [Donations](#)
- 11. Parks Department
 - a. Resolution to Amend Resolution #20-560 to Authorize a Contract with [Spicer Group, Inc.](#) to Provide Consulting Services
 - b. Trails and Parks [Millage Overview](#) (*Discussion*)
- 12. Health Department
 - a. Resolution to Authorize No-Cost Extension of [Reinvestment Fund Grant](#) Agreement with Ingham County Health Department (ICHD) for Invest Health Field Building Initiative and Amendment to Resolution #20-572
 - b. Resolution to Authorize an Agreement with [MDHHS](#)
 - c. Resolution to Authorize an MOA with MDHHS for an Alternative [Payment](#) Methodology
 - d. Resolution to Authorize an Administrative Service Agreement with Blue Cross [Blue Shield](#) of Michigan at the Ingham County Jail
 - e. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration [Health Center Program Funds](#)
 - f. Resolution to Amend Resolution #20-484 and to Authorize an Agreement with [APIC and Dignified Aging](#)
 - g. Resolution to Amend [Dental Service](#) Agreement Resolution #18–310
 - h. Resolution to Extend [Curis Consulting](#) Agreement
 - i. Resolution to Accept Integrated [Behavioral Health](#) Plan
 - j. Resolution to Accept Quality Improvement Funding Award from [HRSA](#)
 - k. Resolution to Amend Resolution #19-410 with [Intelligent Medical Objects, Inc.](#)
 - l. Resolution to Amend Resolution #20-037 Agreement with [ReglanternTM](#)

- m. Resolution to Amend an Agreement with [MSU Health Care Inc.](#) for Pediatric Nurse Practitioner Services
 - n. Resolution to [Amend Resolutions](#): #13-190, #15-407, #15-446, #15-477, #16-538, #17-237, #19-266, #19-075, #20-461
 - o. Resolution to Authorize an Agreement with [Gay Ad Network](#)
 - p. Resolution to Authorize an Agreement with the Michigan Primary Care Association ([MPCA](#)) Americorps Program
 - q. Resolution to Authorize an Agreement with [Turning Corners Consulting](#)
 - r. Resolution to Authorize an Agreement with [US Workvan, Inc.](#)
13. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District
14. Equalization Department
- a. Resolution to Extend for a Period of 12 Months the Contract for Monumentation and Remonumentation [Project Representative](#)
 - b. Resolution to Extend for a Period of 12 Months the Contracts for Remonumentation [Project Surveyors](#)
 - c. Resolution to Extend for a Period of 12 Months the Contracts for [Peer Review](#) Group Members
15. Innovation and Technology Department
- a. Resolution to Approve the Renewal of Remote Access Software from [CDW-G](#)
 - b. Resolution to Approve the Invoice for Renewing [CourtView](#) Support Services
16. Road Department – Resolution to Authorize an Engineering Design Services Contract with [DLZ](#) for Software Training on the Hagadorn Road Project
17. Human Resources Department
- a. Resolution to Approve Generic Service Credit Purchase for County Employee: [Tina M. Duda](#)
 - b. Resolution to Approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic [Nurses Unit](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
December 2, 2020
Draft Minutes

The meeting was called to order by Chairperson Morgan at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Morgan (Ingham County), Tennis (Ingham County), Grebner (Ingham County), Crenshaw (Ingham County), Polsdofer (Ingham County), Schafer (Ingham County), and Maiville (Ingham County).

Members Absent: None.

Others Present: Michael Townsend, Gregg Todd, Becky Bennett, Scott Hendrickson, Terri Thornberry, Mike Cheltenham, Bonnie Toskey, Deb Fett, Bob Peña, Jared Cypher, Bill Fowler, Timothy Morgan, Scott LeRoy, Stacy Byers, Lindsey McKeever, Sean Bradley, Matt Nordfjord, Richard Terrill, Morgan Cole, Wendy Longpre, Eric Thelen, and Michael Tanis.

Approval of November 18, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE NOVEMBER 18, 2020 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitute –

5. Special Transportation Millage – Resolution Authorizing an Agreement with the Capital Area Transportation Authority ~~Dated January 1, 2021~~ through December 31, 2025

Limited Public Comment

None.

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

1. Clerk's Office – Resolution to Authorize the Purchase of Fingerprinting Software from ID Networks
2. Sheriff's Office – Resolution to Authorize a Contract Amendment with Securus Technologies, LLC. for eMessaging Cost

3. Board of Commissioners – Resolution Continuing a Contract with WebQA for a FOIA Management Program
4. Health Services Millage – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Health Services Millage Eligible Services
6. Fair Office – Resolution to Authorize the Ingham County Fairgrounds to Accept Donations
7. Veterans Affairs Office – Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept the 2021 County Veteran Service Grant
9. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2020-2021
 - b. Resolution to Authorize an Agreement with Amalgam LLC
 - c. Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority
 - d. Resolution to Authorize Amendment #1 to the 2020 -2021 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
 - e. Resolution to Accept Funding from the Michigan Primary Care Association (MPCA) for the Michigan COVID-19 Health Center Testing Efforts
 - f. Resolution to Amend Resolution #20-248 with the Michigan Primary Care Association (MPCA) for Participation Year Two of the Michigan Network for Oral Health Integration (MNOHI) Project
 - g. Resolution to Extend an Agreement with the Kresge Foundation and Authorize an Agreement with the Salus Center
 - h. Resolution to Authorize an Amendment to the Agreement with Nextgen Healthcare Information Systems, Inc.
 - i. Resolution to Authorize Contract with Michigan Imagery for Custom Metalwork
 - j. Resolution to Authorize Agreements with the Refugee Development Center, Lansing Latino Health Alliance, Hispanic-Latino Commission of Michigan, and Dr. Martin Luther King, Jr. Commission of Mid-Michigan
 - k. Resolution to Authorize an Agreement with Identrust, Inc.
 - l. Resolution to Enter into Agreements with Wayne Children’s Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding
 - m. Resolution to Enter an Agreement with Dignified Aging Project
11. Economic Development – Resolution to Authorize Proposed Application for State Site Readiness Planning Community Development Block Grant Program

12. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Oesterle 2 and Wildenthal Properties
13. Equalization Department – Resolution to Authorize the Appointment of William E. Fowler to Serve as the Ingham County Designated Assessor for the Term of January 1, 2021 to December 31, 2025, and to Authorize the Chairperson of the Ingham County Board of Commissioners to Authorize and Sign the Required Interlocal Agreement with the Local Assessing Districts within Ingham County
14. Innovation & Technology Department
 - a. Resolution to Approve Renewal of Support from Core Technology
 - b. Resolution to Approve the Purchase of Consulting Hours from CDWG
15. Facilities Department
 - b. Resolution Accepting the Monetary Donation for the Replacement of the Blue Spruce Tree in Front of the Mason Courthouse
 - d. Resolution Authorizing a Lease Amendment for the Public Defender’s Office Space
16. Human Resources Department
 - a. Resolution to Approve the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 512, AFL-CIO, Supervisory Unit
 - b. Resolution to Approve the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 512, AFL-CIO, Technical Clerical Unit
 - c. Resolution Approving the 2021 Collective Bargaining Agreement with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit
17. Probate Court – Resolution to Authorize an Agreement with Thomson Reuters
18. Circuit Court – General Trial Division – Resolution to Authorize a Contract with Jill Rhode, CPA to Provide Bookkeeper Services for 30th Circuit Court, General Trial Division
19. Circuit Court – Family Division
 - a. Resolution to Authorize a Contract for Delinquency Attorney Services
 - b. Resolution to Authorize a Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluations
 - c. Resolution to Authorize a Contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem and Truancy Court Legal Representation
 - d. Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation

20. Community Corrections – Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group for 2021 Community Based Programming as Authorized by the Justice Millage
21. 9-1-1 Dispatch Center
 - a. Resolution to Authorize Payment of Arcserve Maintenance Support Costs to Central Square Technologies for the Computer Aided Dispatch (CAD) System
 - b. Resolution to Authorize Funding and Continuation of Rave911 Suite Services for the Ingham County 9-1-1 Center
 - c. Resolution to Amend Resolution #20-144 – Changing the Amount Awarded Ingham County 9-1-1 Central Dispatch in the 9-1-1 Grant Program by the State 9-1-1 Office
22. Prosecuting Attorney's Office – Resolution to Amend Resolution #20-469
23. Controller/Administrator
 - a. Resolution Authorizing Adjustments to the 2020 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

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

5. Special Transportation Millage – Resolution Authorizing an Agreement with the Capital Area Transportation Authority through December 31, 2025

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

Commissioner Grebner stated that the Board of Commissioners could get what they wanted from the Capital Area Transportation Authority (CATA) by including it in the annual scope of service agreement. He further stated that one of the things they have not gotten from CATA was veterans' transportation because CATA would not do it, but now there were discussions between Veterans Affairs and CATA to pick up the veterans' transportation.

Commissioner Grebner stated that CATA was in the process of putting together a proposal for the Board of Commissioners to resume veterans' transportation and it would come out of this millage. He further stated that in the past, the County siphoned money out of the millage for a separate bus driver, and when CATA took it over, it would become a general service that any person who went to the Ann Arbor hospital system could use.

THE MOTION CARRIED UNANIMOUSLY.

8. Parks Department
 - a. Resolution to Authorize a Contract with Spicer Group, Inc. to Provide Consulting Services

- b. Resolution to Authorize an Amendment to the City of East Lansing Trails and Parks Millage Agreement TR033
- c. Resolution to Authorize Contracts for Trails and Parks Millage Applications
- d. Resolution to Authorize a Commitment for the Final Phases of the MSU to Lake Lansing Trail
- e. Resolution to Authorize a Commitment for the Holt to Mason Trail

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTIONS.

Commissioner Grebner asked if he was correct that Spicer Group, Inc. recently hired the wife of Gregg Todd, County Controller.

Mr. Todd stated yes.

Commissioner Grebner stated that the Ethics Policy did not forbid it, but that it should be noted.

Commissioner Grebner asked for a current balance of the unspent funds from the Parks and Trails Millage.

Jared Cypher, Deputy Controller, stated that the current unspent balance was \$5.88 million.

Commissioner Grebner stated that the County would be taking in about \$4 million in winter taxes.

Commissioner Grebner asked if he was correct that the County had a new staffer assigned to trails in the Parks Department.

Mr. Cypher stated yes.

Commissioner Grebner stated that he hoped between the staff of the Controller's Office and Parks Department, a chart could be put together of what the County expected the unspent balance to be, and with a confidence interval overtime. He further stated that this had fluctuated overtime, up to \$14 million, and if the County had spent funds faster, projects could have been completed faster.

Commissioner Grebner stated that he was pleased that the current unspent balance was down to \$5.88 million.

Commissioner Schafer stated that the County faced a budget crisis in the future, and his personal preference was to hold off on commitments until there was a handle on where the County needed to be going into January 2021 and February 2021. He further stated that from personal experience, he would rather be conservative going into next year, so he would be voting against the resolutions unless it was tabled.

Commissioner Maiville stated that while he understood Commissioner Schafer's point the projects that went through the application process this year totaled \$1.8 million, and with \$400,000 for an adjustment to a project in the City of East Lansing. He further stated that as Commissioner Grebner had said, the millage would be bringing in between \$3.5 million to \$4 million.

THE MOTION CARRIED. **Yeas:** Morgan, Tennis, Grebner, Crenshaw, Polsdofer, Maiville
Nays: Schafer **Absent:** None

10. Public Defenders Office – Resolution to Authorize a Data Sharing Agreement between the Michigan Indigent Defense Commission and the Ingham County Office of the Public Defender (*Tabled at the November 18, 2020 Meeting*)

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

Commissioner Crenshaw stated that the reason the resolution was tabled was because the Public Defender made a statement at the last meeting of the Finance Committee in regards to data points, and the Commissioners wanted to make sure it did not affect the overall cost. He further stated that he was not sure if they had provided more information as to that.

Discussion.

Commissioner Crenshaw asked if legal counsel had determined if there was an additional cost.

Matt Nordfjord, County Attorney, stated that this was an issue of additional authorization to harvest the data, but there was not an additional cost. He further stated that the resolution provided offered a minor change to make sure they had authorization from the Board of Commissioners.

Becky Bennett, Board of Commissioners Office Director, stated that the resolution was amended to reflect the additional language. She further stated that it was a different resolution from the one presented at the last meeting.

Commissioner Crenshaw stated that he appreciated the explanation from legal counsel. He further stated that with the new resolution, he was comfortable moving forward.

THE MOTION CARRIED UNANIMOUSLY.

9. Health Department
 - n. Agreement between Ingham County Health Department and Healthstream (*Discussion*)

Mr. Nordford stated that the Commissioners should have received an email that outlined the issues associated with Healthstream, who was an existing vendor with the Health Department.

He further stated that he had been in back-and-forth contact with Healthstream about provisions they wanted struck from the County's Purchasing Policy.

Mr. Nordfjord stated that the provisions Healthstream wanted struck included that a breach of the Purchasing Policy was a material breach of the contract, and local vendor language that did not apply to them. He further stated that he explained that it could be included even if it did not apply, but they were now at an impasse.

Mr. Nordfjord stated that the service Healthstream provided was remote training periodicals, and the County did not have an issue with the vendor. He further stated that it was a matter of receiving the proper authorization so that he could sign off on the contract with the changes requested.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO ACCEPT THE CHANGES PROPOSED BY HEALTHSTREAM ON OCTOBER 21, 2020 TO THE LANGUAGE IN THE COUNTY'S PURCHASING POLICY AND TO AUTHORIZE THE COUNTY ATTORNEY TO APPROVE THE REVISED AGREEMENT AS TO FORM.

Commissioner Tennis asked if there were local vendors who had competed for the same service.

Mr. Nordfjord stated no. He further stated that it was a standard provision in the Purchasing Policy, but it did not seem relevant to him in this instance.

THE MOTION CARRIED UNANIMOUSLY.

15. Facilities Department

- a. Resolution to Authorize an Agreement with Moore Trosper Construction Company for the Renovations of the Drain Commissioner's Office

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

Commissioner Schafer stated that he was not optimistic for future budgets. He further stated that unless it was a structural issue, he was not inclined to support until there was a better understanding of the County's future financial situation.

Commissioner Schafer stated that he would vote against the resolution and asked for the resolution to be tabled until the middle of 2021. He further stated that it was similar to the time when the Commissioners voted against the purchase of new chairs for the Board of Commissioners Room.

Chairperson Morgan stated that the Finance Committee had passed similar instructions to restrict spending to all of the Departments that fell under its purview, and as such, he agreed with Commissioner Schafer.

THE MOTION CARRIED. **Yeas:** Grebner, Maiville, Tennis, Crenshaw
Morgan, Polsdofer, Schafer

Nays:

Absent: None

15. Facilities Department

- c. Resolution to Authorize Purchase Orders Issued for Probate Courtrooms Carpet Replacement

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

Commissioner Schafer stated that he had a similar argument for this resolution and that carpet was not a structural issue. He further stated that the County undertook capital improvements on a one-year, three-year, and five-year basis so this was probably put into the circuit several years ago, but he did not think it was relevant today given the County's financial circumstances.

THE MOTION CARRIED. **Yeas:** Grebner, Maiville, Tennis, Crenshaw
Morgan, Polsdofer, Schafer

Nays:

Absent: None

23. Controller/Administrator

- b. Resolution to Accept Community Development Block Grant Funding through the CARES Act

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

Commissioner Crenshaw stated that he had concerns about Coronavirus Aid, Relief, and Economic Security (CARES) Act funds going to the Capital Area Community Services (CACS). He further stated that he saw that the Controller's Office clarified that CACS was eligible, as it would not go to the County Treasurer but back into the General Fund if they were to receive this reimbursement.

Commissioner Crenshaw stated that he was comfortable with the resolution moving forward.

Commissioner Crenshaw asked how it would be guaranteed that the funds would not be going into the Delinquent Tax Fund but rather the General Fund.

Mr. Todd stated that he had a verbal agreement, but not a written agreement. He further stated that the Controller's Office would work something out with the County Treasurer.

Commissioner Crenshaw stated that he would prefer an agreement in writing since the Board of Commissioners would be making an exception.

Chairperson Morgan stated that it was great when people served on community boards, but when there were situations where there could be substantial conflicts of interest, it would be nice to see elected officials extricate themselves from agencies that routinely received County money, as it did not look great, but he would support the resolution as it was for a good cause.

THE MOTION CARRIED UNANIMOUSLY.

23. Controller/Administrator

- c. Closed Session to Discuss Pending Litigation – St. Vincent Catholic Charities v Ingham County Board of Commissioners, US District Court, Western District Case No. 1:19-cv-1050

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, AT 6:55 P.M. TO MOVE THE MEETING INTO CLOSED SESSION TO CONSULT WITH THE COUNTY ATTORNEY REGARDING LITIGATION STRATEGY IN CONNECTION WITH THE SPECIFIC PENDING LITIGATION OF ST. VINCENT CATHOLIC CHARITIES V. INGHAM COUNTY BOARD OF COMMISSIONERS, US DISTRICT COURT, WESTERN DISTRICT CASE NO. 1:19-CV-1050 PURSUANT TO MCL 15.268E.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, AT 7:16 P.M. TO RETURN THE COMMITTEE TO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY.

23. Controller/Administrator

- d. Resolution Authorizing 2021 Agreements for Community Agencies

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

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO AMEND THE RESOLUTION TO INCLUDE THE \$5,000 REQUEST BY ST. VINCENT CATHOLIC CHARITIES AND FOR THE \$5,000 TO COME OUT OF THE CONTINGENCY FUND.

THE MOTION CARRIED. **Yeas:** Tennis, Grebner, Crenshaw, Polsdofer, Schafer, Maiville
Nays: Morgan **Absent:** None

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Crenshaw stated that in regards to Agenda Item No. 19c, he wanted to disclose that he worked for the Lansing School District, and the Truancy Court program and contract for Kaitlin Fish were for that purpose. He further stated that he thanked Chairperson Morgan for his leadership as Chair of the Finance Committee.

Commissioner Crenshaw stated that being a first-time Chair was never easy, and with the COVID-19 pandemic, it was even harder. He further stated that he thanked Chairperson Morgan for getting the Finance Committee through this year.

Commissioner Tennis stated that he congratulated Chairperson Morgan for an excellent year as Chair of the Finance Committee under difficult circumstances. He further stated that he thanked Chairperson Morgan for his work, and he would miss him on the Board of Commissioners next year.

Commissioner Tennis stated that in regards to Agenda Item No. 23d, he wanted to disclose that one of the agencies that received funds was the YMCA of Lansing. He further stated that his client was the State Alliance of Michigan YMCAs, of which the YMCA of Lansing was a member.

Commissioner Schafer stated that he thanked the County Clerk's Office, especially Michael Tanis, Recording Secretary, for coordinating the virtual meetings. He further stated that he appreciated Chairperson Morgan's leadership, and how he treated everyone on the Board of Commissioners, including the minority members.

Commissioner Schafer stated that Chairperson Morgan treated everyone with respect and dignity. He further stated that Chairperson Morgan did a phenomenal job and he hated to see him leave the Board of Commissioners.

Chairperson Morgan stated that he thanked everyone for the opportunity to serve as Chair of the Finance Committee. He further stated that it had been a lot of fun, but a big challenge as well.

Chairperson Morgan stated that he thought they got a lot done, and had done well considering the circumstances. He further stated that though he would not be around for a while, he could possibly be around again.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:22 p.m.

JANUARY 20, 2021 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1a. Sheriff's Office** – *Resolution to Continue Maintenance and Support from LexisNexis for their E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming Program*

This resolution will authorize a contract with LexisNexis to purchase their E-Citation program, which includes the Michigan UD-10 Crash reporting and diagramming program, and a one-year maintenance contract at a cost not to exceed \$3,863.70. This is a continuation contract and funds are budgeted for this in the IT fund.

See memo for details.

- 1b. Sheriff's Office** – *Resolution to Authorize a Second Amendment to Resolution #20-087 to Extend the Agreement with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office through June 30, 2021*

This resolution will authorize a second amendment to Resolution #20-087, a Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office, to extend the agreement through June 30, 2021 at a cost not to exceed the original \$14,400. This is a contract to continue the Ingham County Sheriff's Office (ICSO) work over the past three years to reconcile evidence and evidence related records. This work was overseen by Lieutenant Danielle Patrick, who has recently retired from the Sheriff's Office. The Board of Commissioners had previously approved a contract with Danielle Patrick to continue her efforts. Due to the COVID-19 pandemic, the audit was not able to be completed in the allotted time frame and it is necessary to extend the period of the agreement through June 30, 2021 utilizing the remaining funds.

- 1c. Sheriff's Office** – *Resolution to Authorize the Sheriff's Office to Contract with Lansing Mason Area Ambulance Service for Emergency Medical Response and Legal Blood Draw Services*

Ingham County and Lansing Mason Area Ambulance (LMA) have an agreements for emergency medical services (EMS) for the jail and legal blood draws for suspected drunk drivers that expired in December 2020. An RFP process resulted in LMA being the only respondent for the scope of services sought. EMS assessments and ambulance transports are a common occurrence for inmate care at the Sheriff's Office. The need for a legal blood draw for suspected drunk and drugged driving is also common.

See memo for details.

- 1d. Sheriff's Office** – *Resolution to Authorize Contract Extension with TIGGS Canteen to Continue Food and Laundry Services*
- 1e. Sheriff's Office** – *Resolution to Authorize Contract Extension with TIGGS Canteen to Continue Commissary Services*

These resolutions will approve contract extensions with TIGGS Canteen Services for Commissary and Food and Laundry Services for the time period of November 30, 2020 through November 29, 2021. TIGGS Canteen and Ingham County entered into three year agreements for Commissary and Kitchen and Laundry Services which expired 11/30/20. The agreements contained two one-year options for service extensions. Also in

progress is Amendment I which addresses temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population.

See memo for details.

2a. Treasurer's Office – Resolution on ACH Policy Under PA 738 of 2002

This resolution establishes the County Treasurer as the Electronic Transaction Officer and establishes the Automated Clearing House (ACH) and Electronic Transactions policy.

See policy for further details.

2b. Treasurer's Office – Resolution to Set Policy for Certain Delinquent Tax Payments

This resolution sets the policy for certain delinquent tax payments, specifically those identified by the General Property Tax Act involving a delinquent property tax of a, “*senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532.*”

A very limited number of individuals apply for this exemption. The General Fund cost is under \$500.

3. Community Corrections – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2020-2021 City Fiscal Year

This resolution will approve entering into a contract with the City of Lansing for \$15,000 for the time period of July 1, 2020 through June 30, 2021. The allocation from the City of Lansing will be used to assist with Community Corrections Advisory Board (CCAB) administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department. This allocation is \$2,000 greater than the amount requested.

See memo for details.

4. Public Defenders Office – Resolution to Create the Position of Social Worker within the Ingham County Office of the Public Defender

This resolution will approve the creation of the position of social worker within the Office of the Public Defender, classified as an ICEA County Professional Grade 8 position (wage range of \$59,140.99 - \$70,997.30). The long term (topped out) cost of the position is \$123,492. Funding for this position is included in the 2021 fiscal year Michigan Indigent Defense Commission grant budget. Many clients of the Office of the Public Defender are dealing with mental health and substance use issues that complicate representing them. Social workers are well suited to evaluate those conditions and make recommendations for treatment and lifestyle changes that enhance the path to successful conclusion and reduce recidivism.

See memo for details.

5a. Facilities – Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project

This resolution will authorize a purchase to Seelye Group in the amount of \$26,978.44 for the replacement of the carpet in Circuit Court Courtrooms 3 and 4 and a purchase order to Telsystems in the amount of \$2,442.00

to disassemble and reassemble courtroom technology as necessary. Seelye Group is on the MiDeals cooperative purchasing contract. The carpet being replaced is around 20 years old. Funds for this project were included in the 2020 capital budget, and will be carried over to 2021.

