

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, NOVEMBER 3, 2021 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [October 20, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – [3rd Quarter Investment Report](#)
2. Sheriff's Office
 - a. Resolution to Authorize a Contract Extension with Tigg's Canteen to Continue [Commissary Services](#)
 - b. Resolution to Authorize a Contract Extension with Tigg's Canteen to Continue [Food and Laundry Services](#)
3. Circuit Court – Juvenile Division
 - a. Resolution to Authorize an Agreement with [Imagesoft, LLC](#)
 - b. Resolution to Authorize a Contract with [Peckham Inc.](#) for the Peckham Career Academy+ Program
 - c. Resolution to Approve the Court-Appointed Special Advocate Donated Funds [In-Home Care](#) Program
 - d. Resolution to Accept the Michigan Drug Court Grant Program for the Ingham County [Family Recovery Court](#)
4. 55th District Court
 - a. Resolution to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan [Mental Health Court Grant](#) Program, Continue a Probation Officer Position, and Authorize Subcontracts
 - b. Resolution to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan [Drug Court Grant](#) Program and Authorize Subcontracts
5. Prosecuting Attorney's Office – Resolution to Accept a Grant Amendment with the Michigan State Police and Authorize a Subcontract with the [Jackson County](#) Prosecutor's Office and the Blackman Leoni Township Department of Public Safety

6. Public Defenders Office
 - a. Resolution to Approve an Agreement with the [City of East Lansing](#) for its Local Share Contribution Under the County's Michigan Indigent Defense Commission 2021-2022 Compliance Plan
 - b. Resolution to Approve an Agreement with the [City of Lansing](#) for its Local Share Contribution Under the County's Michigan Indigent Defense Commission 2021-2022 Compliance Plan

7. Health Department/Sheriff's Office
 - a. Resolution to Authorize Additional Funding for [Recruiting](#) Expenses Associated with Jail Medical Positions
 - b. Resolution to Authorize [Market Salary Exception Increases](#) for Jail Nurse and Jail Nurse/LPN Positions

8. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the [Annual Work Plan for 2022](#)

9. Michigan Rehabilitation Services – Resolution to Authorize a [Cooperative Cash Match](#) Agreement with Michigan Rehabilitation Services

10. Parks Department
 - a. Resolution to Authorize a Purchase Order with [Kassbohrer All-Terrain Vehicles](#) as a Sole Source Vendor for Preventative Maintenance Service of the Snow Groomer at Hawk Island
 - b. Resolution to Authorize a Contingency Fund Appropriation for a Contract with [Discount Tree Sales](#) for Tree Planting at the Ingham County Medical Care Facility

11. Health Department
 - a. Resolution to Convert Position #601537 from a CHC Accountant to a [Finance & Grant Analyst](#) Position
 - b. Resolution to Reclassify the [Clinical Services Manager](#) Position

12. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement [Deeds](#) on Launstein/Boyko #1, #2, and Hewitt Properties

13. Innovation and Technology Department
 - a. Resolution to Approve Renewal of Support from [Core Technology](#)
 - b. Resolution to Approve the Purchase of Consulting Hours from [Sentinel Technologies](#)

14. Road Department – Resolution to Authorize an Extension of RFP #21-150 with [Yellow Rose Transport](#) for the 2022 Seasonal Requirement of 29A and 3/8's #4 Blast Furnace Slag

15. Human Resources – Resolution to Approve UAW TOPS Unit Medical Assistant [Reclassification](#) Requests

16. Controller/Administrator's Office – Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

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
October 20, 2021
Draft Minutes

Members Present: Grebner, Maiville, Polsdofer, Stivers, and Schafer.

Members Absent: Crenshaw, Tennis.

Others Present: Bill Fowler, Lindsey McKeever, Gregg Todd, Mary Konieczny, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>

Approval of the October 6, 2021 Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 6, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Crenshaw and Tennis.

Additions to the Agenda

Substitute –

13. Controller/Administrator's Office
 - a. Ingham County 2022 General Appropriations Resolution
 - b. Resolution Approving a Statement of Work Under the Master Services Agreement Between LynxDx, Inc. and Ingham County for Employee COVID-19 Testing

Limited Public Comment

None.

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

1. Sheriff's Office – Resolution to Authorize a Contract Extension with Body Connection Yoga for Trauma Centered Yoga at the Ingham County Jail
2. Community Corrections – Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Users to Maintain Services through December 31, 2021 and to Provide Notice to Judicial Services Group, Ltd. that Additional Funds are Available
3. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of Services with National Testing Network for 2022

4. Law & Courts Committee – Resolution to Authorize Positions, Contracts, and Other Expenses to Increase Treatment Programming for 2022 as Authorized by the Justice Millage
5. Equalization/Tax Mapping – Resolution to Approve the 2021 Apportionment Report
6. Fairgrounds
 - b. Resolution to Reclassify Fair Secretary Position to Administrative Assistant
7. Parks Department – Resolution to Authorize an Amendment to City of Williamston Trails and Parks Millage Agreement
8. Health Department
 - a. Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail
 - b. Resolution to Accept a 2021-2022 Americorps State Grant
 - c. Resolution to Amend the Azara Sublicense Agreement with Michigan Primary Care Association
 - d. Resolution to Authorize an Agreement with Dignified Aging
 - e. Resolution to Authorize an Agreement with Hospital Network Healthcare Services Medical Waste Management/Disposal through HPS Group Purchasing Contract
 - f. Resolution to Accept FY 2022 Child and Adolescent Health Center Program Funds
 - g. Resolution to Accept Michigan Department of Health and Human Services Funding for Minority Health Community Capacity Building 2022 Initiative
9. Lansing Economic Area Partnership – Resolution to Authorize a Contract with Capital Consultants, Inc. for State Community Development Block Grant Site Readiness Preliminary Engineering Services
10. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of Additional Backup Storage from Sentinel
 - b. Resolution to Approve the Invoice for Renewing CourtView Support Services
11. Road Department
 - a. Resolution to Amend an Engineering Design Services Contract with RS Engineering, LLC for the Waverly Road Bridge over Grand River (SN 3871)
12. Human Resources
 - a. Resolution to Approve Generic Service Credit Purchase for County Employee: Chadwick Phillips
 - b. Resolution to Approve Ingham County Employees’ Association – Professional County Employees Unit Reclassification Requests
13. Controller/Administrator’s Office
 - a. Ingham County 2022 General Appropriations Resolution

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

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

6. Fairgrounds

- a. Resolution to Amend the Contract with Sterle Builders

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

Commissioner Maiville disclosed his personal relationship with the owner of Sterle Builders.

Commissioner Polsdofer asked if the resolution was planned or an addition to the budget.

Commissioner Maiville stated he understood the resolution was planned and would answer if Lindsey McKeever was not available online.

Lindsey McKeever, Fairgrounds Events Director, stated the original plan was to hire seasonal employees to disassemble the Jack-O-Lanterns Unleashed attraction, but she was not able to acquire employees. She further stated the assembly process had required similar amendments.

Commissioner Polsdofer asked Ms. McKeever if she believed a post-pandemic economy in the spring of 2022 would provide her with an opportunity to hire seasonal labor.

Ms. McKeever stated she intended to secure a contract through the Purchasing Department for the assembly and disassembly of the Jack-O-Lanterns Unleashed attraction to ensure the continued success and value of the event. She further stated she believed she needed a professional company that had knowledge and experience handling similar attractions, which a seasonal employee did not have.

Commissioner Polsdofer asked Ms. McKeever if the intended contract would remain in the budget for the next few years.

Ms. McKeever stated yes, as she intended to secure a contract for the three remaining years of the four-year event display contract.

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

Commissioner Grebner stated he thought it was neat that the Board of Commissioners no longer required Department Heads to physically attend the meetings. He further stated someone was available to answer questions intelligently without the need to disrupt the lives of 20 people.

Commissioner Grebner stated he wondered why the Board of Commissioners had not operated the Committee meetings in this manner for the last 20 years. He further stated it was likely they would find out hybrid meetings were not allowed.