See memo for details.

5b. Facilities – Resolution to Authorize an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office

This resolution will authorize entering into an agreement with Laux Construction, LLC for the renovations of the front counter area in the Probate Court Office for an amount not to exceed \$60,362.00. Laux Construction submitted the lowest responsive and responsible proposal for these renovations, which include modifications of the counter space, adding glass panels, a secure door, and ensuring ADA and social distancing compliance.

It will also authorize the following purchase orders as part of this project:

\$15,000.00 for DBI to furnish and install furniture
\$2,443.36 for Vidcom Solutions for the access control for a new door
\$3,672.00 for FD Hayes for the technology placement

Funds for this project were included in the 2021 capital budget.

See memo for details.

5c. Facilities – Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center

This resolution will authorize entering into an agreement with Safety Systems, Inc. for the monitoring services at the 9-1-1 Center for an annual amount of \$420.00 for the next five years. This is a continuation of the current agreement, which includes an increase of \$24.00 over the previous annual amount. Funds for this expense are included in the 2021 operating budget for the 9-1-1 Center.

5d. Facilities – Resolution to Authorize an Agreement with Bergmann Associates for a Facility Assessment of the House of Commons

This resolution authorizes a contract with Bergmann Associates for a facility assessment. The House of Commons located at 706 Curtis Street in Mason is 30 years old. Community Mental Health (CMH) currently leases the building and would like to renew the lease for the next 20 years. A facility assessment will identify what improvements will be needed prior to the lease negotiations. The facility assessment will include mechanical, electrical, life safety and ADA compliance to be evaluated and recommendations made. The cost will not exceed \$10,250 and funds are available in CMH's maintenance revolving fund.

5e. Facilities Department – Resolution to Authorize an Agreement Amendment with Du-All Cleaning for Additional Cleaning Services for the Sheriff's Office Holding Area in the Lower Level of the Veterans Memorial Courthouse.

This resolution will authorize an agreement amendment with Du-All Cleaning for additional cleaning services at the VMC.

In resolution, 20-239 an agreement with Du-all Cleaning was approved for janitorial services. To maintain a healthy and sanitary environment due to the Covid-19 pandemic, the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse (VMC) is in need of daily cleaning. This will include mopping, disinfecting, cleaning the holding cells, officer areas, inmate areas and touch points. The cost of the additional

services is \$1,733.33 per month plus the living wage increase as stipulated in the contract for each year for a total additional annual cost of \$20,799.96 to the contractual line item # 631-26720-931100.

See memo for details.

6. Animal Control – Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control

This resolution will authorize a Memorandum of Understanding between the Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2021 through December 31, 2021. Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society (CAHS) Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds from the voucher sales. This cooperative partnership helps to provide low cost spay/neuter services to the community.

7a. 9-1-1 Dispatch Center – Resolution to Renew Pre-Employment Testing with Ergometrics

This resolution will approve the continuation of services from Ergometrics for Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2020 through December 7, 2021 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum. This contract has been in place since 2012 and has been a valuable part of the 9-1-1 Center's hiring process. Funds for this expense are included in the 2021 operating budget for the 9-1-1 Center.

7b. 9-1-1 Dispatch Center – Resolution to Authorize Electronic Training Records Program

This resolution will authorize the purchase of the Virtual Academy Solution program from Savant Learning Systems, Inc. in an amount not to exceed \$3,795.00. The Center's Training group has requested a software solution to provide training and electronically document, track, and store employee training records. The 9-1-1 Staff Services Manager, working with Center's 9-1-1 Supervisors, has reviewed the features, options, and demonstrations of programs to perform these functions and has identified Virtual Academy Solution as meeting the needs of the Center's state mandated training as well as the administrative needs to electronically document training information. Funds are available within the 9-1-1 fund for this purchase.

8. Community Agencies – Resolution to Authorize an Amendment to Resolution #20-578 to Authorize a Community Agency Agreement with Rural Family Services of Ingham County

This resolution amends Resolution #20-578 to approve a community agency agreement with Rural Family Services of Ingham County for 2021. This agreement will provide funding to assist Ingham County residents with food, shelter, and emergency utility payments for the working poor, newly laid off, and elderly, for the period of January 1, 2021 through December 31, 2021. The agreement will be for an amount not to exceed \$14,000 from the 2021 contingency fund. Resolution #20-578 previously authorized \$12,450 from the contingency fund for community agencies.

9. Fair Office – Resolution to Authorize an Amendment to Resolution #20-214 to Revise 2021 Off-Season Fees for the Ingham County Fair

This resolution adopts a revised offseason fee schedule for the Ingham County Fairgrounds. The revised fee schedule makes the Fairgrounds more consistent with industry standards, and will generate additional revenue to address the structural deficit in the Fairground's offseason budget.

10a. Veteran Affairs Office - Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept Donated Burial Plots

This resolution authorizes the acceptance of donated burial plots located in the Delta Center Cemetery, Charter Township of Delta – Certificate #3271, Section E. lot 37, Plots 1 through 5, with a value of \$3,600.00 from the Veteran Grant Putnam for the purpose of assisting veterans and dependents with burial needs.

10b. Veteran Affairs Office - Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept Donations

This resolution authorizes the Department of Veterans Affairs to accept monetary and/or material gifts which will assist the Department of Veterans Affairs with assisting indigent veterans, building efficient programs, and hosting events.

11a. Parks Department - Resolution to Amend Resolution #20-560 to Authorize a Contract with Spicer Group, Inc. to Provide Consulting Services

This resolution authorizes a line item transfer from the Trails and Parks Millage Fund balance in the amount of \$106,488 into the appropriate line item for the 2021 budget, as necessary to fund the contract with Spicer Group. The second- and third-year cost will be included in the Park's Department future budget requests.

12a. Health Department - Resolution to Authorize No-Cost Extension of Reinvestment Fund Grant Agreement with Ingham County Health Department (ICHD) for Invest Health Field Building Initiative and Amendment to Resolution #20-572

This resolution authorizes a no-cost extension of the Invest Health Field Building Initiative funding contract with Reinvestment Fund through June 30, 2021. I also respectfully recommend that that the Ingham County Board of Commissioners authorizes an amendment of Resolution #20-572 between Ingham County and Michigan Imagery in the amount of \$11,796, effective February 1, 2021 and end June 30, 2021, for the fabrication and installation of a custom metal entryway feature connecting Beacon Park to the South Lansing Town Square.

12b. Health Department - Resolution to Authorize an Agreement with MDHHS

This resolution authorizes an agreement with MDHHS to accept grant funds up to \$1,040,466 for the purchase a vehicle from Gorno Ford to be used as a mobile clinic for COVID-19 testing and COVID-19 vaccinations as well as other immunization services to the uninsured, underinsured, and vulnerable populations in Ingham County, effective January 1, 2021 through September 30, 2021.

12c. Health Department - Resolution to Authorize an MOA with MDHHS for an Alternative Payment Methodology

This resolution authorizes a Memorandum of Agreement (MOA) with the Medical Services Administration (MSA) of the Michigan Department of Health & Human Services (MDHHS) to establish the alternative payment methodology on behalf of the Ingham Community Health Centers (IHCs), effective January 1, 2021 through December 31, 2021.

12d. Health Department - Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail

This resolution authorizes the Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) with BCBSM for paying claims for health care services provided to inmates of the Ingham County Jail effective December 1,

2020 through November 30, 2021. In exchange for a fixed administrative fee, BCBSM will retain as Additional Administrative Compensation (AAC), nine percent (9.0%) of the Michigan Hospital discounts AAC is included in the medical claims cost that is contained in the Groups Amount Billed.

12e. Health Department - Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Program Funds

This resolution authorizes the acceptance of the Health Center Program HRSA funding award totaling \$2,606,592, effective February 1, 2021 through January 31, 2022.

12f. Health Department - Resolution to Amend Resolution #20-484 and to Authorize an Agreement with APIC and Dignified Aging

This resolution amends Resolution #20-484 to change the start date from October 1, 2020 to July 21, 2020 that aligns with our agreement from the National Association of County and City Health Officials (NACCHO). Resolution #20-484 authorized an agreement with NACCHO to accept grant funds up to \$99,049.00 funds to help build ICHD's COVID-19 infection prevention & control response capacity to assist with the training and implementation of infection prevention and control measures in long-term care (LTC) facilities and adult foster care (AFC) homes in Ingham County.

In addition, the resolution authorizes an agreement with the Association for Professionals in Infection Control and Epidemiology (APIC) effective January 1, 2021 through July 31, 2021 in an amount not to exceed \$50,000.00. APIC will provide consultation services via virtual training opportunities for skilled nursing facilities and Long-Term Care facilities, and provide opportunities to discuss policies and content knowledge for COVID-19 infection prevention and control. Residents of LTC facilities have been disproportionately affected by COVID-19 and have experienced higher rates of positive cases than other populations, partnering with APIC will increase ICHD's capacity to address these disparities.

Finally, the resolution authorizes an agreement with Dignified Aging effective upon execution through July 31, 2021 in an amount not to exceed \$20,000.00. Dignified Aging will assist ICHD with COVID-19 infection prevention by providing consulting and training services in up to 20 AFC and LTC facilities.

All costs associated with the agreement with APIC and Dignified Aging will be covered by funds approved in Resolution #20-484.

12g. Health Department - Resolution to Amend Dental Service Agreement Resolution #18-310

This resolution extends the terms of the dental service contracts authorized by Resolution #18-310, to be effective January 1, 2021 through December 31, 2021, at a rate of \$83.75 per hour.

12h. Health Department - Resolution to Extend Curis Consulting Agreement

This resolution extends the agreement with CURIS Consultants to provide operational technical assistance and solutions to meet clinical quality, Patient Centered Medical Home (PCMH) designation, patient access, and data utilization goals to improve CHC operations effective January 1, 2021 through December 31, 2021 in an amount not to exceed \$50,000.

12i. Health Department - Resolution to Accept Integrated Behavioral Health Plan

This resolution authorizes the acceptance of \$167,000 of funding from the HRSA to be used for mental health services at New Hope and Birch Community Health Centers, and continue to fund a service agreement with Hope Network for a .40 FTE contracted physician to provide MAT services effective February 2, 2020 through January 31, 2021.

12j. Health Department - *Resolution to Accept Quality Improvement Funding Award from HRSA*

This resolution accepts a quality funding award totaling \$72,296 from the U.S. Department of Health Resources and Services Administration (HRSA). These funds are awarded based upon quality performance of the Community Health Center's Uniform Data Systems (UDS) report and will be applied toward continued quality improvement and practice transformation for value-based care objectives, effective February 2, 2020 through January 31, 2021.

12k. Health Department - *Resolution to Amend Resolution #19-410 with Intelligent Medical Objects, Inc.*

This resolution to authorize renewal of the agreement with Intelligent Medical Objects, Inc. (IMO) effective February 1, 2021 - January 31, 2024 to provide IMO Core Services at a cost of \$61,875.00 for this 3-year agreement. The cost of this agreement will be covered through the Community Health Centers operating budget.

12l. Health Department - *Resolution to Amend Resolution #20-037 Agreement with RegLanternTM*

This resolution authorizes an amendment to the agreement with with RegLanternTM in an amount not to exceed \$3,000 effective December 31, 2020 through March 1, 2021. The RegLanternTM platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. This amendment with RegLantern will provide hourly expert consultation services pertaining to health center compliance with the HRSA health center program in preparation for the Ingham CHC Operational Site Visit in February 2021. The cost of this agreement will be covered by the HRSA quality improvement award.

12m. Health Department - *Resolution to Amend an Agreement with MSU Health Care Inc. for Pediatric Nurse Practitioner Services*

This resolution authorizes an amendment to the agreement with MSU Health Care, Inc., to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center, and to be paid a maximum of \$36,608 a year, effective September 1, 2020 through August 31, 2021. The cost of this agreement will be covered by billable services.

12n. Health Department - *Resolution to Amend Resolutions: #13-190, #15-407, #15-446, #15-477, #16-538, #17-237, #19-266, #19-075, #20-461*

This resolution amends various, previous resolutions to include compliance elements required in any contract or referral agreement paid for in full, or in part, by a Health Center grant funded by the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) under Section 330 of the Public Health Act for the operation of Federally Qualified Health Centers (FQHCs).

12o. Health Department - *Resolution to Authorize an Agreement with Gay Ad Network*

This resolution authorizes an agreement with the Gay Ad Network for a digital media campaign promoting Ryan White HIV services at Forest Community Health Center (FCHC) in an amount not to exceed \$6,927, effective November 1, 2020 to March 31, 2021. Funds for this agreement are available from the Ryan White B Minority AIDS Initiative grant authorized by Resolution #20-522.

12p. Health Department - Resolution to Authorize an Agreement with the Michigan Primary Care Association (MPCA) AmeriCorps Program

This resolution authorizes an agreement with MPCA for serving as an AmeriCorps Program “Host Site” for placement of an AmeriCorps Member in an amount not to exceed \$3,000, effective October 1, 2020 through September 30, 2021. The agreement will be funded by Women’s Health patient revenue (50%) and Title X Funding (50%).

12q. Health Department - Resolution to Authorize an Agreement with Turning Corners Consulting

This resolution authorizes an agreement with Turning Corners Consulting in an amount not to exceed \$15,000 to help develop and facilitate virtual support group meetings for mothers and expectant mothers effective February 1, 2021 through September 30, 2021. All costs associated with this agreement have been included in the Region 7 Perinatal Collaborative funding approved in Resolution #20-306

12r. Health Department - Resolution to Authorize an Agreement with US Workvan, Inc.

This resolution authorizes an agreement with US Workvan Inc., for modifications to the Ryan White medical transport vehicle in an amount not to exceed \$2,000 effective January 1, 2021 through March 31, 2021. Costs will be covered by funds from the Ryan White HIV/AIDS Program Part D WICY COVID-19 Response grant, authorized by Resolution #20-307, and Ryan White 340b funds.

13. Ingham Conservation District - Resolution to Authorize an Agreement with the Ingham Conservation District

This resolution authorizes the 2021 agreement with the Ingham Conservation District. This agreement will be for an amount not to exceed \$10,500. Funds for this agreement are included in the 2021 budget. Funds allocated as follows:

Staff Support - \$7,000
Invasive Species Technician Stipend - \$1,000
Education and Outreach - \$1,000
Vehicle and Property Maintenance - \$500
Office Support - \$1,000

See memo for details.

14a. Equalization Department – Resolution to Extend for a Period of 12 Months the Contract for Monumentation and Remonumentation Project Representative

This resolution extends the contract with Ronnie M. Lester, P.S. to serve as the County Representative for the 2021 Remonumentation Project for a 12-month period, January 1, 2021 through December 31, 2021, at a cost not to exceed \$13,580.

14b. Equalization Department – Resolution to Extend for a Period of 12 Months the Contracts for Remonumentation Project Surveyors

This resolution extends approve the extension of contracts for a period of 12 months, January 1, 2021 to December 31, 2021, for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2021 for:

All Purpose Surveying Consultants, LLC: \$12,200
Autenrieth Land Surveys, LLC: \$12,200
Bumstead Land Surveys, LLC: \$12,200
Enger Surveying and Engineering: \$12,200
Wolverine Engineering and Surveyors, Inc.: \$12,200

14c. Equalization Department – *Resolution to Extend for a Period of 12 Months the Contracts for Peer Review Group Members*

This resolution approves the re-appointment and extension for the following individuals to serve as Peer Review Group Members for the 2021 Ingham County Remonumentation Project:

Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
David Clifford, P.O. Box 87, Mason, MI 48854
Ronald Enger, P.O. Box 87, Mason, MI 48854
Donald Bendzinski, 312 North Street, Mason, MI 48854
Brett Dodge, 11553 Sara Ann Drive, Dewitt, MI 48820

15a. Innovation & Technology - *Resolution to Approve the Renewal of Remote Access Software from CDW-G*

This resolution approves the renewal of remote security software from CDW-G for an amount not to exceed \$16,500 for 2021. Funding is available in the IT Network Fund.

See memo for details.

15b. Innovation & Technology - *Resolution to Approve the Invoice for Renewing CourtView Support Services.*

This resolution approves the annual maintenance agreement for the CourtView software, which is used by the Courts and Prosecuting Attorney's Office. This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$161,585.00, this year's cost proposed by Equivant is \$163,686.00, a 1.3% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of increases, the contract currently in place with Equivant allows an annual increase equal to the CPI but not to exceed 4%

The funding for the \$163,686.00 total will come from the County's Innovation and Technology Department's LOFT Fund.

See memo for details.

16. Road Department – *Resolution to Authorize an Engineering Design Services Contract with DLZ for Software Training on the Hagadorn Road Project*

This resolution authorizes an agreement with DLZ for software training on the Hagadorn Road Project, which the Ingham County Road Department (ICRD) plans to reconstruct (section from Holt Road to Jolly Road, located in Sections 5-8 & 17-18 in Alaiedon Township) during the 2021 construction season. ICRD requires additional support and engineering design services on this project and DLZ is one of five prequalified highway engineering design firms selected through a 2019 proposal. DLZ offered a quote for this project along with RS Engineering and was selected based on experience and a more exact quote (RS Engineering was an open-ended quote based on 35 hours per week).

Total contract cost with 20% contingency is \$32,500 and will be included in the 2021 Road Fund Budget.

See memo for details.

17a. Human Resources Department – Resolution to Approve Generic Service Credit Purchase for County Employee: Tina M. Duda

This resolution would approve the purchase of generic service credit under MERS for employee Tina M. Dula. There is no cost to the county, cost to purchase is borne entirely by the employee.

See memo for details

17b. Human Resources Department – Resolution to Approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

This resolution would approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit. Agreement provides a 0% increase to the existing 2020 salary schedule.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

11b. Parks Department - Trails and Parks Millage Overview (Discussion)

Parks Department staff will be in attendance to give an overview and update on the Trails and Parks Millage.

Agenda Item 1a

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Andrew Bouck, Undersheriff
DATE: January 4, 2021
SUBJECT: Annual renewal for support agreement with LexisNexis
For the meeting agendas of January 14, 2021 and January 20, 2021

BACKGROUND

This resolution requests approval for the Ingham County Sheriff's Office to continue a contractual agreement with LexisNexis for electronic ticket writing and submission (E-Citation programming) to the District Courts of Ingham County.

ALTERNATIVES

None

FINANCIAL IMPACT

Annual renewal cost for this support agreement is \$3,863.70 and is budgeted for.

STRATEGIC PLANNING IMPACT

N/A

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to continue the annual support agreement with LexisNexis for E-Citation and UD-10 Crash Reporting.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE MAINTENANCE AND SUPPORT FROM LEXISNEXIS
FOR THEIR E-CITATION PROGRAMMING, MICHIGAN UD-10 CRASH REPORTING
AND DIAGRAMMING PROGRAM**

WHEREAS, the Ingham County Sheriff's Office has been using LexisNexis for its E-Citations and Michigan UD-10 Crash Reporting since 2016; and

WHEREAS, the Michigan UD-10 Crash reporting system with LexisNexis does meet the Michigan State Police requirements; and

WHEREAS, the Ingham County Sheriff's Office and the 55th District Court wish to continue the LexisNexis maintenance and support program through 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with LexisNexis to purchase their E-Citation program which includes the Michigan UD-10 Crash reporting and diagramming program, and one-year maintenance contract at a cost not to exceed \$3,863.70.

BE IT FURTHER RESOLVED, that the funds are budgeted for 2021 within account #636-25820-932050.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the appropriate 2021 budgets consistent with this resolution.

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

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Andrew Bouck, Undersheriff
DATE: January 4, 2021
SUBJECT: ICSO Evidence Services Agreement (Amendment NO. 2)
For the meeting agenda of January 14, 2021 and January 20, 2021

BACKGROUND

The Ingham County Sheriff's Office (ICSO) has endeavored over the past three years to reconcile evidence and evidence related records. This work was overseen by Lieutenant Danielle Patrick, who has recently retired from the Sheriff's Office. The Board of Commissioners has previously approved (the original agreement and Amendment No. 1) to have Danielle Patrick continue her efforts. There is still an ongoing need to complete all audits, inventories, and entry of evidence in the custody of ICSO to meet the current evidence recording standards and in preparation for moving into a new facility.

Due to the COVID-19 pandemic, the audit was not able to be completed in the allotted time frame and it is necessary to extend the period of the agreement (Amendment No. 2) through June 30, 2021 utilizing the remaining funds.

ALTERNATIVES

This is a time and labor intensive process. It is operationally and financially responsible to continue (amend) this agreement to complete the task.

FINANCIAL IMPACT

There are no financial impacts. Funding for this agreement remains in place and has not surpassed the Do Not Exceed amount in the original agreement.

STRATEGIC PLANNING IMPACT

N/A

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support amending this agreement through June 30, 2021.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND AMENDMENT TO RESOLUTION #20-087
TO EXTEND THE AGREEMENT WITH DANIELLE PATRICK TO AUDIT EVIDENCE
AND EVIDENCE RECORDS AT THE INGHAM COUNTY SHERIFF'S OFFICE THROUGH
JUNE 30, 2021**

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

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

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

WHEREAS, Resolution #20-283 extended the original agreement (Resolution #20-087) with Danielle Patrick to audit evidence and evidence records for the time period of April 20, 2020 to December 31, 2020 (Amendment No. 1) at a cost not to exceed \$14,400.00; and

WHEREAS, due to the COVID-19 pandemic, the audit was not able to be completed in the allotted time frame and it is necessary to extend the period of the agreement (Amendment No. 2) through June 30, 2021 utilizing the remaining funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a second amendment to Resolution #20-087, Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office to extend the agreement through June 30, 2021 at a cost not to exceed the original \$14,400.00 authorized for this contract.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #20-087 shall remain in effect.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary budget adjustments to the appropriate 2021 budgets consistent with this resolution.

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

TO: Finance & Law & Courts Committees
FROM: Darin J. Southworth, Major – Sheriff’s Office
DATE: December 9, 2020
SUBJECT: Lansing Mason Area Ambulance Agreement for Emergency Medicine Service and Legal Blood Draws

BACKGROUND

Ingham County, on behalf of the Ingham County Sheriff’s Office, hereafter Sheriff’s Office, and Lansing Mason Area Ambulance, hereafter LMA, have observed agreements for emergency medical services for the jail and legal blood draws for suspected drunk drivers. The existing service agreement expires December 2020. An RFP process resulted in LMA being the only respondent for the scope of services sought.

EMS assessments and ambulance transports are a common occurrence for inmate care at the Sheriff’s Office. The need for a legal blood draw for suspected drunk and drugged driving is also common. It is the Sheriff’s Office desire to re-enter the contract for these services in light of the financial and operation efficiencies and risk reduction to be gained.

FINANCIAL IMPACT

LMA’s 2020 proposal increased costs of both EMS response and Blood Draw services by 33%. While EMS services by LMA have increased in the new proposal, their proposal is 3X or more less than what other services have billed the Sheriff’s Office. This is a clear savings to the Sheriff’s Office.

Previous estimates of blood draw services conducted in a hospital setting were \$236/incident. For the first two years of this proposed agreement we would spend less than the above estimate and in the third year slightly more. The intangible savings is that of liability risk associated with transporting and transferring of humans.

LMA’s fee proposal:

Blood Draws:

- 2021 - \$200.00
- 2022 - \$225.00
- 2023 - \$250.00

EMS Response:

- 2021 – \$200.00
- 2022 - \$225.00
- 2023 - \$250.00

The Sheriff’s Office has averaged 18 legal draws annual for the past two calendar years.