11. Road Department

- b. Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow Blades, and Wing Plow Shoes

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

Commissioner Maiville stated he remembered the resolution coming to the Board of Commissioners every year and was surprised to see the decision was made between a Michigan and Ohio company. He further stated he wanted to consider amending the vendor policy, in the future, to prefer Michigan companies that paid Michigan taxes and followed Michigan's laws and labor practices.

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

13. Controller/Administrator's Office

- b. Resolution Approving a Statement of Work Under the Master Services Agreement Between LynxDx, Inc. and Ingham County for Employee COVID-19 Testing

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

Commissioner Schafer stated he was very supportive of school-based clinics and had never voted against the delivery of actual care, for it was a premier function of government. He further stated he supported promoting accessible healthcare, especially in areas where citizens were underserved.

Commissioner Schafer stated he voted in support of many resolutions that utilized American Rescue Plan (ARP) funds, and planned to vote in support of Agenda Item 13b. He further stated it was the hope that ARP funds would go to another medically underserved area, as the longer the Board of Commissioners waited, the more damage was done to the children in Stockbridge Township.

Commissioner Schafer stated he had not been able to place the resolution on the agenda, and at some point would take it personally. He further stated there was a lot of money distributed to a lot of important areas within Ingham County, but for some reason could not go to the medically underserved area of Stockbridge Township.

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

13. Controller/Administrator's Office

- c. Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program through Opportunity Knox Professional Apprenticeship

Chairperson Grebner stated the resolution was tabled at the County Services Committee meeting.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. STIVERS, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated he had 42 years of experience in vocational education, and had a conversation with Reverend Knox about curriculums, training, and was excited to support the resolution tonight. He further stated he heard there were questions regarding the 501(c) status and wondered if anyone from the organization was participating virtually to answer the questions.

Commissioner Maiville asked why the resolution was tabled at the County Services Committee meeting.

Commissioner Stivers stated Commissioner Sebolt moved to table the resolution due to a few outstanding questions and did not expect any wrongdoing. She further stated this was a matter of due diligence.

Gregg Todd, Ingham County Controller, stated there were a few issues that had come up, and summarized them for the Finance Committee. He further stated he recommended the resolution remain tabled until the questions were answered.

Commissioner Schafer stated the definition of apprenticeship varied, and provided examples of the multitude of jobs, certifications, and programs available that were classified as an apprenticeship.

Commissioner Maiville asked what the impact of waiting an additional two weeks would be.

Commissioner Stivers stated LaShawn Erby provided public comment on behalf of the Poor People's Campaign at the County Services Committee meeting. She further stated the sooner the funding was approved, the sooner the Poor People's Campaign would be able to get to work to save lives.

Commissioner Stivers stated important questions had been raised, and a two-week impact did not warrant the elimination of the proper due diligence.

Commissioner Schafer stated Reverend Knox attended Harry Hill Vocational Center. He further stated he did his student teaching at Harry Gardner Junior High.

Chairperson Grebner stated any requested Freedom of Information Act forms should be submitted with the understanding that the process was not guaranteed to be swift, and alternative conversations could be considered to expedite the process. He further stated he encouraged legitimate questions to be raised when needed and was cautious of any malicious attempts to defer a resolution endlessly.

Chairperson Grebner stated he had judged Commissioner Sebolt's question to be in good faith and requested an answer be provided swiftly to pass the resolution.

Commissioner Stivers stated her agreement. She further stated she believed Commissioner Sebolt would move to table the resolution if it was brought to the Board of Commissioners without answers, thus delaying the process further.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. SCHAFER, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Tennis.

Discussion ensued in regards to entertaining the resolution at the next Finance Committee meeting.

Announcements

None.

Public Comment

Commissioner Schafer invited Bill Fowler, Equalization Director, to introduce himself to the Finance Committee.

Discussion.

Adjournment

The meeting was adjourned at 6:28 p.m.