ALTERNATIVES

EMS response to the jail is common and cannot be replaced within existing resources. Assessments and transports result in services being billed by the responding EMS entity. Operating without a contracted service results in both a lesser ability for area ambulance services to project annual service demands and costs the Sheriff’s Office a considerable amount more financially.

Blood draws without LMA’s option would require deputies to respond to a medical setting likely to result in more personnel hours, greater vehicular miles/fuel, time demand of medical professionals, and risks associated with this arrestee movement.

OTHER CONSIDERATIONS

The practice with LMA for EMS service at the jail is established. Sheriff's Office Staff and LMA understand the relationship and work effectively within the facility and with medical providers to make sound medical decisions.

The established practice of Blood Draws occurring in an LMA ambulance while in the secure jail garage has proven to be time efficient and safe when the option is enlisted.

RECOMMENDATION

Based on the information presented, including the provided Purchasing Department Memo of Performance, I respectfully recommend approval of the Resolution to enter agreement with LMA for EMS and Blood Draw Services.

TO: Darin J. Southworth, Major | Correctional Administrator
Ingham County Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: September 17, 2020

RE: Memorandum of Performance for RFP No. 133-20 Ambulance and Blood Drawing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a 3-year agreement to provide ambulance and blood drawing services for inmates of the Ingham County Sheriff's Office.

Ambulance Service

Scope of service includes, but is not limited to, providing ambulance transport to and from specified locations in the County. The Contractor shall furnish all equipment (including Posey belts), services, labor, and gasoline as required for the transportation of inmates in a manner satisfactory to the County and in accordance with the RFP. Ambulance service shall be available on a 24-hour per day basis, 7 days per week including holidays. The program will be administered by the Ingham County Sheriff's Office.

As-needed Blood Draws

Scope of service includes, but is not limited to, blood draws on inmates in the presence of a County Deputy at the Ingham County Jail. The Contractor shall be required to provide blood draw services 24 hours a day, 7 days a week, 365-days a year, including holidays. The Contractors must be available to testify in court as a result of services rendered, and pursuant to a subpoena. The Contractor shall be responsible for serving each phlebotomist with the subpoenas in a timely fashion prior to the court date. There is no commitment from the County regarding the quantity of blood draws during the term of this agreement.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	7
Vendors responding	1	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	Ambulance 2021	Blood Draw 2022	Ambulance 2023	Blood Draw 2021	Ambulance 2022	Blood Draw 2023
Archy's & Sons, Inc. d/b/a Lansing Mason Area Ambulance	Yes, Mason MI	\$200.00/Trip	\$225.00/Draw	\$250.00/Trip	\$200.00/Draw	\$225.00/Trip	\$250.00/Draw

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE SHERIFF'S OFFICE TO CONTRACT WITH
LANSING MASON AREA AMBULANCE SERVICE FOR EMERGENCY MEDICAL RESPONSE
AND LEGAL BLOOD DRAW SERVICES**

WHEREAS, the Ingham County Purchasing Director conducted a request for proposal (RFP# 133-20) for EMS response and Legal Blood Draw services and Lansing Mason Area Ambulance Service, hereafter LMA, was the sole respondent; and

WHEREAS, LMA holds the current contract with the Sheriff's Office for EMS response to the County Jail and for legal blood draws for operating while impaired investigations; and

WHEREAS, the Sheriff's Office has an ever present need for EMS response for inmate medical needs, to augment Jail Medical services or supplement in its absence; and

WHEREAS, the Ingham County Sheriff's Office, hereafter Sheriff's Office, conducts numerous Operating While Impaired (OWI) investigations necessitating legal blood draw; and

WHEREAS, the transport and transfer of arrested subjects outside of the jail comes with increased time, cost, and risk; and

WHEREAS, the Sheriff's Office Jail Medical section and/or the back of an ambulance is a legally accepted medical environment for the process of drawing blood; and

WHEREAS, an agreement with LMA allows the Sheriff's Office to have reliable and more cost effective EMS and legal blood draw response; and

WHEREAS, LMA will contract with the Sheriff's Office to provide EMS and blood draw services at the proposed rate of \$200/instance in 2021, \$225/instance in 2022, and \$250/instance in 2023.

THEREFORE BE IT RESOLVED, that the Sheriff's Office will be authorized to contract with LMA for EMS response for inmates as well as blood draw services for Operating While Impaired investigations.

BE IT FURTHER RESOLVED, that LMA has proposed a three year agreement at the identified annual cost per service instance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget.

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

TO: Board of Commissioners Finance & Law & Courts Committees
FROM: Darin J. Southworth, Major
DATE: December 2, 2020
SUBJECT: Tigg's Canteen, Food & Laundry and Commissary Services Agreement Extension
For the meeting agenda of January 14th and 20th, respectively

BACKGROUND

Tigg's Canteen, hereafter "Canteen," and Ingham County on behalf of the Sheriff's Office, hereafter Sheriff's Office, entered three (3) year agreements for Commissary and Kitchen and Laundry Services which expire 11/30/20. The agreements contained two (2) one (1) year options for service extension. Also in progress is Amendment I which addresses temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population. It is the mutual intent of Canteen and the Sheriff's Office to observe a one year contract extension option of each contracted service, for the period of 11/30/20 through 11/29/21.

ALTERNATIVES

The alternative would be to endure the RFP process which is not desired in light of the operational demands of the current health crisis and Justice Complex design/build project management.

FINANCIAL IMPACT

Costs to the county will remain relatively status quo considering the Temporary Emergency Meal Price Increase, pandemic related increases, agreed to in April 2020. These costs are delineated as \$1.20/meal for ADP less than 384 and \$1/meal for ADP of 384 and greater. No change to special diet costs of \$1.25/meal.

The Commissary Service agreement language remains unchanged, to include commission rates.

OTHER CONSIDERATIONS

I remain highly engaged with the Michigan Jail Administrator network and have monitored communications regarding food service and commissary vendors. Canteen is the chosen provider in many Michigan jails and sentiments about their service have been overwhelmingly favorable. Jails who do not contract with Canteen and are happy with their commissary and food service provider do not identify superior qualities that would influence the Sheriff's Office to seek a change in these complex times.

RECOMMENDATION

Based on the information presented, and on behalf of Sheriff Scott Wriggelsworth, I respectfully recommend approval of the attached resolution to support a contract extension with Canteen for both Commissary and Food/Laundry Services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACT EXTENSION WITH TIGGS CANTEEN TO
CONTINUE FOOD AND LAUNDRY SERVICES**

WHEREAS, Ingham County by way of the Sheriff's Office, agreed to a food preparation and laundry services contract with Tiggs Canteen, hereafter Canteen, from November 30, 2017 to November 30, 2020 with two (2) one (1) year extension options; and

WHEREAS, Canteen and the Sheriff's Office have a mutual intent of exercising the first one (1) year extension option for continuation of these services; and

WHEREAS, all existing contract language would continue with the exception of pandemic related cost per inmate meal conditions that were agreed to via contract Amendment I, "Temporary Emergency Meal Price Increase," in April 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract extension with TIGGS Canteen Services for Food and Laundry Services.

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2020 through November 29, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office.

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.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACT EXTENSION WITH TIGGS CANTEEN TO
CONTINUE COMMISSARY SERVICES**

WHEREAS, Ingham County by way of the Sheriff's Office, agreed to a Commissary services contract, for inmates, with Tiggs Canteen, hereafter Canteen, from November 30, 2017 to November 30, 2020 with two (2) one (1) year extension options; and

WHEREAS, Canteen and the Sheriff's Office have a mutual intent of exercising the first one (1) year extension option for continuation of these services; and

WHEREAS, all existing contract language would continue with no financial arrangement changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract extension with TIGGS Canteen Services for Commissary Services.

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2020 through November 29, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ON ACH POLICY UNDER PA 738 of 2002

WHEREAS, on May 27, 2003, the Ingham County Board of Commissioners Authorized Automated Clearing House (ACH) and Electronic Transactions by Resolution #03-134; and

WHEREAS, the Ingham County Treasurer is the Electronic Transaction Officer (ETO); and

WHEREAS, under PA 738 of 2002, the ETO presents the ACH policy to the governing body; and

WHEREAS, the 2003 policy is amended.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners formally receive the amended ACH Policy.

INGHAM COUNTY AUTOMATED CLEARING HOUSE (ACH) AND ELECTRONIC TRANSACTION POLICY

As Required by Public Act 738 of 2002

Amended 12.30.2020

The following policy shall govern the use of electronic transactions and Automated Clearing House arrangements for the County of Ingham:

1. Authority to Enter in ACH Arrangements and Electronic Transfers of Public Funds

- a. The County Treasurer may enter into an ACH arrangement as provided in Act 738 of 2002. The Ingham County Board of Commissioners Adopted Resolution 2003-134 on May 27, 2003 to authorize electronic transactions. Applicable definitions in the act shall apply.
- b. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, PA 34 of 2001, MCL 141.2102 to 141.2821, or to provisions of law or charter concerning issuance of debt by a local unit.

2. Responsibility for ACH Arrangements

- a. The County Treasurer shall be responsible for all ACH arrangements and generally overseeing compliance with the ACH policy.
- b. The Financial Services Department shall be responsible for payment approval, accounting, and reporting of invoices for payment by an ACH transaction.
- c. The Financial Services Department shall maintain documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels services by the payment. This report may be contained in the electronic general ledger software system or in a separate report to Finance.

3. Internal Accounting Controls to Monitor the Use of ACH Transactions made by Ingham County

- a. The County Treasurer shall be responsible for the establishment of all ACH arrangements.
- b. An ACH enrollment form shall be on file with Financial Services for all vendors who are authorized to receive payment by an ACH transaction and for which the payment request originates in Financial Services.

- c. The County Treasurer shall maintain a list of vendors authorized to receive payments by an ACH transaction and provide the list to Financial Services. This list maybe modified at any time by mutual consent of Treasury and Financial Services.
- d. Upon receipt of an invoice for payment by ACH, Financial Services shall verify approval for payment and notify the County Treasurer of the date of debit to the County accounts. These payments shall be included on the report of payments presented for approval.
- e. The County Treasurer shall initiate the electronic transactions with each vendor and make the actual transfer of funds.
- f. For payment of state and federal payroll taxes and other related payroll items such as, but not limited to, city income tax, child support, deferred compensation, retirement, and employee direct deposits, the County Treasurer shall initiate payment to the proper authority upon receipt of the payment information from the Payroll Department. All payroll transactions are pre-authorized for payment provided an operating budget has been approved.
- g. The County Treasurer shall initiate electronic transactions to transfer funds between accounts as necessary to record deposits, investment activity, checks, and journal entry activity.
- h. For deposits from state and/or federal authorities and from third-party payment processors, the County Treasurer shall obtain the amount of the deposit and process a cash receipt or journal entry to record the ACH transaction in the electronic general ledger software system.
- i. The Financial Services Department shall retain all invoices and journal entry documentation for audit purposes.
- j. The County Treasurer shall retain all ACH transaction documentation for audit purposes.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SET POLICY FOR CERTAIN DELINQUENT TAX PAYMENTS

WHEREAS, The General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes; and

WHEREAS, the Ingham County Treasurer is presenting this resolution in continuance of prior policy of the county; and

WHEREAS, the fiscal impact is minimal; and

WHEREAS, at Section 211.59 (3) it specifically states that ‘For taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

(a) Any interest, fee or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.

(b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.

(c) The county property tax administration fee is waived’; and

WHEREAS, the utilization of Section 211.59(3), is in the public interest.

THEREFORE BE IT RESOLVED, that the Ingham County Treasurer is authorized to use the provisions of Section 211.59(3) for 2021 and 2022.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County by the County Treasurer Office.

Agenda Item 3

TO: Board of Commissioners Law & Courts Committee and Finance Committee

FROM: Mary Sabaj, CCAB Manager

DATE: January 5, 2021

SUBJECT: Resolution Authorizing a Contract with the City of Lansing
For the meeting agendas of January 14 and January 20, 2021

BACKGROUND

This resolution approves entering a contract with the City of Lansing for \$15,000 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for the City of Lansing FY 2020-2021. The contract was not received until late November and the allocation increased \$2,000 from the amount originally applied for, accounting for the delay in seeking this authorization.

ALTERNATIVES

Failure to approve this resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$7,500) and the CCAB Staff Consultant costs (\$7,500).

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE CITY OF LANSING
FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING
COMMUNITY CORRECTIONS FOR THE 2020-2021 CITY FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to support Community Corrections administration for the City of Lansing 2020-2021 fiscal year; and

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

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

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

WHEREAS, the City of Lansing approved an allocation of \$15,000 to be used to assist with CCAB administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$15,000 for the time period of July 1, 2020 through June 30, 2021.

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

Agenda Item 4

To: Law and Courts, County Services, and Finance Committees

From: Russel Church, Chief Public Defender

Date: January 1, 2021

Subject: Resolution creating social worker position within the Ingham County Office of the Public Defender

BACKGROUND:

When this Board created the Ingham County Office of the Public Defender, one of the primary purposes was to improve the legal representation of people charged with criminal offenses unable to hire counsel due to their financial circumstances. A substantial percentage of the people qualifying for the Office of the Public Defender are either dealing with mental health issues, substance use disorders or both. Lawyers by training are not generally equipped to understand all of the dynamics these conditions can manifest. A social worker can advocate on behalf of clients to ensure that to the extent possible within existing resources, the client is receiving the help necessary to address those and other issues that cause the client to be involved with the criminal justice system.

ALTERNATIVES:

The only potential alternative is to rely on social workers who already exist in the criminal justice system. The Ingham County Jail, Community Mental Health and the Lansing Police Department all have social workers on staff. East Lansing Police are planning to add social workers to their department in the near future. Relying on them would degrade confidentiality and the Office of the Public Defender would be unable to control the timing or quality of the services. The position will be slightly different than any of the other paraprofessionals on the staff of the Office of the Public Defender. To the extent it can be done ethically and while preserving confidentiality, it is the intent of the office to have the social worker help members of the private bar who are accepting indigent defendants navigate the issues a social worker is trained for.

FINANCIAL IMPACT:

The position was budgeted as part of the fiscal year 2021 Michigan Indigent Defense Commission grant. Future years funding will also be sought via the grant. In addition to Ingham County, the MIDC is already funding social work positions in other programs in the state.

STRATEGIC PLANNING IMPACT:

This position would support three core values in the County Strategic Plan. The first and probably most important is the quality of the services, especially for those clients struggling with mental health or substance use issues. The second is fiscal responsibility. By transferring the evaluation and management of some problems from the attorney to the social worker, the attorney becomes more efficient. Additionally, the social worker can help reduce recidivism which translates to savings all across the economic strata of the county. The third is creativity and innovation. Although the use of social workers is rapidly growing in this area, the vast majority of programs still do not have one, despite their demonstrated effectiveness. It is essential to the holistic approach to client services. The long term goal of the office is to address the root cause of the behavior that lead to the criminal charges.

OTHER CONSIDERATIONS:

None.

RECOMMENDATIONS:

It is recommended that the position of social worker be created within the Ingham County Office of the Public Defender.

TO: Russel Church, Chief Public Defender

FROM: Joan Clous, HR Specialist

DATE: 11/30/2020

RE: Creation of new position

The Public Defender's office is creating a new position to better service and meet the needs of the public.

The Human Resources department has reviewed and placed the Social Worker – Public Defender's Office within the ICEA County Professional Unit at level 8 with a salary range of \$59,140.99 to \$70,997.30.

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 or 517-930-2075).

INGHAM COUNTY JOB DESCRIPTION

SOCIAL WORKER

GENERAL SUMMARY:

Under the supervision of the Chief Public Defender and Deputy Chief Public Defender, provide social worker services to clients appointed to the Office of the Public Defender. To the extent resources and confidentiality allow, may be called upon to provide services to other adults charged with crimes in Ingham County who are deemed eligible for a court appointed attorney. Acts as a liaison with community partners who offer substance abuse programs, mental health services and other community resources necessary for client to be able to participate equitably in the criminal justice process. Maintains a database of those community resources to leverage client success. Works with clients, and attorneys to develop mitigating information and sentencing memoranda to supply information about client needs as they relate to release into the community.

Essential Functions:

Work collaboratively with staff attorneys to advocate for reduced sentences or other alternatives to incarceration for clients by:

- a. Finding or developing mitigating information through interviews and obtaining records. Act as primary liaison with entities that are providing competency evaluations and reports on criminal responsibility;
- b. Research and recommend alternatives to incarceration;
- c. Assess individual clients for on-going need for services, make appropriate referrals and follow up to ensure needs are being addressed;
- d. Develop and maintain relationships with at risk clients to mitigate self-harm and encourage participation in the legal process.
- e. Develop and maintain relationships with community partners to be able to make appropriate recommendations for social service needs of clients; (drug treatment, mental health treatment, jobs training, housing, literacy and others);
- f. Write, or assist the paralegals and staff attorneys in writing sentencing memoranda to advocate for alternatives to incarceration. Also assist with other pleadings that address social service needs of the client.

Supervise, under the direction of the Chief Public Defender and Deputy Chief Public Defender, externs in social work programs or related fields providing services to clients of the Office of the Public Defender and, resources allowing, other indigent adults charged with crimes.

Make referrals to other appropriate agencies and advocate for client access to their resources.

Other Functions:

Must have a complete understanding of client confidentiality rules and a commitment to scrupulously protect them.

Must understand and adhere to HIPAA and other medical and legal privacy rules and privileges.

Must be able to learn new software programs and be able to generate memoranda, reports and other documents without clerical support.

Well-developed organizational tools and skills to manage high volume, fast paced involvement in the lives of people who are sometimes in crisis.

Ability to speak with people for whom English is not the primary language. Fluency in other language(s) would be a plus.

Be able to seek grants to leverage the resources of the Office of the Public Defender. Maintain data related to grant opportunities and as appropriate, act as grant manager for successful applications.

Employment Qualifications:

Education:

Master's degree in Social Work. Clinical licensure is a plus but not a requirement to apply.

Experience:

Two years working with people in marginalized situations (homelessness, mental illness, incarceration, etc.) in a direct service capacity. Experience could be waived to candidate whose other qualifications are fully met.

Other Requirements:

Valid Michigan Driver's license. Ability to travel for work to include gaining entrance to jails, prisons, mental health facilities, etc. Must be able to use own transportation for work related travel.

Working Conditions:

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or other 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 and endure repetitive movements of the wrists, hands, or fingers.

(This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

From: [Joan Clous](#)
To: [Russel Church](#)
Subject: RE: New Position
Date: Wednesday, December 16, 2020 12:00:35 PM

yes

From: Russel Church <RChurch@ingham.org>
Sent: Wednesday, December 16, 2020 11:48 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: New Position

Am I correct in understanding I should include this e-mail string with the packet?

From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, December 16, 2020 11:18 AM
To: Russel Church <RChurch@ingham.org>; Amy Prieskorn <APrieskorn@ingham.org>
Subject: FW: New Position

From: Joan Clous
Sent: Monday, November 30, 2020 12:22 PM
To: Russel Church <RChurch@ingham.org>; Amy Prieskorn <APrieskorn@ingham.org>
Subject: FW: New Position

Please include in you packet to the Board.

From: Desiree Cook <DCook@ingham.org>
Sent: Monday, November 30, 2020 12:18 PM
To: Joan Clous <JClous@ingham.org>
Subject: RE: New Position

Thank you. I approve.

From: Joan Clous <JClous@ingham.org>
Sent: Monday, November 30, 2020 12:17 PM
To: Desiree Cook <DCook@ingham.org>
Subject: RE: New Position

The experience requirement is higher, education is the same. We felt that the essential functions were at a higher level.

From: Desiree Cook <DCook@ingham.org>

Sent: Monday, November 30, 2020 12:10 PM

To: Joan Clous <JClous@ingham.org>; Jeffrey Donahue (JDonahue@WhiteSchneider.com)

<JDonahue@WhiteSchneider.com>

Subject: RE: New Position

I'm noticing it is at a higher pay rate than the other social workers in the union. Is the JD education requirements that different from theirs?

From: Joan Clous <JClous@ingham.org>

Sent: Monday, November 30, 2020 10:28 AM

To: Desiree Cook <DCook@ingham.org>; Jeffrey Donahue (JDonahue@WhiteSchneider.com)

<JDonahue@WhiteSchneider.com>

Subject: New Position

Good Morning,

The Public Defender's Office is creating a new position – Social Worker – Public Defender's Office, we have placed it at level 8 \$59,140.99 - \$70,997.30. Please review and let me know if the union is in agreement with the placement.

Joan

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CREATE THE POSITION OF SOCIAL WORKER WITHIN
THE INGHAM COUNTY OFFICE OF THE PUBLIC DEFENDER**

WHEREAS, the Ingham County Office of the Public Defender was created by Resolution #17-445 to create a system to enhance the delivery of legal services to indigent and partially indigent defendants in adult criminal cases; and

WHEREAS, indigent defense delivery systems, especially Public Defender offices are frequently turning to other professionals to aid in the delivery of quality services that reduce incarceration and give clients the tools to successfully navigate the challenges that have brought them in to the criminal justice system; and

WHEREAS, many clients of the Office of the Public Defender are dealing with mental health and substance use issues that complicate representing them in a way that creates a path which brings a successful conclusion and reduces recidivism; and

WHEREAS, social workers are ideally suited based on training and experience to evaluate those conditions and make recommendations for treatment and lifestyle changes that enhance the path to successful conclusion and reduce recidivism; and

WHEREAS, in recognition of these circumstances, the Michigan Indigent Defense Commission has approved funding for a social worker position for the Ingham County Office of the Public Defender in its fiscal year 2021 grant; and

WHEREAS, the Human Resources Department has reviewed and analyzed the proposed position of Social Worker – Public Defender’s Office; and

WHEREAS, the ICEA County Professionals Union has been notified and is in support of the creation of this new position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner approves the creation of the position of social worker within the Office of the Public Defender, classified as an ICEA County Professional Grade 8 position (wage range of \$59,140.99 - \$70,997.30).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Budget and Position Allocation List in accordance with this resolution.

Agenda Item 5a

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

FROM: Rick Terrill, Facilities Director

DATE: January 5, 2021

RE: Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project

For the meeting agendas of: January 14, 19 & 20

BACKGROUND

The carpet in both second floor Circuit Courtrooms 3 & 4 was installed when the Veteran's Memorial Courthouse was constructed in 2000, it is showing signs of wear and has outlived its useful life. Seelye Group, submitted a proposal of \$26,978.44 for the carpet replacement in both courtrooms. Seelye Group is on the MiDeals contract and, therefore, three quotes are not necessary. In addition to the carpet, the courtroom technology that is placed under the carpet will need to be disconnected and reconnected. TEL Systems submitted a proposal of \$2,442.00 to disassemble and reassemble the courtroom technology.

ALTERNATIVES

The alternative would be to do an RFP, prolonging the project at potentially higher prices.

FINANCIAL IMPACT

Funds are available in the approved CIP line item #245-26710-976000-20F06. The Facilities Department is also requesting a contingency of \$3,000.00 for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
#245-26710-976000-20F06	\$78,000.00	\$78,000.00	\$32,420.44	\$45,579.56
General Fund				

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 purchase orders be issued to Seelye Group and TEL Systems for the Circuit Courtroom's 3 & 4 carpet replacement project.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR CIRCUIT COURT
COURTROOMS 3 & 4 CARPET REPLACEMENT PROJECT**

WHEREAS, the carpet in both Circuit Court courtrooms 3 & 4 are over 20 years old, showing signs of wear and have outlived its useful life; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Seelye Group, is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends authorizing an agreement with Seelye Group who submitted a proposal of \$26,978.44 for the carpet replacement in both courtrooms; and

WHEREAS, TEL Systems submitted a proposal of \$2,442.00 to disassemble and reassemble courtroom technology; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2020 CIP General Fund line item #245-26710-976000-20F06 which has a balance of \$78,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to Seelye Group, 1411 Lake Lansing Road, Lansing, Michigan 48912, in the amount of \$26,978.44 for the replacement of the carpet in both courtrooms.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to TEL Systems, 7235 Jackson Road, Ann Arbor, Michigan 48103, in the amount of \$2,442.00 to disassemble and reassemble of courtroom technology.