NOVEMBER 3, 2021 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 2a. **Sheriff's Office** – *Resolution to Authorize Contract Extension with Tigg's Canteen to Continue Food and Laundry Services*
- 2b. **Sheriff's Office** – *Resolution to Authorize Contract Extension with Tigg's Canteen to Continue Commissary Services*

These resolutions will approve contract extensions with Tigg's Canteen Services for Commissary and Food and Laundry Services for the time period of November 30, 2021 through November 29, 2022. Tigg's Canteen and Ingham County entered into three year agreements for Commissary and Kitchen and Laundry Services which expired November 30, 2020. The agreements contained two one year options for service extensions. Resolution #21-057 approved the first service extension, and these resolution would approve a second extension. As part of the first year extension, Amendment I addressed temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population. This will continue for the second extension of the agreement.

See memo for details.

- 3a **Circuit Court – Juvenile Division** – *Resolution to Authorize an Agreement with Imagesoft, LLC*

This resolution will authorize entering into a contract with ImageSoft for purposes of creating comprehensive document imaging and workflow, for a total amount not to exceed \$404,499.21 for the time period of January 1 through December 31, 2022. After the initial cost, annual maintenance will cost around \$40,000. Initial costs of the project will be mitigated by savings in space utilization, costs of paper files and printing, and efficiency. Funding for this project is included in the 2022 Budget as Recommended by the Finance Committee.

See memo for details.

- 3b. **Circuit Court – Juvenile Division** – *Resolution to Authorize a Contract with Peckham Inc. for the Peckham Career Academy+ Program*

This resolution will authorize entering into a contract with Peckham Inc. to operate the Peckham Career Academy+ program, approved in the 2022 Budget at an amount not to exceed \$150,000 for the time period of October 1, 2021 through September 30, 2022. In anticipation of Raise the Age, which changes the age of juvenile jurisdiction from 17 to 18, a Request for Proposals (RFP) was pursued by the Juvenile Division for case management services for older youth/young adults with a specific emphasis on vocational training.

Peckham, Inc. was the only agency to submit a response to the RFP. The scope of Peckham's work will include facilitating a career/vocational assessment using a standardized tool, vocational and career training, education planning leading to increased employability, job placement, and independent living skills. Upon completion of 4 to 9 months of case management services provided by Peckham, clients will develop or enhance their education and job skills.

See memo for details.

3c. Circuit Court – Juvenile Division – Resolution to Approve the Court-Appointed Special Advocate Donated Funds In-Home Care Program

This resolution will authorize a contract with the Court-Appointed Special Advocate (CASA) program for purposes of providing independent and objective information regarding children involved in neglect and abuse cases, at rate not to exceed \$38,426.50 quarterly, for a total amount not to exceed \$153,706 for the contract duration of October 1, 2021 through September 30, 2022. It will also authorize the acceptance of donated funds in the amount of \$76,853 from the CASA program for the purposes of leveraging funds from the Michigan Department of Health and Human Services Child Care Fund.

The CASA program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases. The County is able to leverage the Michigan Child Care Fund for eligible expenses, and the CASA program is recognized as an eligible expense. The CASA program is able to donate funds to the County pursuant to MCL 400.117c(7)(b) in order to leverage the Michigan Child Care Funds. This contract and donation are included in the 2022 Budget as Recommended by the Finance Committee.

See memo for details.

3d. Circuit Court – Juvenile Division – Resolution to Accept the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court

This resolution will authorize accepting a grant award from the Michigan Drug Court Grant Program for the Ingham County Circuit Court’s Family Recovery Court (FRC) in the amount of \$121,000. The grant includes continued employment of a three-quarter time FRC Coordinator and a special part-time FRC Program Assistant position for the period of October 1, 2021 through September 30, 2022.

This resolution will also approve the following subcontracts:

- Mid-Michigan Recovery Services (MMRS) in an amount not to exceed \$5,000 to provide substance use disorder assessments, cognitive behavioral therapy and groups, individual sessions, peer recovery coach encounters, and clinical staff at team meetings
- House Arrest Services (HAS) in an amount not to exceed \$7,000 to provide substance use monitoring
- Judicial Services Group (JSG) in an amount not to exceed \$1,517 to provide substance use monitoring

See memo for details.

4a. 55th District Court – Resolution to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program, Continue a Probation Officer Position, and Authorize Subcontracts

This resolution will authorize a grant award in the amount \$380,864 from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). The grant funding supports one full-time probation officer assigned to the program, which is included in the 2022 budget.