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 5b

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

FROM: Rick Terrill, Facilities Director

DATE: January 5, 2021

RE: Resolution Authorizing an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office

For the meeting agendas of: January 14, 19 & 20

BACKGROUND

At the request of the Probate Court Administrator, the Probate Court Office front counter area is in need of health and safety improvements.

- Laux Construction submitted the lowest responsive and responsible proposal of \$60,362.00, for the renovations, which includes modifications of the counter space, adding glass panels, secure door and ensuring ADA compliance and social distancing guidelines are met.
- DBI submitted a quote of \$15,000.00 for the furniture for the modified space, and is on the MiDeals contract so three quotes are not required.
- Vidcom Solutions submitted a quote of \$2,443.36 for the access control for the new door.
- FD Hayes, who holds a contract with the IT Dept., submitted a quote of \$3,672.00 for the technology placement.

ALTERNATIVES

The alternative would be to put up temporary plexiglass barriers that would not provide security to the employees.

FINANCIAL IMPACT

Funds are available in the approved 2021 CIP line item #245-26710-976000-21F02. We are requesting a contingency of \$8,000.00 for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-976000-21F02	\$100,000.00	\$100,000.00	\$89,477.36	\$10,522.64
Public Improvements Fund				

OTHER CONSIDERATIONS

Other considerations would be to not go forward with the project subjecting Ingham County employees to continued health and safety risks.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction and issuing purchase orders to DBI, FD Hayes, and Vidcom for the health and safety enhancements at the Probate Court Office.

Agenda Item 5b

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: December 8, 2020

RE: Memorandum of Performance for RFP No. 5-21 Probate Court Security Enhancements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making safety and security enhancements to the Probate Court office space.

The scope of work includes, but is not limited to, demolition, carpentry, electrical and carpet installation.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	54	14
Vendors attending pre-bid/proposal meeting	4	4
Vendors responding	4	4

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Renovation of Office Space at the Ingham County Probate Court Office	Cost to Renovation the Office Space at the Ingham County Probate Court Office During Non-business Hours	Estimated Start Date	Timeline
		TOTAL BID	ADD TO TOTAL BID		
Moore Trosper Construction Co.	Yes, Holt MI	\$61,325.00	\$8,425.00	3/1/2021	3 Weeks
Nielsen Construction	Yes, Holt MI	\$58,321.00	\$3,869.25	Feb. 2021	4 Weeks
Laux Construction	Yes, Mason MI	\$54,075.00	\$6,287.00	2/22/2021	1 Month
Trumble Group	Yes, Lansing MI	\$73,766.00	\$7,500.00	Following contract award	4 Months (120 Days)

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT AND PURCHASE ORDERS FOR THE
HEALTH AND SAFETY ENHANCEMENTS FOR THE FRONT COUNTER AREA
IN THE PROBATE COURT OFFICE**

WHEREAS, the Probate Court Office front counter area is in need of health and safety improvements; and

WHEREAS, Laux Construction submitted the lowest responsive and responsible proposal of \$60,362.00 for the renovations, which includes modifications of the counter space, adding glass panels and a secure door, and ensuring ADA compliance and social distancing guidelines are met; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, DBI is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends authorizing an agreement with DBI who submitted a quote of \$15,000.00 for the furniture for the modified space; and

WHEREAS, Vidcom Solutions submitted a quote of \$2,443.36 for the access control for the new door; and

WHEREAS, FD Hayes, who holds a contract with the IT Dept., submitted a quote of \$3,672.00 for the technology placement; and

WHEREAS, it is the recommendation of the Facilities Department and the Probate Court Administrator to enter into an agreement with Laux Construction and to issue purchase orders to DBI, Vidcom Solutions, and FD Hayes for the health and security enhancements for the front counter area in the Probate Court Office; and

WHEREAS, the Facilities Department is requesting a contingency of \$8,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the Public Improvements Fund line item #245-26710-976000-21F02, which has a balance of \$100,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction, LLC, 1018 Hogsback Road, Mason, Michigan 48854, for the renovations of the front counter area in the Probate Court Office for an amount not to exceed \$60,362.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to DBI, 912 East Michigan Ave, Lansing, Michigan 48912 to furnish and install furniture in the front counter area of the Probate Office for an amount not to exceed \$15,000.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Vidcom Solutions, 15559 South Old US-27, Lansing, Michigan 48906, for the access control for the new door in the front counter area of the Probate Office for an amount not to exceed \$2,443.36.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to FD Hayes, 2301 Beal Ave., Lansing, Michigan 48910, for the technology placement in the front counter area of the Probate Office for an amount not to exceed \$3,672.00.

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

Agenda Item 5c

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

FROM: Rick Terrill, Facilities Director

DATE: January 5, 2021

RE: Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center

For the meeting agendas of: January 14, 19 &20

BACKGROUND

The monitoring agreement with Safety Systems is increasing by \$24 annually. This will bring the cost to \$420.00 per year for the next five years.

ALTERNATIVES

The alternative would be to put out an RFP, risking higher prices and changing of equipment.

FINANCIAL IMPACT

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

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 an agreement amendment with Safety Systems for the monitoring services cost increase at the 9-1-1 Center.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT AMENDMENT WITH SAFETY SYSTEMS
FOR BUILDING MONITORING SERVICES AT THE INGHAM COUNTY 9-1-1 CENTER**

WHEREAS, the current agreement for building monitoring services with Safety Systems is increasing by \$24.00 annually; and

WHEREAS, the price of monitoring services will remain \$420.00 per year for the next five years; and

WHEREAS, it is the recommendation of the Facilities Department to amend the agreement with Safety Systems for the annual increase of \$24.00 for the monitoring services of the 9-1-1 Center; and

WHEREAS, funds are available in the appropriate contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn St., Lansing, Michigan 48906, for the monitoring services at the 911 Center for an annual amount of \$420.00 for the next five years.

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 5d

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

FROM: Rick Terrill, Facilities Director

DATE: January 5, 2021

RE: Resolution to Authorize an Agreement with Bergmann for a Facility Assessment at the House of Commons

For the meeting agendas of: January 19, 20 & 25

BACKGROUND

The House of Commons located at 706 Curtis Street in Mason is 30 years old. Community Mental Health (CMH) currently leases the building and would like to renew the lease for the next 20 years. A facility assessment will identify what improvements will be needed prior to the lease negotiations. The facility assessment will include mechanical, electrical, life safety and ADA compliance to be evaluated and recommendations made. Bergmann is on the Michigan MiDeals contract and (therefore, three quotes are not required per the Ingham County Purchasing Policy) submitted a proposal of \$10,250.00.

ALTERNATIVES

The alternative would be to do a formal RFP, prolonging the process.

FINANCIAL IMPACT

Funds are available in the Community Mental Health's Maintenance Revolving Fund 631-26500-931000, which is reimbursed by CMH.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
631-26500-931000	\$344,455.64	\$344,455.64	\$10,250.00	\$334,205.64
CMH Maint. Revolving Fund				

OTHER CONSIDERATIONS

Other considerations would be to not go forward with the assessment of the building.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Bergmann for the facility assessment of the House of Commons.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BERGMANN ASSOCIATES
FOR A FACILITY ASSESSMENT OF THE HOUSE OF COMMONS**

WHEREAS, the House of Commons, located at 706 Curtis Street in Mason is 30 years old; and

WHEREAS, Community Mental Health currently leases the building and would like to renew the lease; and

WHEREAS, a facility assessment will identify improvements needed prior to lease negotiations; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Bergmann Associates is on the MiDeals contract; and

WHEREAS the Facilities Departments recommends authorizing an agreement with Bergmann Associates who submitted a proposal of \$10,250.00 for the facility assessment for the House of Commons; and

WHEREAS, funds are available in the Community Mental Health's Revolving Maintenance Fund line item #631-26500-931000, which is reimbursed by Community Mental Health.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Bergmann Associates, 7050 West Saginaw Highway, Suite 200, Lansing, Michigan 48917, for the facility assessment of the House of Commons for an amount not to exceed \$10,250.00.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 5, 2021

RE: Resolution to Authorize an Amendment to the Janitorial Contract with Du-All Cleaning for Additional Cleaning at Veterans Memorial Courthouse

For the meeting agendas of: January 19 & 20

BACKGROUND

In Resolution #20-239 an agreement with Du-all Cleaning was approved for janitorial services. To maintain a healthy and sanitary environment due to the COVID-19 pandemic, the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse (VMC) is in need of daily cleaning. This will include mopping, disinfecting, cleaning the holding cells, officer areas, inmate areas, and touch points. The cost of the additional services is \$1,733.33 per month plus the living wage increase as stipulated in the contract for each year.

ALTERNATIVES

The alternative would be to not go forward with adding the Sheriff's Office holding area at the VMC.

FINANCIAL IMPACT

We are requesting a 2021 Controller's Budget adjustment for the additional annual cost of \$20,799.96 to the contractual line item # 631-26720-931100.

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 an amendment to the contract with Du-All Cleaning to include the Sheriff's Office holding area located in the lower level of the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT AMENDMENT WITH DU-ALL CLEANING
FOR ADDITIONAL CLEANING SERVICES FOR THE SHERIFF'S OFFICE HOLDING AREA
IN THE LOWER LEVEL OF THE VETERANS MEMORIAL COURTHOUSE**

WHEREAS, in Resolution #20-239 an agreement with Du-All Cleaning was approved for janitorial services; and

WHEREAS, due to the COVID-19 pandemic, the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse is in need of daily cleaning; and

WHEREAS, the cost of the additional services is \$1,733.33 per month plus the living wage increase as stipulated in the contract for each year; and

WHEREAS, it is the recommendation of the Facilities Department to amend the current agreement with Du-All Cleaning, for the additional cleaning services for the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse; and

WHEREAS, we are requesting a 2021 Controller's Budget adjustment for the additional annual cost of \$20,799.96 to contractual line item #631-26720-931100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with Du-All Cleaning, 35474 Mound Road, Sterling Heights, Michigan 48310, for the additional cleaning services for the Sheriff's Office holding area in the lower level of the Veteran's Memorial Courthouse for the monthly cost of \$1,733.33.

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

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

Agenda Item 6

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: December 29, 2020
SUBJECT: Resolution for MOU with CAHS Spay/Neuter Clinic
For the meeting agenda of 1/14/2021 & 1/20/2021

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society (CAHS) Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds from the voucher sales. This cooperative partnership helps to provide low cost spay/neuter services to the community.

ALTERNATIVES

This service is offered as a convenience to ICACS customers. Community members could go directly to the CAHS for these services.

FINANCIAL IMPACT

Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the CAHS. Approximately \$50,000 passes through this fund annually for these services.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN CAPITAL AREA HUMANE SOCIETY SPAY/NEUTER CLINIC AND INGHAM COUNTY ANIMAL CONTROL

WHEREAS, Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants; and

WHEREAS, these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic; and

WHEREAS, when a spay/neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved; and

WHEREAS, through this cooperative arrangement, low cost spay/neuter services are provided to the community, benefitting both pets and their owners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period of January 1, 2021 through December 31, 2021, as detailed in the attached document.

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.



Memorandum of Understanding

between

Capital Area Humane Society Spay/Neuter Clinic

5919 South Cedar Street Lansing MI 48911

And

Ingham County Animal Control

600 Curtis Street Mason, MI 48854

I. Purpose and Scope

The Capital Area Humane Society Spay/Neuter Clinic will provide a reduced cost spay/neuter and basic wellness services to animals that are at least 8 weeks of age and that weigh at least 2 pounds and that are in the care and custody of ICAC. The Capital Area Humane Society Spay/Neuter Clinic and its employees reserve the right to refuse procedures or services that are requested by ICAC. Animals that are deemed by the clinic to be unhealthy, unthrifty, or if the procedure is not in the current best interest of the animal may be refused for surgery by the clinic.

II. MOU Term

The term commences January 1st 2020 and terminates December 31st 2020. The Capital Area Humane Society reserves the right to terminate this MOU prior to the term date.

III. Capital Area Humane Society Spay/Neuter Clinic and ICAC agree to the following:

Weight and Age: All animals must be at least 8 weeks of age and weigh at least 2lbs for procedures or services to be performed.

Appointments: Appointments for services will be made by calling 517-908-0756 or emailing clinic@adoptlansing.org. Appointments will be filled as space on the clinic's general calendar allows. The CAHS spay/neuter clinic reserves the right to require non-refundable appointment deposits for multiple appointments that are made on the same day. Large appointment reservations may be subject to a pre-payment/reservation fee/pet at the discretion of the reception staff. This fee is non-refundable and will be discussed at the time the appointment is made. If you show at full capacity of the requested appointment, the fees are applied towards surgery. **If you do not show the fee will not be refunded.**

Transportation: ICAC is responsible for all transportation of animals to and from the clinic.

Consent: The morning of the animals' appointment ICAC will provide a completed consent form for each individual animal receiving service.

Rabies Vaccination: All animals three months of age and older are required to be up to date on their rabies vaccinations. If the animal is not up to date they will receive a vaccine during their stay for an additional charge.

Late/Failure to Pick up Animals: All animals will be picked up from the Capital Area Humane Society Spay/Neuter Clinic the same day of service. Animals that are housed overnight will be unattended and a \$25.00 charge will apply for each evening spent at the clinic. If the animal is picked up after 5p.m. on the same day of surgery, a modification of the \$25.00 fee may be charged at the discretion of the employees that are required to stay for the discharge of the patient. Animals not picked up after three days will be considered abandoned and given to the proper authorities.

Additional Surgical Services: Any animal that is deemed to be pregnant during their alteration will have the pregnancy terminated at an additional charge and fluids given on an as needed basis for an additional charge. Any animals with an umbilical hernia will have the site repaired for an additional charge during their alteration. Any animal with a pyometra, in heat or cryptorchid will accrue additional charges at the discretion of the clinic manager. Pregnant dogs may also be charged differently on a case by case basis.

Charges:

Canine Spay less than 70lbs: \$85

Canine Neuter less than 70lbs: \$65

Canine Spay over 70lbs: \$120

Canine Neuter over 70lbs: \$90

Feline Spay: \$45

Feline Neuter: \$25

Feral Cat Surgeries: \$40 (includes 2 vaccines and an ear tip is required)

*Inj. abx will be offered at \$10/feral cat on an as needed basis.

"Already fixed" anesthesia costs: \$20/cat, \$30/dog 30# or less, \$50/dog over 30#

Vaccinations: \$4.00 ea.

Heartworm: \$12 ea.

Feline Combo Testing: \$20 ea.

Microchip: \$20 ea.

Microchip "insertion only" fee (for non-CAHS microchips): \$1.00

Heat/Hernia Repair/Cat Pregnancies: \$15.00

Fluid therapies: \$5-\$20 depending on amount, route of administration and species of animal

Fecal Floatation: \$10.00

Pre-Operative Blood work: \$35.00

Preventative: \$2 discount from retail/rounded to the nearest whole \$ amount

Example: Cat Multi \$12/dose

Rx Products: \$2 discount from price to client

(Includes de-wormers, inj. antibiotics, inj. anti-emetics, flea tx and any other tx as offered by the doctor).

Euthanasia (general cremation included): \$10/cat, \$15/dog under 30#, \$30/dog under 50#

*Larger patients and private cremation charges available on a case by case basis.

Specially Ordered or Priced Items: If agreed upon by the clinic manager and the doctor, any specially ordered products will be offered at a price that is either rounded up to the nearest \$5 or \$10 amount from our cost as decided on a case by case basis through the clinic manager. Any variances of the prices listed above will be rare and will need approval by the clinic manager.

Payments: Payment is due within 30 days of receipt of the monthly invoice provided to you from CAHS. Failure to keep the account balance current will result in the Capital Area Humane Society declining services.

Procedures for Personal Animals: As a courtesy to those that work with rescue organizations, personal animals that are owned by employees of ICAC will also be extended the rescue pricing mentioned above. Proof of ownership and employment may be required.

Grant Qualifications: Animals that are being put up for adoption through rescue organizations do not qualify for any grant assisted procedures unless otherwise approved by the CAHS Spay/Neuter Clinic contacts listed below. In the event that an owner or employee of a rescue organization qualifies for a grant surgery with their own personal pet, the following documentation will be required and a copy of the documentation will be kept on file at the CAHS Spay/Neuter Clinic:

Animals 6 months and younger: Any documentation such as a bill of sale/transfer or veterinary services rendered (including microchip registrations) with the animal's name and description and the current owners name and/or address.

Animals older than 6 months: A rabies license and/or any of the above documentation will be required to show proof of ownership.

Adoption Expectations/Recommendations: As we are also directly associated with a shelter location, CAHS S/N Clinic will not allow adoptions through other rescue entities to occur on the premises. Violation of this rule can result in direct termination of all services of the spay/neuter clinic with the rescue organization and its members. While this is still to be decided at the discretion of each rescue we also do not recommended that an animal that has had a spay/neuter procedure go home to a new environment on the same day of surgery for the safety of both the animals and the new owners.

IV. Contacts

Capital Area Humane Society Spay/Neuter Clinic

Primary: Holly Thoms, Clinic Director 517-908-0756

hthoms@adoptlansing.org

Secondary: Julia Willson, President/CEO, 517-626-6060

jwillson@adoptlansing.org

Ingham County Animal Control

Primary: Heidi Williams, Director 517-676-8362

hwilliams2@ingham.org

V. Effective Date and Signature

This MOU shall be effective upon the signature of ICAC authorized officials. It shall be enforced from January 1st 2020 to December 31st 2020.

Signature/Date

Agenda Item 7a

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Terri Thornberry, Director 9-1-1
DATE: January 5, 2021
SUBJECT: Continuation of agreement with Ergometrics – the vendor who supplies and scores the pre-employment tests for 9-1-1.
For meeting agendas of Law & Courts January 14, 2021 and Finance January 20, 2021

BACKGROUND

A contract has been in place between Ergometrics and Ingham County for pre-employment testing for 9-1-1 applicants since September 18, 2012.

ALTERNATIVES

We have researched alternatives but are satisfied with the level of responsiveness from Ergometrics, the content of their testing materials, quick turnaround time for scoring, and competitive pricing.

FINANCIAL IMPACT

The cost remains the same as last year's agreement with Ergometrics. \$3,600.00 annually with an additional charge of \$3 per scored test, minimum of \$25. These costs are budgeted.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our agreement with Ergometrics.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW PRE-EMPLOYMENT TESTING WITH ERGOMETRICS

WHEREAS, a contract has been in place between Ergometrics and Ingham County for pre-employment testing of 9-1-1 Center applicants, approved by the Board of Commissioners since September 18, 2012; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the 9-1-1 Center's hiring process; and

WHEREAS, this resolution seeks approval to continue pre-employment testing with Ergometrics with no increase in costs from last year for the period of December 7, 2020 through December 7, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the continuation of services from Ergometrics for Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2020 through December 7, 2021 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum.

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

Agenda Item 7b

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Terri Thornberry, Director 9-1-1

DATE: December 16, 2020

SUBJECT: Purchase of Virtual Academy from Savant Learning System, Inc.

For meeting agendas of Law & Courts Jan. 14, 2021 and Finance Jan. 20, 2020

BACKGROUND

Virtual Academy offers approved training courses in remote virtual sessions that are necessary to maintain state required training for our entire staff. The application retains and holds our training records to report to the State 9-1-1 Office. Additionally, the application allows the 9-1-1 Dispatch Center to circulate procedures and other documents for sign-off.

ALTERNATIVES

Very few companies offer this complete package of training and holding of training records. Virtual Academy is used by other 9-1-1 Centers in Michigan and comes highly recommended.

FINANCIAL IMPACT

The quoted cost of the backup licenses and support as described above is \$3,795.00.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of Virtual Academy from Savant Learning Systems, Inc.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ELECTRONIC TRAINING RECORDS PROGRAMS

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 administration has identified a software solution to provide training and electronically document, track, and store employee training as requested by the Center's Training Cadre; and

WHEREAS, the 9-1-1 Staff Services Manager and 9-1-1 Supervisors have reviewed the features, options, and demonstrations of these programs to perform these functions; and

WHEREAS, the Virtual Academy Solution has been found to meet the needs of our Center's state mandated training as well as the administrative needs to electronically document training information; and

WHEREAS, the company Savant Learning Systems, Inc., provider of the Virtual Academy program, has provided a quote for these programs in the amount of \$3,795.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the Virtual Academy Solution program from Savant Learning Systems, Inc. in an amount not to exceed \$3,795.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents with Savant Learning Systems, Inc. to provide their software solutions to Ingham County 9-1-1 Center for training documentation after approval as to form by the County Attorney.

Agenda Item 8

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: December 11, 2020

SUBJECT: Resolution to Authorize a Community Agency Agreement with Rural Family Services

For the meeting agendas of January 20 and January 25

BACKGROUND

This resolution amends Resolution #20-578 to approve a community agency agreement with Rural Family Services of Ingham County for 2021. This agreement will provide funding to assist Ingham County residents with food, shelter, and emergency utility payments for the working poor, newly laid off, and elderly, for the period of January 1, 2021 through December 31, 2021.

ALTERNATIVES

Other agencies that provide services to rural areas of Ingham County could be identified and allocated funding.

FINANCIAL IMPACT

The agreement will be for an amount not to exceed \$14,000 from the 2021 contingency fund. Resolution #20-578 previously authorized \$12,450 from the contingency fund for community agencies.

STRATEGIC PLANNING IMPACT

This resolution addresses the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

OTHER CONSIDERATIONS

This was requested by the Human Services Committee in order to address ongoing needs of residents in rural areas of Ingham County.

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 RESOLUTION 20-578 TO AUTHORIZE
A COMMUNITY AGENCY AGREEMENT WITH RURAL FAMILY SERVICES OF
INGHAM COUNTY**

WHEREAS, Resolution #20-578 authorized Community Agency Agreements for 2021; and

WHEREAS, Rural Family Services of Ingham County had not applied for funding for 2021; and

WHEREAS, the Human Services Committee felt that more funding needed to be allocated to rural areas of the County; and

WHEREAS, staff was directed to contact Rural Family Services of Ingham County and request that an application for funding be submitted; and

WHEREAS, Rural Family Services of Ingham County submitted an application to assist Ingham County residents with food, shelter, and emergency utility payments for the working poor, newly laid off, and elderly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #20-578 to authorize an agreement with Rural Family Services of Ingham County in amount not to exceed \$14,000 to assist Ingham County residents with food, shelter, and emergency utility payments for the working poor, newly laid off, and elderly, for the period of January 1, 2021 through December 31, 2021.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$14,000 from the 2021 contingency fund to the community agency fund.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution #20-578 are unchanged.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign any necessary contract documents after review and approval as to form by the County Attorney.

Agenda Item 9

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: January 5, 2021
SUBJECT: Resolution to Authorize an Amendment to Resolution #20-214 to Revise 2021 Off-Season Fees for the Ingham County Fair

BACKGROUND

This resolution is necessary because the Fairgrounds has been utilizing a fee schedule that is no longer conducive to operations. It is vital the Fairgrounds adjust fees to reflect current industry standards as well as the ability to organize and manage events.

Additionally, the Fairgrounds operates as an enterprise fund. While it is possible to supplement an enterprise fund with general fund dollars, the Board of Commissioners has expected the Fairgrounds to be non-reliant on such appropriations. The Controller/Administrator's Office has identified the off-season (not Fair week) as an area of concern within the Fairgrounds' budget. Looking back 10 years, the off-season lost over \$45,000 in 2011. By 2018, the off-season losses had increased to over \$135,000 annually.