The resolution will also authorize up to \$108,675 in Ingham County In-Kind funding and acknowledge \$31,413 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$521,042.

Subcontracts would also be authorized as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,318
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties - not to exceed \$309,297

See memo for details.

4b. 55th District Court – Resolution to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program and Authorize Subcontracts

This resolution will authorize the acceptance of \$127,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). The grant funding supports one full-time probation officer assigned to the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. Both positions are included in the 2022 budget.

The resolution will also authorize \$168,165 in Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Court Foundation, resulting in a current total Sobriety Court budget of \$295,165. This resolution also recognizes a \$9,600 allocation of Ingham County In-Kind funding to the Ingham County Office of the Public Defender for representation of non-indigent Sobriety Court participants.

The resolution will also authorize subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$18,146
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,513

See memo for details.

5. Prosecuting Attorney’s Office – Resolution to Accept a Grant Amendment with the Michigan State Police and Authorize a Subcontract with the Jackson County Prosecutor’s Office and the Blackman-Leoni Township Department of Public Safety

This resolution will authorize the Ingham County Prosecutor’s Office (ICPO) to enter into an amended contract in the amount of \$386,975 effective through September 30, 2022, with Michigan State Police (MSP) and a subcontract with Jackson County Prosecutor’s Office and Blackman-Leoni Township Department of Public Safety. The ICPO has received a grant extension from MSP for the 2015 Sexual Assault Kit Initiative Grant. This grant and the proposed amendment provides funds to assist local prosecutors with investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). The current grant funds one assistant prosecutor and one dedicated Ingham County Sheriff’s Office Detective to investigate these unresolved cases. Also continued are funds to subcontracts for an investigator position in Jackson County to work cooperatively with our current SAKI investigator. This year’s grant extension continues the subcontracts and Jackson investigator. MSP will continue to provide reimbursement funding for the Ingham County SAKI investigator and has agreed to provide reimbursement funding for the Jackson County SAKI investigator.

See memo for details.

- 6a. **Public Defenders Office** – *Resolution To Authorize an Agreement with the City of East Lansing for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2021-2022 Compliance Plan*
- 6b. **Public Defenders Office** – *Resolution to Authorize an Agreement with the City of Lansing for Its Local Share Contribution under the County’s Michigan Indigent Defense Commission 2021-2022 Compliance Plan*

These resolutions will authorize agreements whereby the Cities of East Lansing and Lansing will pay their 2021-2022 local shares of the Michigan Indigent Defense Commission (MIDC) grant to Ingham County.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.22. The local share will be split among Ingham County (\$874,787.22), the City of Lansing (\$21,771), and the City of East Lansing (\$16,287). The local share payments are increased 1.2% over the initial local share calculation, as required by the Michigan Indigent Defense Act.

See memo for details.

- 7a. **Health Department/Sheriff’s Office** – *Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions*

This resolution will authorize an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses. Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff’s Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions. This appropriation will make funding available for that purpose.

See memo for details.

- 7b. **Health Department/Sheriff’s Office** – *Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions*

This resolution will authorizes the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

Position (Title)	Current Classification/ Grade	Salary Max (Step 5)	Current Classification/ Grade/Pay Rate	Salary Max (step 5)	Difference
Jail Nurse (5 positions)	ICEA PRO8	\$70,997	ICEA PRO8 + 8%	\$76,677	\$5,650
Jail Nurse/LPN (1 position)	UAW/G	\$47,848	UAW/I	\$53,591	\$5,743

This resolution will increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time. This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%. The long-term cost of these increases (wages and fringes) will be \$47,245.

See memo for details.

8. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2022

This resolution authorizes the 2022 agreement for MSU Extension services. For the period January 1, 2022 to December 31, 2022, the County shall pay to MSUE \$290,940 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$136,983 and \$153,957 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year. Funding for this agreement is included in the 2022 budget.

9. Michigan Rehabilitation Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the Board of Commissioners has authorized, going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern. The agreement will not exceed \$444,444 (\$120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2021 through September 30, 2022.

10a. Parks Department - Resolution to Authorize a Purchase Order with Kassbohrer All-Terrain Vehicles as a Sole Source Vendor for Preventative Maintenance Service of the Snow Groomer at Hawk Island

This resolution authorizes a Purchase Order to be issued to Kassbohrer All-Terrain Vehicles as a sole source vendor for preventative maintenance services in the amount not to exceed \$4,423.49. The resolution also authorizes the necessary budget adjustments to provide funding for the Purchase Order.

10b. Parks Department - Resolution to Authorize a Contingency Fund Appropriation for a Contract with Discount Tree Sales for Tree Planting at the Ingham County Medical Care Facility

This resolution authorizes the Controller/Administrator to transfer up to \$8,720 from the 2021 Ingham County Contingency account to enter into a contract with Discount Tree Sales for tree planting at the Medical Care Facility to reduce the amount of noise and light reaching neighbor dwellings. There is \$233,925 remaining available in the 2021 contingency fund.

11a. Health Department - Resolution to Convert Position #601537 from a CHC Accountant to a Finance & Grant Analyst Position

This resolution authorizes the conversion of Position #601537 from a CHC Accountant to a Finance & Grant Analyst position. Both positions are ICEA Prof-07 positions, so there is no long-term financial impact resulting from this conversion.

11b. Health Department - Resolution to Reclassify the Clinical Services Manager Position

This resolution reclassifies the Clinical Services Manager position. The Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79). The financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the Community Health Center's operating budget.

12. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Launstein/Boyko #1, #2, and Hewitt Properties

This resolution authorizes the following conversation easements, with funding provided by the FOSB Board:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>	<u>Landowner Donation</u>
LAUNSTEIN/BOYKO #1	439.03	\$1,041,000	
LAUNSTEIN/BOYKO #2	196.28	\$ 486,000	
HEWITT	46	\$ 100,000	\$35,000

See memo for details.

13a. Innovation and Technology Department – Resolution to Approve Renewal of Support from Core Technology

This resolution authorizes a contract renewal with Core Technology for Multibridge and Talon software used by the Sheriff's Office to provide access to LEIN data. Funding for the \$6,257 renewal will come from the Innovation and Technology Department's LOFT Fund #636-25820-932050.

See memo for details.

13b. Innovation and Technology Department – Resolution to Approve the Purchase of Consulting Hours from Sentinel Technologies

This resolution authorizes purchasing consulting hours from Sentinel Technologies to assist with a network configuration project to allow us to retire a software that has been rendered redundant now that our main connectivity software has been certified for use with Law Enforcement Information Network (LEIN) data.

Funding for the \$6,930 will come from the County's Network Consulting Fund #636-95800-802000.

See memo for details.

14. Road Department – Resolution to Authorize an Extension of RFP #21-150 with Yellow Rose Transport for the 2022 Seasonal Requirement of 29A and 3/8's #4 Blast Furnace Slag

This resolution authorizes an extension to the current contract with Yellow Rose Transport for the 2022 29A and 3/8 #4 blast furnace slag for the Road Department chip seal program.

Funding is available through the 2022 Road Department controllable expenditures.

See memo for details.

15. Human Resources – Resolution to Approve UAW TOPS Unit Medical Assistant Reclassification Requests

This resolution approves the reclassification of UAW TOPS Unit Medical Assistants from UAW Salary Scale D to UAW Salary Scale F, and increase at the Step 5 rate of \$5,094.77/year. UAW TOPS is in agreement with these proposals.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