A detailed explanation of the recommended changes to the fees is attached to this memorandum. The revised fee schedule, developed in collaboration with the Controller/Administrator's Office, will alleviate the financial strain and be easier to understand and administer.

ALTERNATIVES

The fees could remain the same without any changes.

FINANCIAL IMPACT

Some fees the Fairgrounds collects will increase, having a positive effect on the budget. Thousands of dollars in additional revenue is expected to be collected, specifically from off-season rentals where an admission fee is charged.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

The Fairgrounds is booked 48 weekends per year, this is not anticipated to change due to the fee schedule changings.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Agenda Item 9

Horse Shows- Main Arena

- Instead of a fee for the Main Arena and surrounding barns there will be a charge by the stall.
- \$28 per stall with 165-horse stall minimum:
 - \$4,620.00 minimum. The current charge is \$4,610.00, so an automatic \$10 increase in 2021. This eliminates the additional charge per barn, but the 3 primary barns of 4H, Commercial North and South have a total of 184 stalls in them, most horse shows use all of those stalls plus more.
 - \$61 per water dump/drag for any needed after 4pm
- \$15 per tack stall
 - Cheaper than horse stalls because they do not need to be cleaned.
- \$25 camping per night
- The following fees normally associated with the horse shows will be eliminated:
 - Facility Fee (ranged from \$105-\$305)
 - Water dump and drag fee (\$61)
 - Per barn fees
- Concessionaire- \$250 for a 3-day show, \$100 per day after the first 3 days
- Horse Health Vendors (blacksmith, Ferrier, vet) - \$30/day
- Commercial Vendor (clothing, hats, helmets, equipment) per horse show- \$500/3 day show.
- Trash pass through fee can be assessed if we need to order additional dumpsters to accommodate the show or schedule additional dumpster pickups as stated in the contracts.

Horse Shows - South End

Keep the fee structure the same as it currently exists for the south end.

Livestock Shows in the Main Arena - (pigs, cows, etc.)

\$5,000 plus \$500 manure removal fee

Exhibitions that do not include animals (craft shows, gun show, etc.)

Shows that charge admission should be on a different pay scale than shows that do not charge a fee.

No Admission fees - \$5,000

Shows with admission fees - \$4,610 + \$1 per ticket.

One day no admission fees - \$3,000

One day with admission fees - \$2,500 +1 per ticket sold

Fairgrounds Managed Events

Admission for Fairgrounds planned and managed events not to exceed \$45 gives the Fairgrounds staff the ability to organize and plan events and charge admission fees based on various factors relating to the event such as the cost to produce the event, demand for tickets, etc.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #20-214 TO REVISE
2021 OFF-SEASON FEES FOR THE INGHAM COUNTY FAIR.**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners approved off-season fees for the Fairgrounds in Resolution #20-214; and

WHEREAS, the fees previously adopted are inadequate based on expenses; and

WHEREAS, new fees need to be administered in order for the Fair to be financially viable; and

WHEREAS, the Fairgrounds Events Director worked with the Controller/Administrator's Office to develop a revised off-season fee schedule.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #20-214 adopting fees for off-season operations of the fairgrounds as attached.

BE IT FURTHER RESOLVED, that the fees will take effect upon adoption of this resolution and be applicable until December 31, 2021.

BE IT FURTHER RESOLVED, that the fees for Fairgrounds operations will be approved in a separate resolution from the County wide *Maximus Cost of Services Analysis* fee process on an annual basis.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution #20-214 remain in effect.

Fee Description	2020 Fee	2021 Fee (original)	2021 revised	Explanation
4H Use of Grounds				
Community Hall Monday-Thursday, No food	\$ -	\$ -	-	
Community Hall Monday-Thursday, with food	\$ 91.00	\$ 92.00	\$ 92.00	
Community Hall Friday & Sunday	\$ 175.00	\$ 180.00	\$ 180.00	
Community Hall Saturday	\$ 920.00	\$ 930.00	\$ 930.00	
Main Arena, Shooting sports Monday-Thursday	\$ -	\$ -	-	
Main Arena, per full day of use, non-animal show	\$ 610.00	\$ 620.00	\$ 650.00	ex: 4H Tack Sale, Workshops,
Main Arena, per full day of use, animal show	-	-	\$ 1,500.00	ex: Horse show, pig show, cattle show
South End Horse Show, Friday night only show	-	\$ 150.00	\$ 150.00	
South End Horse Show, Saturday and Sunday, clubs clean their own stalls	\$ 500.00	\$ 750.00	\$ 750.00	
South End stall fee for uncleaned stalls	\$ 21.00	\$ 21.00	\$ 25.00	
Infield Arena for gymkhana events only	\$ 115.00	\$ 120.00	\$ 120.00	
Vendors, including food vendors and non-food vendors	\$ 25.00	\$ 25.00	\$ 25.00	
Camping per night	\$ 20.00	\$ 25.00	\$ 25.00	
Water dump, per day	\$ 61.00	\$ 62.00	\$ 62.00	
Horse Practices, South and Infield Arena, per club, per season	\$ 20.00	\$ 20.00	\$ 50.00	
Horse Shows or Other Animal Shows, Not 4H Related				
165 horse stalls, minimum (north end)	-	-	\$28/stall	For a 3 day show
Tack Stalls (north end)	-	-	\$15/stall	
With rental of Main Arena, Crops	\$255	\$300	\$35/stall	all other barns must be filled before it can be reserved
With rental of Main Arena, all drags or water dumps after the first 2	\$ 61.00	\$ 62.00	\$ 62.00	after 4pm. Water and drags before 4pm are included.
With rental of Main Arena, each additional day after 3 days, per day	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
Brick Building		\$ 255.00	\$300-\$1200	range depending on the use of building.
Outdoor Arena South End- Friday, Saturday, Sunday including Barn ZZ, use of PA system, 2 water dumps/drags	\$ 2,800.00	\$ 2,810.00	\$ 2,810.00	
With rental of South End. Barn UU and VV	\$ 305.00	\$ 310.00	\$ 310.00	
With rental of South End, all other South End Barns	\$ 255.00	\$ 260.00	\$ 260.00	
With rental of South End, all drags or water dumps after the first 2	\$ 61.00	\$ 62.00	\$ 62.00	
Infield Arena, per day	\$ 460.00	\$ 465.00	\$ 465.00	
Infield Arena drags and dumps, per drag/dump	\$ 61.00	\$ 62.00	\$ 62.00	
Hoop House, per show	\$ 510.00	\$ 520.00	\$ 520.00	
Entire grounds, 3 day horse show, 245 horse stall minimum	\$ 6,900.00	\$ 6,900.00	\$28/stall	
With rental of whole grounds- Barn UU, VV, C. South, Barn A, Barn B	\$ 305.00	\$ 310.00	\$ 310.00	
With rental of whole grounds- all other barns	\$ 255.00	\$ 260.00	\$ 260.00	
With rental of whole grounds, Brick		\$300-\$1200	\$300-1200	
With rental of whole grounds, crops		\$ 300.00	\$35/stall	
Camping per night	\$ 20.00	\$ 25.00	\$ 25.00	
Food Concession vendor, per 3 day show	\$ 25.00	\$ 40.00	\$ 250.00	
Food concession vendor every day after the 3rd day	-	-	\$ 100.00	
Horse Health Vendor per day			\$ 30.00	Ex: Blacksmith, Ferrier, Vet
Commerical Vendor, per show	\$ 25.00	\$ 75.00	\$ 500.00	Ex: Hats, Clothing, equipment..etc
Main Arena, Large Animal Show, but not using any barns	-	\$ 4,610.00	\$ 5,000.00	Ex: Winter pig shows, winter beef expo, etc.
With rental of main arena for an animal show without using any barns manure removal fee, per show	-	\$ 500.00	\$ 500.00	

Main Arena Rental with North End Barns for Fair Foundation Fundraiser , all other fees listed above apply	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Main Arena Rental, off season, non animal shows				
Main Arena Thursday 12noon- Sunday midnight	\$ 4,600.00	\$ 4,610.00	\$5,000.00	
Main Arena Thursday 12noon- Sunday midnight with admission tickets			\$4,610.00 + \$1 per ticket	
Main Arena, additional setup day needed for weekend rental	\$ 300.00	\$ 300.00	\$ 300.00	Wednesday setup day
Main Arena weekday/weeknight	\$250-\$1500	\$250-\$1500	\$250-1500	Range of fees depending on the event
Main Arena, one day weekend			\$3,000	
Main Arena, one day weekend rental with admission tickets			\$2,500 + \$1 per ticket	
Concessionaire vendors, per day	-	\$ 100.00	\$ 100.00	
Community Hall				
Hourly up to 4 hours	\$ 30.00	\$ 30.00	\$ 30.00	
Saturday	\$ 920.00	\$ 930.00	\$ 930.00	
Sunday-Friday	\$ 450.00	\$ 455.00	\$ 455.00	
Fair Foundation Fundraiser	\$ -	\$ -	\$ -	
Fair Board Member private event	\$ 75.00	\$ 75.00	\$ 75.00	
Fairgrounds Managed Events				
Admission Tickets	-	-	not to exceed \$45.00 per person	
Vendor fees	not to exceed \$350.00		not to exceed \$350.00	

Agenda Item 10a

TO: Board of Commissioners Human Services and Finance Committees

FROM: Director Natrenah Blackstock, Department of Veterans Affairs

DATE: January 04, 2021

SUBJECT: Resolution Authorizing the acceptance of burial plots
For the meeting agendas of January 20th and January 25th, 2021

BACKGROUND

This resolution authorizes the Department of Veterans Affairs to accept donated burial plots.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes the receipt of donated plots, valued \$900.00 each, totaling \$3,600.00.

STRATEGIC PLANNING IMPACT

This resolution supports the county's overarching long-term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept donated burial plots.

December 31, 2020

Mr. Matt Nordfjord, Shareholder
Cohl, Stoker & Toskey, PC
601 N. Capitol Ave.
Lansing, Mi 48933

Mr. Nordfjord,

Enclosed is the burial rights certificate that I wish to donate to the VA in Lansing, Mi. I have been working with Ms. Natrenah Blackstock of the Lansing VA. I am myself a veteran.

The burial plots are located in the Delta Center cemetery, Charter Township of Delta. Certificate # 3271, Section E, Lot 37, Plots 1 thru 5. One of the plots is taken by Marvin Marsh, my stepfather. I do not know which plot he is buried in.

The plots are valued at \$900 each for non-residents. The total value for four plots is \$3,600.

With this letter and certificate I am signing these burial plots ownership to the Lansing VA.

Acknowledge of this donation would be appreciated.

Best regards,



Grant Putman
2955 Pheasant run east
Wixom, Mi 48393

Grant.putman@comcast.net
248-797-1476

Burial Rights Certificate - Charter Township Of Delta Cemeteries

This Agreement, is made this 12 day of January 2011, between the Charter Township of Delta ('Grantor') and GRANT PUTMAN 2955 Pheasant Run East Dr. Wixom MI, 48393 ('Grantee')

The Grantor, in consideration of the sum of \$0.00 paid by the Grantee, the receipt of which is hereby acknowledged, does convey and sell to the Grantee a burial plot(s), consisting of burial rights in

<i>Cemetery</i>	<i>Section</i>	<i>Lot Plot</i>	
<i>Delta Center Cemetery</i>	<i>E</i>	<i>37</i>	<i>1</i>
<i>Delta Center Cemetery</i>	<i>E</i>	<i>37</i>	<i>2</i>
<i>Delta Center Cemetery</i>	<i>E</i>	<i>37</i>	<i>3</i>
<i>Delta Center Cemetery</i>	<i>E</i>	<i>37</i>	<i>4</i>
<i>Delta Center Cemetery</i>	<i>E</i>	<i>37</i>	<i>5</i>

Lansing, Michigan, according to the plat on record in the office of the Township Clerk ('Burial Plot').

The conveyance of this Burial Plot(s) is subject to such Ordinances, Rules and Regulations currently in existence or as they may be amended from time to time. The Burial Plot(s) shall be for burial purposes only and shall be used only by the Grantee. This Certificate is transferable only upon the written consent of the Grantor and upon payment of a transfer fee to the Grantor.

The Grantor shall maintain the Cemetery grounds in a reasonable condition as determined by the Grantor in its sole discretion.

Witnesses:

Grantor:

Charter Township of Delta

By:

Delta Township Clerk

PLEASE READ RULES RELATING TO MONUMENTS, MARKERS, URNS, FLOWER BEDS, ETC.

Plots transferred from Marvin Marsh. Deed under Marvin Marsh name dated July 15, 1967 is NULL AND VOID. These plots are not covered under Perpetual Care.

Certificate# 3271

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF
VETERANS AFFAIRS TO ACCEPT DONATED BURIAL PLOTS**

WHEREAS, the Ingham County Department of Veterans Affairs' (VA) mission is to fulfill President Lincoln's promise "to care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's Veterans; and

WHEREAS, the VA is committed to working diligently to serve veterans and are driven by an earnest belief in VA's mission in fulfilling both individual and organizational responsibilities; and

WHEREAS, Veteran Grant Putman has donated burial plots to the VA to assist veterans and dependents who need burial arrangements; and

WHEREAS, the burial plots are located in the Delta Center Cemetery, Charter Township of Delta – Certificate #3271, Section E. lot 37, Plots 1 through 5.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of burial plots located in the Delta Center Cemetery, Charter Township of Delta – Certificate #3271, Section E. lot 37, Plots 1 through 5, from the Veteran Grant Putnam for the purpose of assisting veterans and dependents with burial needs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses their appreciation to the Putman Family for their support of the Ingham County Department of Veterans Affairs.

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

Agenda Item 10b

TO: Board of Commissioners Human Services and Finance Committees

FROM: Director Natrenah Blackstock, Department of Veterans Affairs

DATE: January 04, 2021

SUBJECT: Resolution to Authorize the Department of Veterans Affairs to Accept Donations
For the meeting agendas of January 20th and January 25th, 2021

BACKGROUND

This resolution authorizes the Department of Veterans Affairs to accept donations.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes the receipt of monetary donations, which causes a positive financial impact.

STRATEGIC PLANNING IMPACT

This resolution supports the county's overarching long-term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept donations into the Department of Veterans Affairs.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERAN AFFAIRS
TO ACCEPT DONATIONS**

WHEREAS, the Ingham County Department of Veterans Affairs' (VA) mission is to fulfill President Lincoln's promise "to care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's Veterans; and

WHEREAS, the VA is committed to working diligently to serve veterans and are driven by an earnest belief in VA's mission in fulfilling both individual and organizational responsibilities; and

WHEREAS, veterans, local organizations and businesses often request to donate to the department; and

WHEREAS, the VA is requesting to accept monetary and/or material donations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to accept monetary and/or material gifts which will assist the Department of Veterans Affairs with assisting indigent veterans, building efficient programs, and hosting events.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to identify and utilize an account for donations and related expenditures.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Tim Morgan, Parks Director
DATE: December 18, 2020
SUBJECT: Resolution to Amend Resolution #20-560
For the meeting agenda of 1/20/21 Finance and 1/25/21 Human Services

BACKGROUND

Ingham County Board of Commissioners Resolution #20-560 authorized a contract with Spicer Group to assist the Ingham County Parks staff with the delivery of certain millage related items. The bids were opened in the fall and the line item request was not included in the annual budget request. This resolution amends Resolution #20-560 to authorize the appropriate line item transfer.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Ingham County Board of Commissioners Resolution #20-560 authorized \$322,557 for this contract for a first-year cost of \$102,738.00, a second-year cost of \$103,765.38, and a third-year cost of \$104,803.03, and it also authorized Spicer Group's attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$375.00 per meeting, for a three year total of \$11,250.

This resolution authorizes a line item transfer from the Trails and Parks Millage Fund balance in the amount of \$106,488.00 into the appropriate line item for the 2021 budget. The second and third year cost will be included in the Park's Department future budget request for the appropriate amount each year of \$107,515.38 for 2022 and \$108,553.03 for 2023 as shown below.

Budget Year	Yearly Amount	Meeting Fee	Total
2021	\$102,738.00	\$3,750.00	\$106,488.00
2022	\$103,765.38	\$3,750.00	\$107,515.38
2023	\$104,803.03	\$3,750.00	\$108,553.03

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend the resolution authorizing a line item transfer for the contract with Spicer Group, Inc. be approved.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #20-560 TO AUTHORIZE A CONTRACT WITH
SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES**

WHEREAS, through Resolution #20-560 the Ingham County Board of Commissioners authorized entering into a contract to Spicer Group, Inc. to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items; and

WHEREAS, a line item transfer is necessary for the 2021 budget.

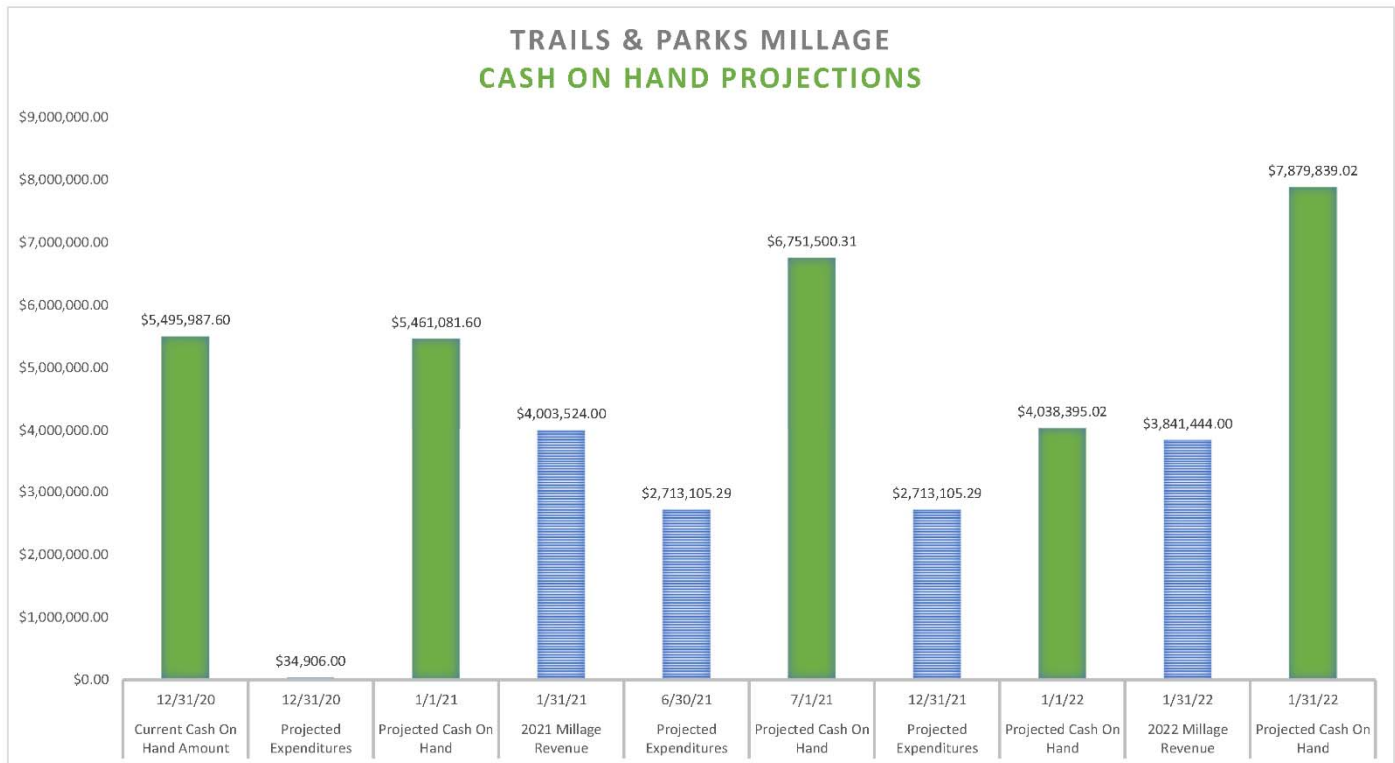
THEREFORE BE IT RESOLVED, that the Controller/Administrator is authorized to transfer \$106,488.00 from the Trails and Parks Millage fund balance into line item 228-62800-802000.

BE IT FURTHER RESOLVED, that the second and third year cost will be included in the Parks Department's future budget request for the appropriate amount each year of \$107,515.38 for 2022 and \$108,553.03 for 2023.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 5, 2021
SUBJECT: Trails and Parks Millage Overview
 For the meeting agenda of 1/25/21 Human Services and 1/20/21 Finance

Dear Commissioners,

The below chart shows the cash on hand projections:



1/5/2021

Q:\Proj\2017\12\43\ISG2017 - Ingham County Parks & Trails Consulting 2017\09 Follow-up\ MillageManagementSystem\ MillageFunds Estimates



See attached Exhibit A for a summary of the trails and park millage project status/accounting. The full detailed report is available online: http://parks.ingham.org/trails_and_parks_millage/awards.php. See attached Exhibit B for a summary of funding by governmental unit.

Board of Commissioners Resolution #20-562 authorized funding for Round 6 applications, and the agreements are currently circulating for signatures. After the agreements are executed, the initial 50% reimbursements will be processed.

Please see attached Exhibit C – a timeline for the next round of millage applications. The application and scoring criteria for Round 7 will be presented to the Board of Commissioners for approval in February.

Should you have any additional questions, please contact me or Nicole Wallace, Trails and Parks Millage Coordinator.

Exhibit A

TRAILS AND PARKS MILLAGE PROJECT STATUS / ACCOUNTING INGHAM COUNTY, MI

Project No.	Project Description	Contract Amount	Amended Contract Total	Actual Expend. 2015-2021	Encumbered 2015-2021	Projected Projects 2022-2026	Total Reimbursed/ Paid Amount	Total Encumbered Balance	Left Over Balance	2020 Projected Expenitures	2021 Projected Expenditures	2022 Projected Expenditures
	Total Budgeted	\$38,442,594.56	\$38,442,594.56						\$724,213.30	\$34,906.00	\$5,426,210.58	\$10,974,854.68
	Total Expended / Projected	\$16,520,842.88		\$16,520,842.88	---	\$2,981,298.86	\$17,219,141.74	\$21,021,826.03				
	Total Encumbrances	\$15,131,285.30		---	\$15,131,285.30	---						
	Actual Millage Collected (2015-2020)	\$26,277,946.30		\$22,274,422.30		---						
	Estimated Millage to Collect (2021-2026)	\$19,207,220.00				\$19,207,220.00						
	Fund Balance (Total Collected less Expend/Encumbered)	-\$9,377,705.87		-\$9,377,705.87								
	Fund Balance (Total Estimated to Collect less Projected)	\$14,300,643.41				\$14,300,643.41						

2021-26 Millage less Expend/Encumbered Funds \$9,829,514.13
2021-26 Millage less Expend/Encumbered Funds, less Projected Funds \$6,848,215.27

Current Cash On Hand Amount	12/31/20	\$5,495,987.60	
Projected Expenditures	12/31/20	\$34,906.00	(expected invoices against 2020 contracts)
Projected Cash On Hand	1/1/21	\$5,461,081.60	
2021 Millage Revenue	1/31/21	\$4,003,524.00	
Projected Expenditures	6/30/21	\$2,713,105.29	
Projected Cash On Hand	7/1/21	\$6,751,500.31	
Projected Expenditures	12/31/21	\$2,713,105.29	
Projected Cash On Hand	1/1/22	\$4,038,395.02	
2022 Millage Revenue	1/31/22	\$3,841,444.00	
Projected Cash On Hand	1/31/22	\$7,879,839.02	

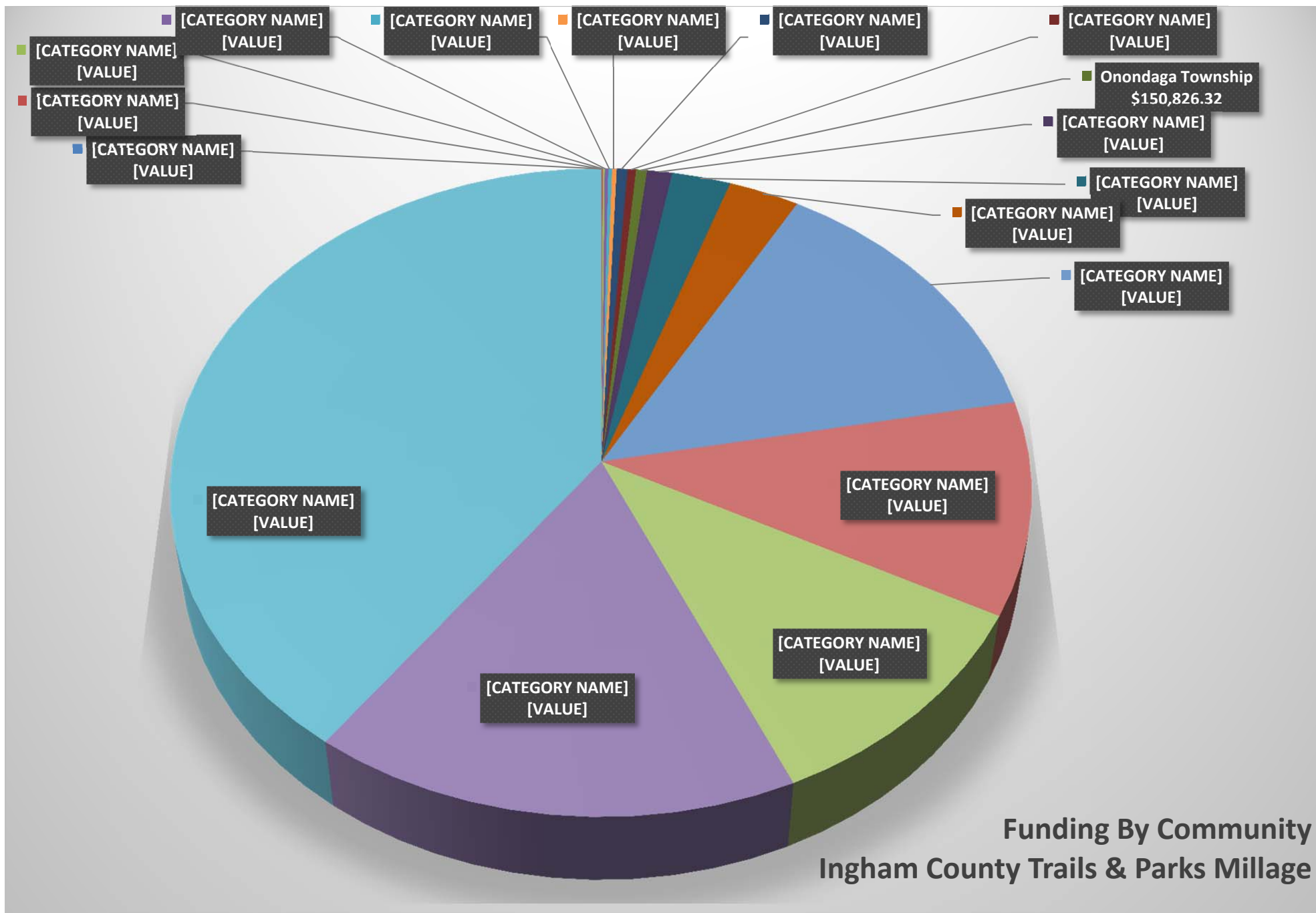


Exhibit C

Timeline for Trails and Parks Millage Application Round

March 1 - Application period opens

Last Friday in July at 5:00 pm - Applications Due

August - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

August-TBD - if needed meeting with MDOT, MDNR, and TCRPC to review/coordinate their grant applicants

Mid-August to Mid-September - TBD - Park Staff posts applications in shared drive for commissioners. Park Commissioners begin to do preliminary review and scoring on own.

August/Early September - Site Visits with Park Staff and Park Commissioners

Mid-September - Draft viability report sent to each applicant

Fourth Monday in September - Applicants present their proposals and Spicer Group presents their review to the Park Commission.

Mid-October to 3rd week in October - Deadline for Park Commissioners online scoring and prepare Condensed Report of preliminary scoring for the October Park Commission meeting

Fourth Monday in October - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring and recommendations

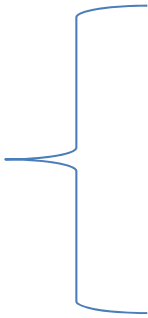
October - Deadline to get on agendas

November - Human Services

November - Finance

November - BOC

December - Applicants notified of decision



Adopt resolution: final
recommendation for
funding

TO: Board of Commissioners Finance and Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 29, 2020
SUBJECT: No-cost extension of Reinvestment Fund contract with Ingham County Health Department for Invest Health Field Building Initiative and sub-contract with Michigan Imagery for custom metalwork fabrication

For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to extend the agreement with Reinvestment Fund through June 30, 2021 and to amend Resolution #20-572 to update the effective dates to February 1, 2021 through June 30, 2021. This extension reflects the additional time needed to complete the fabrication and installation of a custom archway located between the properties at 3427 Pleasant Grove Road and 3505 Pleasant Grove Road in Lansing.

ICHD has previously accepted two funding awards totaling \$105,000 from Reinvestment Fund to serve as the local fiduciary for the Lansing Invest Health Team as part of the national Invest Health Field Building program.

- The first funding award was for \$75,000 effective July 1, 2019 through September 30, 2020, and was authorized by the Ingham County Board of Commissioners (BOC) via Resolution #19-246.
- The second funding award was for \$30,000 effective February 1, 2020 through June 30, 2020, and was authorized by the Ingham County Board of Commissioners via Resolution #20-068.

On July 8, 2020, a Short Form extension request was approved by the Ingham Board of Commissioners for a no-cost extension of these two funding awards through December 31, 2020. As of July 1, 2020, \$56,700 in funding remained to be spent from the \$105,000 awarded. As of December 29, 2020, \$11,796 remains to be spent from the \$105,000 in awarded funding.

Expenditure of the balance of funds as approved by Reinvestment Fund will be for the sole purpose of sub-contracting with Michigan Imagery for the period of February 1, 2021 through June 30, 2021 in the amount of \$11,796 for fabrication and installation of a custom archway feature described as follows:

- the metalwork feature will be constructed of two powder-coated aluminum posts 18 inches in diameter and 10 feet tall that will be 10 feet apart, with a powder-coated aluminum archway over the top of the posts
- the archway will span 14.5 feet across and will raise the overall height of the feature to 14.5 feet tall
- the feature will be installed by Michigan Imagery onto concrete pads that are 30 inches wide by 30 inches long by 8 inches tall, with five of the eight inches in height sitting below the ground and three inches sitting above the ground (installation of the required concrete footings will be financed and coordinated by Invest Health Field Building project partners at Southside Community Coalition)

- the feature will be installed at the western edge of Beacon Park facing Pleasant Grove Rd, between the properties located at 3427 Pleasant Grove Road and 3505 Pleasant Grove Road in Lansing
- the archway feature will connect the recently installed walking path at Beacon Park to the recently renovated Pleasant Grove Shopping Plaza, which includes a “Town Square” public greenspace area

As the local fiduciary agent, ICHD supports the Lansing Invest Health Team’s pursuit of:

- Advancing policies and practices that position and align community investment systems to increase capital flows to racial equity-promoting built environment investments
- Taking steps to advance a pipeline of financeable built environment projects focused on increasing racial equity as part of a long-term community health improvement strategy

ALTERNATIVES

The alternative to authorizing a second no-cost extension of the remaining Invest Health Field Building (IHFB) contract with Reinvestment Fund would be to deny the extension and return the remaining funds to Reinvestment Fund and to cancel the archway building project.

FINANCIAL IMPACT

There are no costs to Ingham County associated with the extension of these contracts.

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 a no-cost extension of the Invest Health Field Building Initiative funding contract with Reinvestment Fund through June 30, 2021. I also respectfully recommend that that the Ingham County Board of Commissioners authorizes an amendment of Resolution #20-572 between Ingham County and Michigan Imagery in the amount of \$11,796, effective February 1, 2021 and end June 30, 2021, for the fabrication and installation of a custom metal entryway feature connecting Beacon Park to the South Lansing Town Square.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE NO-COST EXTENSION OF REINVESTMENT FUND GRANT AGREEMENT WITH INGHAM COUNTY HEALTH DEPARTMENT FOR INVEST HEALTH FIELD BUILDING INITIATIVE AND AMENDMENT TO RESOLUTION #20-572

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with Reinvestment Fund through June 30, 2021 and to amend Resolution #20-752 to update the effective dates to February 1, 2021 through June 30, 2021 to reflect additional time needed to complete the fabrication and installation of a custom archway located between the properties of 3427 Pleasant Grove Road and 3505 Pleasant Grove Road in Lansing; and

WHEREAS, ICHD has previously accepted two funding awards totaling \$105,000 from Reinvestment Fund to serve as the local fiduciary for the Lansing Invest Health Team as part of the national Invest Health Field Building (IHFB) program; and

WHEREAS, the first funding award was for \$75,000 effective July 1, 2019 through September 30, 2020, and was authorized by the Ingham County Board of Commissioners (BOC) via Resolution #19-246; and

WHEREAS, the second funding award was for \$30,000 effective February 1, 2020 through June 30, 2020, and was authorized by the Ingham County Board of Commissioners via Resolution #20-068; and

WHEREAS, on July 8, 2020, a short form extension request was approved by the Ingham BOC for a no-cost extension of these two funding awards through December 31, 2020; and

WHEREAS, as of July 1, 2020, \$56,700 remained to be spent from the \$105,000 in awarded funding and as of December 29, 2020, \$11,796 remains to be spent from the \$105,000 in awarded funding; and

WHEREAS, expenditure of the balance of funds as approved by Reinvestment Fund will be for the sole purpose of sub-contracting with Michigan Imagery for the period of February 1, 2021 through June 30, 2021 in the amount of \$11,796 for fabrication and installation of a custom archway feature; and

WHEREAS, as the local fiduciary agent, ICHD supports the Lansing Invest Health Team's pursuit of:

- Advancing policies and practices that position and align community investment systems to increase capital flows to racial equity-promoting built environment investments
- Taking steps to advance a pipeline of financeable built environment projects focused on increasing racial equity as part of a long-term community health improvement strategy; and

WHEREAS, the Health Officer recommends an extension of the existing Invest Health Field Building Grant Agreement with Reinvestment Fund through June 30, 2021, and authorizes entering into a sub-contract with Michigan Imagery for fabrication and installation of a custom metalwork entryway feature for the period February 1, 2021 through June 30, 2021.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes an extension to the existing IHFB Grant Agreement with Reinvestment Fund through June 30, 2021.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes a sub-contract with Michigan Imagery in an amount not to exceed \$11,796 for fabrication and installation of a custom metalwork entryway feature for the period February 1, 2021 through June 30, 2021.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA Health Officer
DATE: January 4, 2021
SUBJECT: Authorizing Agreement with Michigan Department of Health and Human Services
For the meeting agendas of: January 20 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) to accept up to \$1,040,466.00 in grant funds, effective January 1, 2021 through September 30, 2021, ICHD anticipates receiving this funding through the Comprehensive agreement with MDHHS in amendment #2. MDHHS has identified several counties in Michigan including Muskegon, Kent, Ingham and South East Michigan to launch a massive endeavor to help eliminate disparities exasperated by the COVID-19 pandemic in underserved, uninsured and vulnerable populations. MDHHS has awarded ICHD these grant funds to for purchasing a vehicle from Gorno Ford to be used as a mobile clinic for the administration of COVID-19 testing, COVID-19 vaccinations, and to provide other immunization services to underserved, uninsured and vulnerable populations in Ingham County. MDHHS has provided an estimate that the cost of this vehicle and the necessary up fits will cost up to \$80,000.00 and has been included in these grant funds. This mobile clinic will provide the above-mentioned services to residents who may not have the resources or access to transportation for care that is offered at brick and mortar locations. This funding will also be used to support the expenses for the van including, insurance, fuel, maintenance, storage, and registration as well as funding for staffing, technology, and lab costs.

ALTERNATIVES

ICHD could not accept the grant award and these services would not be available to the underserved, uninsured, and vulnerable populations.

FINANCIAL IMPACT

ICHD will receive \$1,040,466.00 in grant funds from MDHHS Comprehensive Agreement Amendment #2 to aid in the COVID-19 Vaccine Distribution. Up to \$80,000 of the grant funds will be used to for purchasing, and operational costs of a mobile vehicle. MDHHS has been working with Gorno Ford to build and obtain these vehicles. MDHHS has a contract with Gorno Ford as a part of the MiDeal program.

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 authorize an agreement with MDHHS to accept grant funds up to \$1,040,466.00 for the purchase a vehicle from Gorno Ford to be used as a mobile clinic for COVID-19 testing and COVID-19 vaccinations as well as other immunization services to the uninsured, underinsured, and vulnerable populations in Ingham County, effective January 1, 2021 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MDHHS

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) to accept up to \$1,040,466.00 in grant funds, effective January 1, 2021 through September 30, 2021; and

WHEREAS, ICHD anticipates receiving this funding through the comprehensive agreement with MDHHS in amendment #2; and

WHEREAS, MDHHS has identified several counties in Michigan including Muskegon, Kent, Ingham and South East Michigan to launch a massive endeavor to help eliminate disparities exasperated by the COVID-19 pandemic in underserved, uninsured, and vulnerable populations; and

WHEREAS, MDHHS has awarded ICHD these grant funds to purchase a vehicle from Gorno Ford to be used for the administration of the COVID-19 testing, COVID-19 vaccinations and to provide other immunization services to underserved, uninsured, and vulnerable populations in Ingham County; and

WHEREAS, MDHHS has provided an estimate that the cost of this vehicle and the necessary up fits will cost up to \$80,000.00 and has been included in these grant funds; and

WHEREAS, this mobile clinic will provide the above-mentioned services to residents who may not have the resources or access to transportation for care being provided at brick and mortar locations; and

WHEREAS, this funding will also be used to support the expenses for the van including: insurance, fuel, maintenance, storage, and registration as well as funding for staffing, technology, and lab costs; and

WHEREAS, MDHHS has been working with Gorno Ford to build and obtain these vehicles; and

WHEREAS, MDHHS has a contract with Gorno Ford as a part of the MiDeal program; and

WHEREAS, the Health Officer recommends entering into an agreement with MDHHS to accept up to \$1,040,466.00 in funding to include the purchase of a vehicle from Gorno Ford, not to exceed \$80,000, to be used as a mobile clinic for COVID-19 testing, COVID-19 vaccinations as well as other immunization services to the uninsured, underinsured and vulnerable populations in Ingham County, effective January 1, 2021 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MDHHS to accept grant funds up to \$1,040,466.00, including the purchase of a vehicle from Gorno Ford, not to exceed \$80,000, to be used as a mobile clinic for COVID-19 testing and COVID-19 vaccinations as well as other immunization services to the uninsured, underinsured and vulnerable populations in Ingham County, effective January 1, 2021 through September 30, 2021.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 18, 2020
SUBJECT: Authorization to Enter MOA with MDHHS for Alternative Payment Methodology
For the Meeting Dates of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into a Memorandum of Agreement (MOA) with the Medical Services Administration (MSA) of the Michigan Department of Health & Human Services (MDHHS) to establish an alternative payment methodology for reimbursement of services rendered through ICHHD on behalf of the Ingham Community Health Centers (ICHCs). ICHHD will maintain an MOA between the MSA and MDHHS for the ICHCs in accordance with the Federally Qualified Health Center (FQHC) services provision of the Michigan Medicaid State Plan, under Title XIX of the Social Security Act. This agreement will be effective January 1, 2021 through December 31, 2021.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The alternative payment methodology provides the “wrap” or enhanced reimbursement rate for encounters through the FQHCs, which supports the fiscal viability of the FQHC model and financial sustainability of the health centers.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.(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 authorizing a Memorandum of Agreement (MOA) with the Medical Services Administration (MSA) of the Michigan Department of Health & Human Services (MDHHS) to establish the alternative payment methodology on behalf of the Ingham Community Health Centers (ICHCs), effective January 1, 2021 through December 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN MOA WITH MDHHS FOR AN
ALTERNATIVE PAYMENT METHODOLOGY**

WHEREAS, Ingham County Health Department (CIHD) wishes to enter into a Memorandum of Agreement (MOA) with the Medical Services Administration (MSA) of the Michigan Department of Health & Human Services (MDHHS) to establish an alternative payment methodology for reimbursement of services rendered through ICHD on behalf of the Ingham Community Health Centers (IHCs); and

WHEREAS, ICHD will maintain an MOA between the MSA and MDHHS for the IHCs in accordance with the Federally Qualified Health Center (FQHC) services provision of the Michigan Medicaid State Plan, under Title XIX of the Social Security Act; and

WHEREAS, this agreement will be effective January 1, 2021 through December 31, 2021; and

WHEREAS, the alternative payment methodology provides the “wrap” or enhanced reimbursement rate for encounters through the FQHCs, which supports the fiscal viability of the FQHC model and financial sustainability of the health centers; and

WHEREAS, the Ingham Community Health Center Board has reviewed this agreement and recommends entering into an MOA with the Medical Services Administration (MSA) of MDHHS to establish an alternative payment methodology for reimbursement of services rendered through ICHD on behalf of the IHCs effective January 1, 2021 through December 31, 2021; and

WHEREAS, the Health Officer recommends entering into an MOA with the Medical Services Administration (MSA) of MDHHS to establish an alternative payment methodology for reimbursement of services rendered through ICHD on behalf of the IHCs effective January 1, 2021 through December 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an MOA with the Medical Services Administration (MSA) of MDHHS to establish an alternative payment methodology for reimbursement of services rendered through ICHD on behalf of the IHCs effective January 1, 2021 through December 31, 2021.

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: December 17, 2020

SUBJECT: Agreement with Blue cross Blue Shield of Michigan

For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to update the Blue Cross Blue Shield of Michigan (BCBSM) agreement by executing Schedule A, Schedule A- Exhibit 1 and Schedule B (BlueCard Disclosure inter-Plan Arrangements) effective December 1, 2020 through November 30, 2021. ICHHD and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County jail. The agreement is updated annually by executing Schedule A- Administrative Service Contract (ASC), Schedule A- Exhibit 1, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements).

ALTERNATIVES

Not updating the agreement with Blue Cross Blue Shield of Michigan would result in a loss of services provided to inmates of the Ingham County Jail.

FINANCIAL IMPACT

The Schedule A Administrative Service Contract (ASC), Schedule A- Exhibit 1 and Schedule B (BlueCard Disclosure Inter-Plan Arrangements) proposed through the attached resolution will cover the period of December 1, 2020 through November 30, 2021. In exchange for a fixed administrative fee, BCBSM will retain as Additional Administrative Compensation (AAC), nine percent (9.0%) of the Michigan Hospital discounts AAC is included in the medical claims cost that is contained in the Groups Amount Billed. The AAC is separate from and does not include BlueCard fees.

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 emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the Schedule A Administrative Service Contract (ASC), Schedule A-Exhibit 1, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) to the Blue Cross Blue Shield of Michigan Service agreement effective December 1, 2020 through November 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Ingham County Health Department (ICHD) wishes to update the Blue Cross Blue Shield of Michigan (BCBSM) agreement by executing Schedule A, Schedule A-Exhibit 1 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) effective December 1, 2020 through November 30, 2021; and

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

WHEREAS, the BCBSM agreement updated annually by executing a Schedule A Administrative Service Contract (ASC), Schedule A- Exhibit 1, and schedule B (BlueCard Disclosure Inter-Plan Arrangements); and

WHEREAS, BCBSM has proposed a 2020-2021 Schedule A Administrative Service Contract, Schedule A-Exhibit 1, and Schedule B (Bluecard Disclosures Inter-Plan arrangements) with no changes from the 2019-2020 contract; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the 2020-2021 Schedule A Administrative service Contract (ASC), Schedule A- Exhibit 1, and Schedule B (BlueCard Disclosure Inter-Plan Arrangements) with BCBSM for paying claims for health care services provide to inmates of the Ingham County Jail effective December 1, 2020 through November 30, 2021.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) with BCBSM for paying claims for health care services provided to inmates of the Ingham County Jail effective December 1, 2020 through November 30, 2021.

BE IT FURTHER RESOLVED, that in exchange for a fixed administrative fee, BCBSM will retain as Additional Administrative Compensation (AAC), nine percent (9.0%) of the Michigan Hospital discounts AAC which is included in the medical claims cost that is contained in the Groups Amount Billed.

BE IT FURTHER RESOLVED, that the AAC is separate from and does not include BlueCard fees.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 30, 2020
SUBJECT: Acceptance of Health Center Program Funding from HRSA
For the meeting agendas of January 20, and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (IHC) wish to accept a funding award of \$2,606,592.00 for Health Center Programs from the U.S. Department of Health and Human Service's Health Resources and Services Administration (HRSA). 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 and will also support enrollment and outreach efforts effective February 1, 2021 through January 31, 2022.

ALTERNATIVES

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

FINANCIAL IMPACT

There is no cost associated with this agreement.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of a HRSA funding Health Center Program award totaling \$2,606,592.00, effective February 1, 2021 through January 31, 2022.

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's (ICHD) Community Health Centers (CHCs) wish to accept Health Center Program funds through the U.S. Department of Health and Human Services Health Resource and Services Administration (HRSA) totaling \$2,606,592.00, effective February 1, 2021 through January 31, 2022; 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 CHCs; and

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

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the acceptance of the Health Center Program HRSA funding award totaling \$2,606,592.00, effective February 1, 2021 through January 31, 2022.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the acceptance of the Health Center Program HRSA funding award totaling \$2,606,592.00, effective February 1, 2021 through January 31, 2022.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 28, 2020
SUBJECT: Resolution to Amend Resolution #20-484 and to Authorize an Agreement with APIC and Dignified Aging
For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #20-484 to change the start date from October 1, 2020 to July 21, 2020 that aligns with our agreement from the National Association of County and City Health Officials (NACCHO). Resolution #20-484 authorized an agreement with NACCHO to accept grant funds up to \$99,049.00 funds to help build ICHD's COVID-19 infection prevention & control response capacity to assist with the training and implementation of infection prevention and control measures in long-term care (LTC) facilities and adult foster care (AFC) homes in Ingham County.

In addition, ICHD seeks to enter into an agreement with the Association for Professionals in Infection Control and Epidemiology (APIC) effective January 1, 2021 through July 31, 2021 in an amount not to exceed \$50,000.00. APIC will provide consultation services via virtual training opportunities for skilled nursing facilities and Long Term Care facilities, and provide opportunities to discuss policies and content knowledge for COVID-19 infection prevention and control. Residents of LTC facilities have been disproportionately affected by COVID-19 and have experienced higher rates of positive cases than other populations, partnering with APIC will increase ICHD's capacity to address these disparities.

Additionally, ICHD would like to enter into an agreement with Dignified Aging effective upon execution through July 31, 2021 in an amount not to exceed \$20,000.00. Dignified Aging will assist ICHD with COVID-19 infection prevention by providing consulting and training services in up to 20 AFC and LTC facilities. This includes complete walk-throughs of up to 30 AFC homes and LTC facilities to ensure best practices for COVID-19 infection prevention including: adequate personal protection equipment (PPE), proper isolation protocols for COVID-19 positive patients and complete Infection Control Assessment and Response (ICAR) assessments at each facility. The Dignified Aging Project will also deliver COVID-19 101 training to AFC and LTC frontline staff.