1. Treasurer's Office – 3rd Quarter Investment Report

16. Controller/Administrator's Office – Collective Bargaining Pursuant to MCL 15.268(c) (Closed Session)

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
SEPTEMBER 30, 2021**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE SEPTEMBER 30, 2021
OPERATING BANK ACCOUNTS				59,020,221.91
CERTIFICATES OF DEPOSIT				
LAFUCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFUCU	12/27/2019	12/27/2022	2.15	1,000,000.00
MSUFUCU	12/22/2020	12/22/2023	0.80	1,000,000.00
MSUFUCU	12/22/2020	12/22/2024	0.90	500,000.00
MSUFUCU	6/2/2021	6/2/2025	1.10	1,000,000.00
MSUFUCU	12/26/2018	12/26/2021	3.01	1,000,000.00
MSUFUCU	3/4/2019	3/4/2022	3.01	1,000,000.00
MSUFUCU	7/1/2019	7/1/2022	2.76	1,000,000.00
MSUFUCU	7/2/2020	7/2/2024	1.25	1,000,000.00
CHOICE ONE BANK	11/14/2020	11/14/2021	0.26	1,000,000.00
CIBC	8/18/2021	8/18/2022	0.20	1,000,000.00
CIBC	9/17/2021	9/17/2022	0.20	1,500,000.00
LEVEL ONE BANK	8/17/2020	2/17/2022	0.40	1,000,000.00
INDEPENDENT BANK	6/25/2021	6/25/2022	0.15	2,000,000.00
INDEPENDENT BANK	9/28/2020	10/12/2021	0.20	2,000,000.00
FLAGSTAR BANK	8/18/2020	2/18/2022	0.40	1,000,000.00
FLAGSTAR BANK	9/30/2020	10/15/2021	0.27	3,000,000.00
FLAGSTAR BANK	9/30/2020	6/15/2022	0.35	4,000,000.00
FNB BANK	10/8/2020	9/8/2022	0.55	1,000,000.00
FNB BANK	7/9/2021	1/9/2023	0.30	1,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				28,014,867.19
RESERVE AND SAVINGS				
LAFUCU			0.25	194,816.13
MSUFUCU			0.16	412,383.94
DART			0.25	2,009,275.17
SMALL ACCOUNTS				32.19
MICHIGAN CLASS				55,896,264.06
TOTAL RESERVE AND SAVINGS				58,512,771.49

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE SEPTEMBER 30, 2021
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,135.56
Federal Farm Credit Bank	10/1/2020	4/8/2022	0.14	3,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	9/28/2020	10/5/2022	0.17	10,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	3/24/2021	3/30/2026	0.38	1,000,000.00
Federal Home Loan Bank	4/15/2021	7/15/2024	0.45	1,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	500,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.38	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	7/23/2021	8/23/2024	0.52	5,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
TOTAL FED AGENCY COUPON SECURITIES				51,333,468.89
COMMERCIAL PAPER				
ABN AMBRO FUNDING USA	5/28/2021	2/17/2022	0.12	4,995,583.30
ASB FINANCE LTD LONDON	4/14/2021	11/12/2021	0.16	4,995,266.64
AT&T INC	9/29/2021	1/29/2022	0.16	4,997,511.10
BANCO SANTANDER	5/28/2021	1/20/2022	0.15	4,995,062.50
ENTERGY CORPORATION	8/25/2021	11/18/2021	0.14	4,161,623.92
ING US FUNDING LLC	8/23/2021	2/22/2022	0.12	4,996,950.00
KEURIG DR PEPPER INC	5/24/2021	12/1/2021	0.19	4,994,959.72
LVMH MOET HENNESSY VUITTON	12/17/2020	10/22/2021	0.21	1,996,394.66
LLOYDS CANK CORP MKTS/NY	8/24/2021	5/16/2022	0.14	4,994,663.19
MACQUARIE BANK LTD	8/27/2021	11/24/2021	0.09	4,998,887.50
ROYAL BANK OF CANADA	9/28/2021	3/23/2022	0.10	4,997,569.40
TOTAL COMMERCIAL PAPER				51,124,471.93

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE SEPTEMBER 30, 2021
MUNICIPAL BONDS				
South Lyon Community Schools	5/15/2013	5/1/2022	2.69	302,625.00
State of Michigan A REG	6/19/2017	11/1/2022	1.97	709,669.97
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
TOTAL MUNICIPAL BONDS				1,449,845.09
TOTAL POOLED INVESTMENTS				190,435,424.59
TOTAL POOLED CASH AND INVESTMENTS				249,455,646.50



Eric A. Schertzing, Ingham County Treasurer

TO: Board of Commissioners Finance & Law & Courts Committees
FROM: Captain Robert Earle, Jail Administrator
DATE: October 6, 2021
SUBJECT: Tigg's Canteen, Food & Laundry and Commissary Services Agreement Extension