ALTERNATIVES

Choosing not to amend the agreement would mean that ICHD could not accept the grant funds from NACCHO and choose not to partner with APIC and Dignified Aging to provide consultation and assessment services for LTC facilities in Ingham County.

FINANCIAL IMPACT

All costs associated with the agreement with APIC and Dignified Aging will be covered by funds approved in Resolution #20-484. There is no cost to amend the effective dates of Resolution #20-484.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #20-484 to change the effective date from October 1, 2020 to July 21, 2020 and to enter into an agreement with APIC in an amount not to exceed \$50,000.00 and to enter into an agreement with Dignified Aging in an amount not to exceed \$20,000 effective January 1, 2021 through July 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #20-484 AND AUTHORIZE AN AGREEMENT
WITH APIC AND DIGNIFIED AGING**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #20-484 to change the start date from October 1, 2020 to July 21, 2020 that aligns with our agreement from the National Association of County and City Health Officials (NACCHO); and

WHEREAS, Resolution #20-484 authorized an agreement with the NACCHO to accept grant funds up to \$99,049.00 to help build ICHD's COVID-19 infection prevention & control response capacity to assist with the training and implementation of infection prevention and control measures in long-term care (LTC) facilities and adult foster care (AFC) homes in Ingham County; and

WHEREAS, in addition, ICHD seeks to enter into an agreement with the Association for Professionals in Infection Control and Epidemiology (APIC) effective January 1, 2021 through July 31, 2021 in an amount not to exceed \$50,000.00; and

WHEREAS, APIC will provide consultation services via virtual training opportunities for skilled nursing facilities and LTCs, and provide opportunities to discuss policies and content knowledge for COVID-19 infection prevention and control; and

WHEREAS, residents of LTC facilities have been disproportionately affected by COVID-19 and have experienced higher rates of positive cases than other populations and partnering with APIC will increase ICHD's capacity to address these disparities; and

WHEREAS, additionally, ICHD would like to enter into an agreement with Dignified Aging effective upon execution through July 31, 2021 in an amount not to exceed \$20,000.00; and

WHEREAS, Dignified Aging will assist ICHD with COVID-19 infection prevention by providing consulting and training services in up to 20 AFC and LTC facilities; and

WHEREAS, this includes complete walk-throughs of up to 30 AFC homes and LTC facilities to ensure best practices for COVID-19 infection prevention including: adequate personal protection equipment (PPE), proper isolation protocols for COVID-19 positive patients, and complete Infection Control Assessment and Response (ICAR) assessments at each facility; and

WHEREAS, the Dignified Aging Project will also deliver COVID-19 101 training to AFC and LTC frontline staff; and

WHEREAS, all costs associated with the agreement with APIC and Dignified Aging will be covered by funds approved in Resolution #20-484; and

WHEREAS, there is no cost to amend the effective dates of Resolution #20-484; and

WHEREAS, the Health Officer recommends amending Resolution #20-484 to change the effective date from October 1, 2020 to July 21, 2021 and entering into an agreement with APIC in an amount not to exceed \$50,000.00, and also recommends entering into an agreement with Dignified Aging for an amount not to exceed \$20,000 effective January 1, 2021 through July 31, 2021.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes amending Resolution #20-484 to change the effective date from October 1, 2020 to July 21, 2021.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with APIC in an amount not to exceed \$50,000.00 effective January 1, 2021 through July 31, 2021.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an agreement with Dignified Aging in an amount not to exceed \$20,000 effective January 1, 2021 through July 31, 2021.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 4, 2021
SUBJECT: Resolution to Amend Dental Service Agreement Resolution #18-310

For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #18-310 to extend the agreement for the period of January 1, 2021 through December 31, 2021. ICHD's CHCs provide dental services through its Forest and Cedar Community Health Center locations. A Short Form authorization amended Resolution #18-310, by extending the dates of the agreement through December 31, 2021. CHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant. The rate of pay will remain \$83.75 per hour, and will be covered by billable services.

ALTERNATIVES

Ingham's CHCs have not been able to successfully recruit dental providers for vacant positions. Failure to extend this agreement would impact patient access to care, and impact quality of care to patients currently being seen and therefore, there are no alternatives.

FINANCIAL IMPACT

The rates of pay will remain \$83.75 per hour and will be covered by billable services

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize extending the agreement of the dental service contracts authorized by Resolution #18-310, to be effective January 1, 2021 through December 31, 2021, at a rate of \$83.75 per hour.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND DENTAL SERVICE AGREEMENT RESOLUTION #18-310

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #18-310 to extend the agreement for the period of January 1, 2021 through December 31, 2021; and

WHEREAS, ICHD's CHCs provide dental services through its Forest and Cedar CHC locations; and

WHEREAS, a short form authorization amended Resolution #18-310, by extending the dates of the agreement through December 31, 2021; and

WHEREAS, CHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant; and

WHEREAS, the rates of pay will remain \$83.75 per hour and will be covered by billable services; and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer support extending the dental service contracts authorized by Resolution #18-310, effective January 1, 2021 through December 31, 2021 at a rate of \$83.75 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the dental service contracts authorized by Resolution #18-310, effective January 1, 2021 through December 31, 2021 at a rate of \$83.75 per hour.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary 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: January 4, 2021
SUBJECT: Authorization to Extend CURIS Consulting Agreement
For the meeting agenda of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to extend the agreement with CURIS Consulting approved through Resolution #19-467, effective January 1, 2021 through December 31, 2021. CURIS Consulting works with ICHD's Community Health Centers (CHCs) to provide operational technical assistance and solutions to meet clinical quality, Patient Centered Medical Home (PCMH) designation, patient access, and data utilization goals to improve CHC operations. The cost of the 12-month contract will be \$40,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000. The total cost of this contract and associated consultant travel totaling \$50,000 will be paid through 2021 Health Center Quality funds.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of the 12-month contract will be \$40,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000. The total cost of this contract and associated consultant travel totaling \$50,000 shall be paid through 2021 Health Center Quality funds.

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 extending the agreement with CURIS Consultants to provide operational technical assistance and solutions to meet clinical quality, Patient Centered Medical Home (PCMH) designation, patient access, and data utilization goals to improve CHC operations effective January 1, 2021 through December 31, 2021 in an amount not to exceed \$50,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND CURIS CONSULTING AGREEMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with CURIS Consulting approved through Resolution #19-467, effective January 1, 2021 through December 31, 2021; and

WHEREAS, CURIS Consulting works with ICHD's Community Health Centers (CHCs) to provide operational technical assistance and solutions to meet clinical quality, Patient Centered Medical Home (PCMH) designation, patient access, and data utilization goals to improve CHC operations; and

WHEREAS, the cost of the 12 month contract will be \$40,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000; and

WHEREAS, the total cost of this contract and associated consultant travel totaling \$50,000 will be paid through 2021 Health Center Quality funds; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the agreement with CURIS Consulting effective January 1, 2021 through December 31, 2021 in an amount not to exceed \$50,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the agreement with CURIS Consulting effective January 1, 2020 through December 31, 2020 in an amount not to exceed \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with CURIS Consulting effective January 1, 2021 through December 31, 2021 in an amount not to exceed \$50,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 23, 2020
SUBJECT: Acceptance of Integrated Behavioral Health Grant Funding

For the Meeting Agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHD), Community Health Centers (CHC) wish to accept \$167,000 of funding from the Health Resources and Services Administration (HRSA), to be used for mental health services at New Hope and Birch Community Health Centers effective February 2, 2020 through January 31, 2021. This is additional supplemental funding for a second year supporting the Health Center Program Grant FY 2020. A portion of the funding will continue to fund a service agreement with Hope Network for Medication Assisted Treatment (MAT) Services for a .40 FTE physician to provide MAT services for an amount not to exceed \$95,400 authorized by Resolution #19-411.

ALTERNATIVES

Not accepting this funding would result in a loss of mental health services and MAT funding to the residents of Ingham County.

FINANCIAL IMPACT

The total funding awarded is \$167,000. ICHD's CHCs are using a portion of the funding to continue to fund a service agreement with Hope Network for Medication Assisted Treatment (MAT) Services for a .40 FTE physician to provide MAT services for an amount not to exceed \$95,400 authorized through Resolution #19-411.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize accepting \$167,000 of funding from the HRSA to be used for mental health services at New Hope and Birch Community Health Centers, and continue to fund a service agreement with Hope Network for a .40 FTE contracted physician to provide MAT services effective February 2, 2020 through January 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT INTEGRATED BEHAVIORAL HEALTH PLAN

WHEREAS, Ingham County Health Department (ICHD) wishes to accept \$167,000 in funding from the Health Resources and Services Administration (HRSA), to provide mental health services at the New Hope and Birch Community Health Centers effective February 2, 2020 through January 31, 2021; and

WHEREAS, this is the second year of supplemental funding for the Health Center Program Grant FY 2020; and

WHEREAS, a portion of the funding will continue to fund a service agreement with Hope Network for Medication Assisted Treatment (MAT) Services to contract with a .40 FTE physician to provide MAT services for an amount not to exceed \$95,400 authorized through Resolution #19-411; and

WHEREAS, the Ingham Community Health Center Board of Directors supports accepting \$167,000 of funding from HRSA to be used for mental health services at New Hope and Birch Community Health Centers, and continue to fund a service agreement with Hope Network for a .40 FTE contracted physician to provide MAT services effective February 2, 2020 through January 31, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize accepting \$167,000 of funding from HRSA to be used for mental health services at New Hope and Birch Community Health Centers, and continue to fund a service agreement with Hope Network for a .40 FTE contracted physician to provide MAT services effective February 2, 2020 through January 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$167,000 of funding from HRSA to be used for mental health services at New Hope and Birch Community Health Centers.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continuance of a service agreement with Hope Network for a .40 FTE contracted physician to provide MAT services effective February 2, 2020 through January 31, 2021 in an amount not to exceed \$95,400.

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: December 23, 2020
SUBJECT: Acceptance of Quality Improvement Funding Award from HRSA
For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept a quality funding award totaling \$72,296 from the U.S. Department of Health Resources and Services Administration (HRSA). These funds are awarded based upon quality performance of ICHD's CHCs Uniform Data Systems (UDS) report and will be applied toward continued quality improvement and practice transformation for value-based care objectives, effective February 2, 2020 through January 31, 2021.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Acceptance of this award increases HRSA funding by \$72,296 for quality improvement services in ICHD's CHCs.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize acceptance of a quality funding award from HRSA totaling \$72,296 effective February 2, 2020 through January 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT QUALITY IMPROVEMENT FUNDING AWARD FROM HRSA

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept a quality funding award totaling \$72,296 from the U.S. Department of Health Resources and Services Administration (HRSA); and

WHEREAS, these funds are awarded based on quality performance of ICHHD's CHCs Uniform Data Systems (UDS) report; and

WHEREAS, these funds will be applied toward continued quality improvement and practice transformation for value based care objectives; and

WHEREAS, this award is effective February 2, 2020 through January 31, 2021; and

WHEREAS, the Ingham Community Health Center Board of Directors supports acceptance of a quality funding award totaling \$72,296 from HRSA; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes acceptance of a quality funding award totaling \$72,296 from HRSA effective February 2, 2020 through January 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize acceptance of a quality funding award totaling \$72,296 from HRSA effective February 2, 2020 through January 31, 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.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 4, 2021

SUBJECT: Resolution To Amend Resolution # 19-410 with Intelligent Medical Objects, Inc.(IMO)

For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) entered into an agreement with Intelligent Medical Objects, Inc. (IMO), authorized by Resolution #19-410. ICHD's CHCs wish to renew its agreement with Intelligent Medical Objects, Inc. (IMO), for an amount totaling \$61,875 effective February 1, 2021 through January 31, 2024. IMO upgraded its platform from Problem IT Terminology to IMO Core, which offers enhancements to its advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology for documenting patient diagnosis and histories within NextGen, IMO, Inc.'s Service is compatible and is recommended for use with NextGen and will enhance the efficiency of the diagnostic code search function to ensure quality patient care.

ALTERNATIVES

Intelligent Medical Objects, Inc. (IMO) is one of only two vendors that provide the integrated Problem IT Terminology with NextGen. The existing functionality within NextGen which provides a similar service is substandard and would cause provider documentation challenges. Therefore, the alternatives are not sufficient at this time.

FINANCIAL IMPACT

The cost of the service includes access to IMO Core for between 51-100 providers, and a Basic Support fee which has been waived over the three year agreement period. The cost of service is \$18,750.00 for Year 1, \$20,625.00 for Year 2, and \$22,500.00 for Year 3 for a total of \$61,875.00 for this 3-year agreement. These costs will be covered through the CHC's Operating Budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing its agreement with Intelligent Medical Objects, Inc. (IMO) effective February 1, 2021 - January 31, 2024 to provide IMO Core Services at a cost of \$61,875.00 for this 3-year agreement.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION # 19-410 WITH
INTELLIGENT MEDICAL OBJECTS, INC.**

WHEREAS, Ingham County Health Department (ICHD) Community Health Centers (CHC) entered into an agreement with Intelligent Medical Objects, Inc. (IMO), authorized by Resolution #19-410; and

WHEREAS, ICHD's CHCs would like to renew its agreement with IMO effective February 1, 2021 through January 31, 2024; and

WHEREAS, IMO has upgraded its platform from Problem IT Terminology to IMO Core, an upgrade that offers enhancements to its advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within NextGen; and

WHEREAS, IMO, Inc.'s Service is compatible and recommended for use with Next Gen and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care; and

WHEREAS, the cost of the service includes access to IMO Core for between 51-100 providers, and a Basic Support fee which has been waived over the three-year agreement period; and

WHEREAS, the cost of service is \$18,750.00 for Year 1, \$20,625.00 for Year 2, and \$22,500.00 for Year 3 for a total of \$61,875.00 for this 3-year agreement; and

WHEREAS, these costs will be covered through the CHC's Operating Budget; and

WHEREAS, the Ingham Community Health Center Board of Directors authorizes renewing its agreement with IMO effective February 1, 2021 through January 31, 2024 to provide IMO Core Services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize renewing its agreement with Intelligent Medical Objects, Inc. (IMO) effective February 1, 2021 through January 31, 2024 to provide IMO Core Services at a cost of \$61,875.00 for this 3-year agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing its agreement with Intelligent Medical Objects, Inc. (IMO) effective February 1, 2021 through January 31, 2024 to provide IMO Core Services at a cost of \$61,875.00 for this 3-year agreement.

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: January 4, 2020
SUBJECT: Amend Resolution #20-037 with RegLantern™

For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #20-037 with RegLantern™ in an amount not to exceed \$3,000 effective December 31, 2020 through March 1, 2021. The RegLantern™ platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. This amendment with RegLantern will provide hourly expert consultation services pertaining to health center compliance with the HRSA health center program in preparation for the Ingham CHC Operational Site Visit in February 2021. Future findings of non-compliance may pose risk to ICHD's good standing and access to HRSA funds. The cost of this amendment will be a one-time fee in an amount not to exceed \$3,000 for expert consultation services to take place within the designated timeframe. The cost will be covered by the HRSA Quality Improvement Award.

ALTERNATIVES

Under the existing agreement, RegLantern provided a mock compliance review where ICHD's CHCs were found to be out of compliance on some elements. RegLantern's expert consultation will be essential in helping to correct these non-compliant findings in a timely manner for the Ingham CHC Operational Site Visit with HRSA in February 2021. Therefore, there are no alternatives.

FINANCIAL IMPACT

The cost of this amendment will be a one-time fee in an amount not to exceed \$3,000 for expert consultation services to take place within the designated timeframe. The cost will be covered by the HRSA Quality Improvement Award.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #20-037 RegLantern™ effective December 31, 2020 through March 1, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #20-037 AGREEMENT WITH REGLANTERNTM

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend resolution #20-037 with RegLanternTM in an amount not to exceed \$3,000 effective December 31, 2020 through March 1, 2021; and

WHEREAS, the RegLantern platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, this addendum with RegLantern will provide hourly expert consultation services pertaining to health center compliance with the HRSA health center program in preparation for the Ingham CHC Operational Site Visit in February 2021; and

WHEREAS, future findings of non-compliance may pose risk to ICHD's good standing and access to HRSA funds; and

WHEREAS, the cost of this amendment will be a one-time fee in an amount not to exceed \$3,000 for expert consultation services to take place within the designated timeframe; and

WHEREAS, the cost will be covered by the HRSA Quality Improvement Award; and

WHEREAS, ICHC's Board of Directors and the Health Officer recommend amending Resolution #20-037 with RegLanternTM effective December 31, 2020 through March 1, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #20-037 with RegLanternTM in an amount not to exceed \$3,000, effective December 31, 2020 through March 1, 2021.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 31, 2021
SUBJECT: Authorization to Amend Agreement with MSU Health Care, Inc.

For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to extend the agreement with MSU Health Care, Inc., to provide a pediatric nurse practitioner (NP) at the Willow CHC and to be paid a maximum of \$36,608.00 a year, effective September 1, 2020 through August 31, 2021. The amount being paid is equivalent to salaries and benefits for a .20 FTE nurse practitioner. The contracted Pediatric NP will work up to one eight hour shift per week but not less than one eight hour shift a month. The NP will deliver a scope of services and care to patients at the Willow CHC located at 1115 S. Pennsylvania Ave. in Lansing, MI 48912.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this agreement will not exceed \$36,608.00 and will be covered by billable services.

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 an amendment to the agreement with MSU Health Care, Inc., to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center, and to be paid a maximum of \$36,608.00 a year, effective September 1, 2020 through August 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN AGREEMENT WITH MSU HEALTH CARE INC. FOR
PEDIATRIC NURSE PRACTITIONER SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) CHCs wish to extend its agreement with MSU Health Care, Inc., to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center (CHC), and to be paid a maximum of \$36,608.00 a year, effective September 1, 2020 through August 31, 2021; and

WHEREAS, the amount being paid is equivalent to salaries and benefits for a .20 FTE nurse practitioner; and

WHEREAS, the contracted NP will work up to one eight hour shift per week but not less than one eight hour shift per month; and

WHEREAS, the NP will deliver a scope of services and care to patients at the Willow Health Center located at 1115 S. Pennsylvania Ave. in Lansing, MI 48912; and

WHEREAS, the cost of this agreement will not exceed \$36,608.00 and will be covered by billable services; and

WHEREAS, the Ingham CHC Board of Directors supports amending the agreement with MSU Health Care, Inc., to provide an NP at the Willow CHC, and to be paid a maximum of \$36,608.00 a year effective September 1, 2020 through August 31, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the agreement with MSU Health Care, Inc., to provide a pediatric nurse practitioner (NP) at the Willow CHC, and to be paid a maximum of \$36,608.00 a year effective September 1, 2020 through August 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with MSU Health Care, Inc., to provide a pediatric nurse practitioner (NP) at the Willow Community Health Center, and to be paid a maximum of \$36,608.00 a year effective September 1, 2020 through August 31, 2021.

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: January 4, 2020
SUBJECT: Authorization to Amend Resolutions # 13-190, 15-407, 15-446, 15-477, 16-538, 17-237, 19-266, 19-075, 20-461
For the meeting agenda of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wishes to amend the following resolutions:

#13-190 (AMBS Call Center Services)
#15-407 (Edward W. Sparrow Hospital Association-Lab Services/Lease Agreement)
#15-446 (MSU-CHM Pediatric Provider Agreement-1.5FTE)
#15-477 (MSU-COM Pediatric Provider Agreement 1.8FTE)
#16-538 (Cardinal Health 132, LLC)
#17-237 (Edward W. Sparrow Hospital Association-OB/GYN Physician Services Agreement)
#19-266/#19-075 (Cross Country Staff Services Agreement)
#20-461 (St. Vincent Catholic Charities)

to include compliance elements required in any contract or referral agreement paid for in full, or in part, by a Health Center grant funded by the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) under Section 330 of the Public Health Act for the operation of Federally Qualified Health Centers (FQHCs). HRSA requires the following compliance elements:

- Description of activities, services, or goods to be provided as well as how services will be documented in the Electronic Health Record
- Process for referral tracking and management
- Expectations for initial and ongoing staffing licensure, credentialing, certification and privileging
- Provisions for a sliding fee scale in line with Federal Poverty Guidelines (FPG)
- Provisions for contract monitoring, data reporting, and record retention, access, and management

ALTERNATIVES

The refusal to making changes to the existing resolutions will result in non-compliance with the Health Center award.

FINANCIAL IMPACT

There is no financial impact

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 that the Ingham County Board of Commissioners authorize amending Resolutions: #13-190, #15-407, #15-446, #15-477, #16-538, #17-237, #19-266, #19-075, #20-461, to ensure compliance with the grant funded by the U.S. Department of Health and Human Services' HRSA under Section 330 of the Public Health Act for the operation of FQHCs, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**AUTHORIZATION TO AMEND RESOLUTIONS #13-190, #15-407, #15-446, #15-477,
#16-538, #17-237, #19-266, #19-075, #20-461**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wishes to amend the following resolutions:

#13-190 (AMBS Call Center Services)

#15-407 (Edward W. Sparrow Hospital Association-Lab Services/Lease Agreement)

#15-446 (MSU-CHM Pediatric Provider Agreement-1.5FTE)

#15-477 (MSU-COM Pediatric Provider Agreement 1.8FTE)

#16-538 (Cardinal Health 132, LLC)

#17-237 (Edward W. Sparrow Hospital Association-OB/GYN Physician Services Agreement)

#19-266/#19-075 (Cross Country Staff Services Agreement)

#20-461 (St. Vincent Catholic Charities); and

WHEREAS, these changes are compliance elements required in any contract or referral agreement paid for in full , or in part, by a Health Center grant funded by the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) under Section 330 of the Public Health Act for the operation of Federally Qualified Health Centers (FQHCs); and

WHEREAS, HRSA requires the following compliance elements:

- Description of activities, services, or goods to be provided as well as how services will be documented in the Electronic Health Record
- Process for referral tracking and management
- Expectations for initial and ongoing staffing licensure, credentialing, certification and privileging
- Provisions for a sliding fee scale in line with Federal Poverty Guidelines (FPG)
- Provisions for contract monitoring, data reporting, and record retention, access, and management; and

WHEREAS, these changes will ensure that ICHD's CHCs remain in compliance with its Health Center funding; and

WHEREAS, the Ingham Community Health Center Board of Directors, and Health Officer support amending Resolutions #13-190, #15-407, #15-446, #15-477, #16-538, #17-237, #19-266, #19-075, #20-461 to ensure compliance with the grant funded by the U.S. Department of Health and Human Services' HRSA under Section 330 of the Public Health Act for the operation of FQHCs, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners support amending Resolutions: #13-190, #15-407, #15-446, #15-477, #16-538, #17-237, #19-266, #19-075, #20-461 to ensure compliance with the grant funded by the U.S. Department of Health and Human Services' HRSA under Section 330 of the Public Health Act for the operation of FQHCs, effective upon approval.

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: December 23, 2020
SUBJECT: Authorize Agreement with Gay Ad Network

For the meeting agendas of January 20, and January 25, 2021

BACKGROUND

The Ingham County Health Department (ICHD), Community Health Center's (CHC) Ryan White Program, wishes to enter into an agreement with the Gay Ad Network for a digital media campaign promoting Ryan White HIV services at Forest Community Health Center (FCHC), in an amount not to exceed \$6,927, effective November 1, 2020 to March 31, 2021. The COVID-19 pandemic has significantly changed the nature of community outreach due to physical distancing guidelines and limitations on large community gatherings and public events. The campaign will be geared toward racial and ethnic minority men who have sex with men who are living with, or at risk for, HIV. The cost for this agreement will be covered by funds from the Ryan White B Minority AIDS Initiative grant authorized by Resolution #20-522.

ALTERNATIVES

The Gay Ad Network is the leading advertising marketplace for connecting advertisers with LGBTQ consumers worldwide and has the ability to reach a large number of constituents on digital platforms commonly used by hard-to-reach populations most impacted by HIV. Therefore, there is no comparable alternative.

FINANCIAL IMPACT

The cost for this agreement will not exceed \$6,927. The cost will be covered by funds from the Ryan White B Minority AIDS Initiative grant authorized by Resolution #20-522.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with the Gay Ad Network for a digital media campaign promoting Ryan White HIV services at Forest Community Health Center (FCHC) in an amount not to exceed \$6,927, effective November 1, 2020 to March 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GAY AD NETWORK

WHEREAS, the Ingham County Health Department (ICHD) wishes to enter into an agreement with the Gay Ad Network for a digital media campaign promoting Ryan White HIV services at Forest Community Health Center (FCHC), in an amount not to exceed \$6,927, effective November 1, 2020 to March 31, 2021; and

WHEREAS, the COVID-19 pandemic has significantly changed the nature of community outreach due to physical distancing guidelines and limitations on large community gatherings and public events; and

WHEREAS, the campaign will be geared toward racial and ethnic minority men who have sex with men who are living with, or at risk for, HIV; and

WHEREAS, the cost will be covered by funds from the Ryan White B Minority AIDS Initiative grant; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support entering into an agreement with the Gay Ad Network for a digital media campaign promoting Ryan White HIV services at Forest Community Health Center (FCHC), in an amount not to exceed \$6,927, effective November 1, 2020 to March 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Gay Ad Network for a digital media campaign promoting Ryan White HIV services at Forest Community Health Center (FCHC), in an amount not to exceed \$6,927, effective November 1, 2020 to March 31, 2021.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 30, 2020
SUBJECT: Authorization to Enter into an Agreement with the Michigan Primary Care Association (MPCA) AmeriCorps Program

For the meeting agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department's (ICHD's), Community Health Centers (CHCs) wish to enter into an agreement with the Michigan Primary Care Association (MPCA) AmeriCorps program, as a "Host Site" for placement of an AmeriCorps Member effective October 1, 2020 through September 30, 2021. The MPCA AmeriCorps member will work to promote healthy communities by connecting low-income and medically underserved populations to CHC services through outreach and engagement. Members will also participate in COVID-19 related relief efforts through patient engagement and outreach to ensure patient access to healthcare and services. The MPCA AmeriCorps Member will work up to 26 hours a week at the Women's Health Center located at 5303 S. Cedar Street in Lansing, MI 48911. As a "Host Site", the CHC is required to provide the AmeriCorps member with a workspace that includes at minimum a desk, chair, computer, telephone, access to copier/printer/scanner/fax, and general office supplies in an amount not to exceed \$3,000.00, paid for by the Women's Health patient revenue (50%) and Title X Funding (50%).

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

As a "Host Site", the CHC is required to provide member with a workspace that includes at minimum a desk, chair, computer, telephone, access to copier/printer/scanner/fax, and general office supplies which will not exceed \$3,000, paid for by Women's Health patient revenue (50%) and Title X Funding (50%).

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 enter into an Agreement with MPCA for serving as an AmeriCorps Program "Host Site" for placement of an AmeriCorps Member in an amount not to exceed \$3,000, effective October 1, 2020 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

AUTHORIZATION TO ENTER INTO AGREEMENT WITH THE MICHIGAN PRIMARY CARE ASSOCIATION (MPCA) AMERICORPS PROGRAM

WHEREAS, Ingham County Health Department's (ICHD's), Community Health Centers (CHCs) wish to enter into an agreement with the Michigan Primary Care Association (MPCA) AmeriCorps program, as a "Host Site" for placement of an AmeriCorps Member, effective October 1, 2020 through September 30, 2021; and

WHEREAS, the MPCA AmeriCorps member will work to promote healthy communities by connecting low-income and medically underserved populations to CHC services through outreach and engagement; and

WHEREAS, members will also participate in COVID-19 related relief efforts through patient engagement and outreach to ensure patient access to healthcare and services; and

WHEREAS, the MPCA AmeriCorps Member will work up to 26 hours a week at the Women's Health Center located at 5303 S. Cedar Street in Lansing, MI 48911; and

WHEREAS, as a "Host Site", the CHC is required to provide members with a workspace that includes at minimum a desk, chair, computer, telephone, access to copier/printer/scanner/fax, and general office supplies in an amount not to exceed \$3,000.00, paid for by Women's Health patient revenue (50%) and Title X Funding (50%); and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer support entering into an agreement with MPCA AmeriCorps program to serve as a "Host Site" for placement of an AmeriCorps Member effective October 1, 2020 through September 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPC AmeriCorps program to serve as a "Host Site" for placement of an AmeriCorps Member effective October 1, 2020 through September 31, 2021.

BE IT FURTHER RESOLVED a workspace will be provided, that includes at minimum a desk, chair, computer, telephone, access to copier/printer/scanner/fax, and general office supplies in an amount not to exceed \$3,000.00, paid for by Women's Health patient revenue (50%) and Title X Funding (50%).

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: December 28, 2020
SUBJECT: Resolution to Authorize an Agreement with Turning Corners Consulting
For the Meeting Agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Turning Corners Consulting in an amount not to exceed \$15,000 to continue to provide Support Groups to mothers and expecting mothers in the Region 7 area. Turning Corners Consulting will provide a therapist to help develop and facilitate 18 support group meetings or 3 support groups per month for mothers and expectant mothers in the Region 7 area. Additionally, Turning Corners Consulting will provide messaging and outreach to mothers and expectant mothers; and work with the Region 7 leadership team to develop and build content tools and materials for the support groups. This agreement will be effective February 1, 2021 through September 30, 2021.

ALTERNATIVES

The alternatives would be to not provide the support groups for mothers and expectant mothers through Turning Corners.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the Region 7 Perinatal Collaborative funding approved in Resolution #20-306.

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 authorize and agreement with Turning Corners Consulting in an amount not to exceed \$15,000 to help develop and facilitate virtual support group meetings for mothers and expectant mothers effective February 1, 2021 through September 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TURNING CORNERS CONSULTING

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Turning Corners Consulting in an amount not to exceed \$15,000 to continue to provide Support Groups to mothers and expecting mothers in the Region 7 area; and

WHEREAS, Turning Corners Consulting will provide a therapist to help develop and facilitate 18 support group meetings or 3 support groups per month for mothers and expectant mothers in the Region 7 area; and

WHEREAS, additionally, Turning Corners Consulting will provide messaging and outreach to mothers and expectant mothers and work with the Region 7 leadership team to develop and build content tools and materials for the support groups; and

WHEREAS, this agreement will be effective February 1, 2021 through September 30, 2021; and

WHEREAS, all costs associated with this agreement have been included in the Region 7 Perinatal Collaborative funding approved in Resolution #20-306; and

WHEREAS, the Health Officer recommends entering into an agreement with Turning Corners Consulting to develop and facilitate 18 virtual support groups for mothers and expectant mothers in an amount not to exceed \$15,000 effective February 1, 2021 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Turning Corners Consulting to develop and facilitate 18 virtual support group for mothers and expectant mothers in an amount not to exceed \$15,000 effective February 1, 2021 through September 30, 2021.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 23, 2020
SUBJECT: Authorization to Enter Agreement with US Workvan Inc.

For the Meeting Agendas of January 20, 2021 and January 25, 2021

BACKGROUND

Ingham County Health Department (ICHHD), Community Health Center's (CHC), Ryan White program wishes to enter into an agreement with US Workvan Inc., for modifications to the Ryan White medical transport vehicle for costs not to exceed \$2000 effective January 1, 2021 through March 31, 2021. The Ryan White Program at Forest Community Health Center recently purchased a vehicle (2020 RAM 1500 Cargo Van, Low Roof, 136" WB) to provide medical transportation for Ryan White patients living with HIV. Additional modifications are needed to better meet the needs of the program. These modifications include installing step mounts on the exterior of the vehicle, installing plexiglass behind the driver and front passenger seats, installing floor matting, and adjusting the placement of the rear seats.

ALTERNATIVES

LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, through which the vehicle was purchased, has indicated that US Workvan, Inc. is the only vendor able to make the specific modifications to the vehicle and therefore there are no alternatives.

FINANCIAL IMPACT

The estimated cost associated of this agreement is for an amount not to exceed \$2,000.00. Costs will be covered by funds from the Ryan White HIV/AIDS Program Part D WICY COVID-19 Response grant, authorized by Resolution #20-307, and Ryan White 340b funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached short form authorizing an agreement with US Workvan Inc., for modifications to the Ryan White medical transport vehicle in an amount not to exceed \$2000 effective January 1, 2021 through March 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH US WORKVAN, INC.

WHEREAS, Ingham County Health Department (ICHD), Community Health Center's (CHC), Ryan White program wishes to enter into an agreement with US Workvan Inc., for modifications to the Ryan White medical transport vehicle for costs not to exceed \$2000 effective January 1, 2021 through March 31, 2021; and

WHEREAS, the Ryan White Program at Forest Community Health Center recently purchased a vehicle (2020 RAM 1500 Cargo Van, Low Roof, 136" WB) to provide medical transportation for Ryan White patients living with HIV; and

WHEREAS, additional modifications are needed to better meet the needs of the program; and

WHEREAS, additional modifications are needed to better meet the needs of the program which include installing step mounts on the exterior of the vehicle, installing plexiglass behind the driver and front passenger seats, installing floor matting, and adjusting the placement of the rear seats; and

WHEREAS, LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, through which the vehicle was purchased, has indicated that US Workvan, Inc. is the only vendor able to make the specific modifications; and

WHEREAS, the estimated cost associated of this agreement is for an amount not to exceed \$2,000.00 and all costs will be covered by funds from the Ryan White HIV/AIDS Program Part D WICY COVID-19 Response grant, authorized by Resolution #20-307, and Ryan White 340b funds.

WHEREAS, the Community Health Center Board (CHC) and the Health Officer recommend authorizing an agreement with US Workvan Inc., for modifications to the Ryan White medical transport vehicle for an amount not to exceed \$2000 effective January 1, 2021 through March 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with US Workvan Inc., for modifications to the Ryan White medical transport vehicle for an amount not to exceed \$2,000.00 effective January 1, 2021 through March 31, 2021.

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

Agenda Item 13

TO: Board of Commissioners County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: December 10, 2020

SUBJECT: Resolution to Authorize an Agreement with the Ingham Conservation District
For the meeting agendas of January 19 and January 20

BACKGROUND

This resolution authorizes a 2021 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$10,500. Funds for this agreement are included in the 2021 budget. Funds will be allocated as follows:

Staff Support - \$7,000
Invasive Species Technician Stipend - \$1,000
Education and Outreach - \$1,000
Vehicle and Property Maintenance - \$500
Office Support - \$1,000

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of promoting environmental protection, smart growth and conservation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2021 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2021 Ingham County budget includes \$10,500 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, that this agreement shall be for the period of January 1, 2021 through December 31, 2021 in an amount not to exceed \$10,500.

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

Agenda Item 14a

TO: County Services Committee
Finance Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

**RE: RESOLUTION TO EXTEND CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

Attached please find the resolution to extend the existing contract for Ronnie Lester to serve as the County Representative for the 2021 Remonumentation Project.

Respectfully,

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND FOR A PERIOD OF 12 MONTHS THE CONTRACT FOR
MONUMENTATION AND REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, on April 14, 2020, the honorable members of the Ingham County Board of Commissioners adopted and ratified Resolution #20-159 authorizing the contractual services of Ronnie M. Lester, P.S. to serve as the Ingham County Representative for the 2020 Remonumentation Project; and

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992 and revised pursuant Resolution #20-091; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners extend the contract with Ronnie M. Lester, P.S., upon approval of the 2021 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that said contract is to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of 12 months, January 1, 2021 through December 31, 2021, at a cost not to exceed \$13,580.

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

Agenda Item 14b

TO: County Services Committee
Finance Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

**RE: RESOLUTION TO EXTEND CONTRACTS FOR REMONUMENTATION
PROJECT SURVEYORS**

Attached please find the resolution to extend the existing contracts for the 2021 Remonumentation Project Surveyors.

Respectfully,

Introduced by the County Services and Finance Committees for the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND FOR A PERIOD OF 12 MONTHS THE CONTRACTS FOR
REMONUMENTATION PROJECT SURVEYORS**

WHEREAS, on April 14, 2020 the honorable members of the Ingham County Board of Commissioners adopted and ratified Resolution #20-160 authorizing the contractual surveyor services for the 2020 Remonumentation Project; and

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992 and revised pursuant Resolution #20-091; and

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and

WHEREAS, for 2020 multiple qualified surveying firms were selected through a thorough competitive process and have each performed a portion of the monumentation services for 2020; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize and extend the contracts with All Purpose Surveying Consultants, LLC, Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying and Engineering, and Wolverine Engineering and Surveyors, Inc., for services as monumentation surveyors for 2021.

THEREFORE BE IT RESOLVED, that it is respectfully recommended and requested that the Ingham County Board of Commissioners approve the extension of contracts for a period of 12 months, January 1, 2021 to December 31, 2021, for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2021 for:

All Purpose Surveying Consultants, LLC: \$12,200
Autenrieth Land Surveys, LLC: \$12,200
Bumstead Land Surveys, LLC: \$12,200
Enger Surveying and Engineering: \$12,200
Wolverine Engineering and Surveyors, Inc.: \$12,200

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

Agenda Item 14c

TO: County Services Committee
Finance Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

**RE: RESOLUTION TO EXTEND CONTRACTS FOR PEER REVIEW GROUP
MEMBERS**

Attached please find the resolution to extend the existing contracts for the 2021 Remonumentation Project Peer Review Group.

Respectfully,

Introduced by the County Services and Finance Committees for the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND FOR A PERIOD OF 12 MONTHS THE CONTRACTS FOR
PEER REVIEW GROUP MEMBERS**

WHEREAS, on April 14, 2020, the honorable members of the Ingham County Board of Commissioners adopted and ratified Resolution 20-161 authorizing the contractual Peer Review Group services for the 2020 Remonumentation Project; and

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992 and revised pursuant to Resolution #20-091; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator that the Ingham County Board of Commissioners authorize and extend for a period of 12 months, January 1, 2012 to December 31, 2021, the contractual services for the standing members of the Ingham County Remonumentation Peer Review Group.

THEREFORE BE IT RESOLVED, that it is respectfully requested that the Ingham County Board of Commissioners re-appoint and extend its authorization and approval for the following individuals to serve as Peer Review Group Members for the 2021 Ingham County Remonumentation Project:

Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
David Clifford, P.O. Box 87, Mason, MI 48854
Ronald Enger, P.O. Box 87, Mason, MI 48854
Donald Bendzinski, 312 North Street, Mason, MI 48854
Brett Dodge, 11553 Sara Ann Drive, Dewitt, MI 48820

BE IT FURTHER RESOLVED, that nupon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2020 at a cost not to exceed \$6005 per Peer Review Group Member at a cost of \$200 per meeting.

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.

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution #20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 *et seq* or MCL 10.31 *et seq* if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: January 4, 2021
SUBJECT: Remote Access Software License Renewals
For the meeting agendas of January 19th, 20th and 26th, 2021

BACKGROUND

In 2017, Ingham County experienced a security breach that affected County services for several days. Reflecting industry best practices, changes were made to our remote connectivity which caused inefficiencies to our staff and cumbersome access processes for our contracted vendors. To remedy that situation, a new software was purchased under Resolution #18-511. This application has been working well but it is time to renew that software licensing.

ALTERNATIVES

We could search for another application or deny remote access but ITD feels those are impractical given the needs of our departments.

FINANCIAL IMPACT

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030.

STRATEGIC PLANNING IMPACT

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Our current software is CJIS certified which is beneficial in our LEIN access requirements and favorable in our LEIN audit. Pricing from the recommended vendor is off the competitively bid Michigan Master Computing-MiDEAL (071B6600110) contract.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew via purchase order the remote software from CDW-G in the amount not to exceed \$16,500.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF REMOTE ACCESS SOFTWARE FROM CDW-G

WHEREAS, Ingham County has increased security on remote connectivity; and

WHEREAS, the application chosen to allow remote access has been working well; and

WHEREAS, the current licensing and support on this software expired at the end of 2020; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need for elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of remote access software for one year from CDW-G in the amount not to exceed \$16,500.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932030).

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

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

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

FROM: Deb Fett, CIO

DATE: 01/04/2021

SUBJECT: Renew CourtView Support Services
For the meeting agendas of January 19th, 20th and 26th, 2021

BACKGROUND

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expired on December 31st, 2020.

This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$161,585.00, this year's cost proposed by Equivant is \$163,686.00, a 1.3% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of increases, the contract currently in place with Equivant allows an annual increase equal to the CPI but not to exceed 4%.

ALTERNATIVES

There is no reasonable alternative.

FINANCIAL IMPACT

The funding for the \$163,686.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice renewal for Equivant's support of the CourtView software in the amount of \$163,686.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and has been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$163,686.00 for annual support is due for the support from January 1st, 2021-December 31st, 2021; and

WHEREAS, the annual support amount proposed by Equivant includes an increase from the prior year equal to the Consumer Price Index of 1.3% as spelled out in our contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Equivant in the amount not to exceed \$163,686.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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

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

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

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

DATE: January 7, 2021

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ for Software Training on the Hagadorn Road Project

BACKGROUND

The Ingham County Road Department (ICRD) plans to reconstruct Hagadorn Road, from Holt Road to Jolly Road, located in Sections 5-8 & 17-18 in Alaiedon Township during the 2021 construction season. ICRD staff are currently in the design phase of this project, but due to a recent design software update, which is significantly different than prior versions of the software, ICRD staff require training services from consultants who are experienced with Bentley OpenRoads Designer software.

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

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request for Quote (RFQ 19-21) to the as-needed consultants for engineering design services and software training on the Hagadorn Road Project. Two of the five consultants provided service proposals, with the fees as detailed below:

DLZ	\$27,034.09 (complete contract, 180 hours total)
RS Engineering	\$3,733.75 (estimated 35 hours/week, open ended contract)

While RS Engineering appeared to provide the lower per hour labor rate, their proposal only included an anticipated weekly cost on an open ended contract, so an accurate overall cost comparison between the two companies could not be determined. In relation to software experience, RS Engineering has completed two projects to date utilizing this specific software. On the other hand, DLZ's project team has significant experience with the software, as well as a project manager well-versed in developing training procedures for outside agencies. Additionally, DLZ's final deliverable will provide permanent training modules for continual long term use by ICRD staff on future projects.

Upon staff review and recommendation, DLZ was selected as the preferred consultant to provide these services, as they had the most detailed and thorough scope of work, utilized highly experienced staff and will provide reusable software training modules for future use by the ICRD.

ALTERNATIVES

N/A. The software training is necessary for ICRD staff to continue the design of the project.

FINANCIAL IMPACT

DLZ provided a fee proposal of \$27,034.09 to perform engineering design services and software training for the Hagadorn Road Project. In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs, such as additional training that may become necessary throughout the design process to achieve a successful design project. The total contract cost with the contingency included is \$32,500.00. This design fee equates to 1% of the estimated construction costs for the Hagadorn Road Project, which is within the anticipated budget range for these types of services. The cost for these services will be included in the 2021 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ with an added 20% contingency for the Hagadorn Road Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ FOR SOFTWARE TRAINING ON THE HAGADORN ROAD PROJECT**

WHEREAS, the Ingham County Road Department (ICRD) plans to reconstruct Hagadorn Road, from Holt Road to Jolly Road, located in Sections 5-8 & 17-18 in Alaiedon Township during the 2021 construction season; and

WHEREAS, this project is funded by the Ingham County Road Department and included in the 2021 Road Fund Budget; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

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

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants to provide design services and software training for the Hagadorn Road Project (RFQ 19-21); and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ to provide professional engineering services and software training on the Hagadorn Road Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs, such as additional software training that may become necessary throughout the design process to achieve a successful design project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract with DLZ, 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$32,500, which includes a 20% contingency.

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

Agenda Item 17a

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: December 28, 2020
SUBJECT: Resolution to Approve Generic Service Credit Purchase for County Employee: Tina M. Duda

For the meeting agendas of 1/19 and 1/20

BACKGROUND

Pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). Tina M. Duda has completed the MERS application and received the cost estimate to purchase one (1) year, zero (0) months under the County's plan.

ALTERNATIVES

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

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE: TINA M. DUDA**

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

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

WHEREAS, Tina M. Duda has completed the MERS application and received the cost estimate to purchase one (1) year, zero (0) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee's payment to MERS, Ms. Duda will purchase one (1) year, zero (0) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Tina M. Duda, the Board of Commissioners hereby approves the purchase of one (1) year, zero (0) months generic service under County Resolution #02-101.

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

Agenda Item 17b

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: January 8, 2021
SUBJECT: Resolution to Approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

For the meeting agendas of January 19 and January 20

BACKGROUND

Attached is a resolution regarding the 2021 collective bargaining agreement for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. Today, January 8, 2021, we were advised that the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit voted to ratify the tentative agreement reached between the parties. The collective bargaining agreement provides for 1) effective January 1, 2021, a 0% wage increase to all steps of each classification; 2) all employees shall advance in steps, longevity, accruals, seniority and other similar matters in accordance with collective bargaining agreement language; 3) the duration of the agreement as January 1, 2021 (or the effective date of ratification by the parties if later than January 1, 2021) until December 31, 2021; 4) the County will continue the Health Advisory Leave (HAL) Policy through June 30, 2021 (no increase in available leave balance which is capped at 120 hours from the start of HAL) and additional extensions of the HAL Policy may be considered by the Board of Commissioners on an as-needed basis; 5) during 2021, the MNA may submit requests for reclassification on behalf of any employee or group of employees in the bargaining unit; 6) the parties agree to commence negotiations for a successor agreement (to begin January 1, 2022) in July 2021 and the parties will endeavor to hold two (2) sessions for the period covering July, August and September 2021 with more sessions and subsequent sessions after September scheduled by agreement; and 7) that all other terms and conditions in the collective bargaining agreement remain status quo.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the collective bargaining agreement provides a 0% increase to the existing 2020 salary schedule.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2021 COLLECTIVE BARGAINING AGREEMENT WITH THE MICHIGAN NURSES ASSOCIATION, NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, a tentative agreement regarding the 2021 collective bargaining agreement has been reached between representatives of Ingham County and the Michigan Nurses Association (MNA), Nurse Practitioners/Clinic Nurses Unit; and

WHEREAS, the terms of the tentative agreement providing for 1) effective January 1, 2021, a 0% wage increase to all steps of each classification; 2) all employees shall advance in steps, longevity, accruals, seniority and other similar matters in accordance with collective bargaining agreement language; 3) the duration of the agreement as January 1, 2021 (or the effective date of ratification by the parties if later than January 1, 2021) until December 31, 2021; 4) the County will continue the Health Advisory Leave (HAL) Policy through June 30, 2021 (no increase in available leave balance which is capped at 120 hours from the start of HAL) and additional extensions of the HAL Policy may be considered by the Board of Commissioners on an as-needed basis; 5) during 2021, the MNA may submit requests for reclassification on behalf of any employee or group of employees in the bargaining unit; 6) the parties agree to commence negotiations for a successor agreement (to begin January 1, 2022) in July 2021 and the parties will endeavor to hold two (2) sessions for the period covering July, August and September 2021 with more sessions and subsequent sessions after September scheduled by agreement; and 7) that all other terms and conditions in the collective bargaining agreement remain status quo has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2021 collective bargaining agreement between Ingham County and the MNA.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the agreement, subject to approval as to form by the County Attorney.

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