BACKGROUND

Tiggs 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 expired November 30, 2020. The agreements contained two (2) one (1) year options for service extension. The agreement was extended one (1) year with County Resolution #21-057 and is set to expire November 29, 2021. As part of the first-year extension, Amendment I addressed temporary emergency per meal costs related to the unintended impacts of the COVID-19 pandemic on the inmate population was added. This will continue for the second extension of the agreement. It is the mutual intent of Canteen and the Sheriff's Office to observe another one-year contract extension option of each contracted service, for the period of November 30, 2021 through November 29, 2022.

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 and to include commission rates.

OTHER CONSIDERATIONS

Canteen continues to have a good working relationship with the Sheriff's Custody Staff. Any identified problems are quickly identified and addressed in a timely manner and fashion. Staffing shortages industry wide continue to be a problem, but Canteen has onsite staff consistently, sometimes pulling from other Correctional Facilities to fill vacancies at our jail. Making a change in this vendor in these complex times would be difficult and not recommended.

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 A CONTRACT EXTENSION WITH TIGG'S CANTEEN
TO CONTINUE COMMISSARY SERVICES**

WHEREAS, Ingham County by way of the Sheriff's Office, agreed to a commissary services contract for inmates with Tigg's 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 extended the contract one (1) year with Resolution #21-058, with new expiring date of November 29, 2021; and

WHEREAS, Canteen and the Sheriff's Office have a mutual intent of exercising the second 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 Tigg's Canteen Services for Commissary Services.

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2021 through November 29, 2022.

BE IT FURTHER RESOLVED, that the Controller/ Administrator is authorized 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 A CONTRACT EXTENSION WITH TIGG'S 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 Tigg's 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 extended the contract one (1) year with Resolution #21-057, with new expiring date of November 29, 2021; and

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

WHEREAS, all existing contract language would continue with the addition 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 Tigg's Canteen Services for Food and Laundry Services.

BE IT FURTHER RESOLVED, that the contract will be effective November 30, 2021 through November 29, 2022.

BE IT FURTHER RESOLVED, that the Controller/ Administrator is authorized 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.

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: October 18, 2021
SUBJECT: Authorization to Enter into a Contract with ImageSoft
For the meeting agendas of Law and Courts Committee October 28 and Finance Committee
November 3, 2021

BACKGROUND

The attached resolution requests authorization for the Juvenile Division to enter into an agreement with ImageSoft, a County vendor, for purposes of creating comprehensive document imaging and workflow. The Juvenile Division is the last of the Circuit Court divisions to migrate to the imaging of documents. The efficiency of being able to image delinquency, truancy, and ticket documents, along with automating several workflow processes far outweighs the cost. Further, if the pandemic has taught us anything, it is that employees need the flexibility to work offsite.

The Juvenile Division currently houses sensitive court documents for each youth in paper files kept in individual employee's offices. During the pandemic, Juvenile Court Officers were required to report to the office weekly so information could be printed, updated, and reviewed in the physical files. Additionally, due to retention schedules mandated by the Michigan Supreme Court, files have to be kept onsite for at least two years beyond a child's 18 birthday. This results in the Juvenile Division occupying a large file room in order to maintain said files.

Should the Juvenile Division move toward the imaging of documents, not only would staff be able to access files from their computer but the Juvenile Division would be able to clear out and utilize a large conference room currently housing paper files.

The Juvenile Division has met with the county vendor, ImageSoft, in order to establish a project cost (see attachment). The estimated cost of the project is \$404,499.21, none of which is Child Care Fund reimbursable. The Juvenile Division has included this amount in their 2022 Capital Improvement Project budget. Additionally, the project was included in the Controller's recommended budget.

ALTERNATIVES

The County could postpone until next year but eventually an imaging project would need to be completed.

FINANCIAL IMPACT

Although the project seems expensive, after the initial cost, the project would only cost around \$40,000.00 annually to maintain. Initial costs of the project will be mitigated by savings in space utilization, costs of paper files and printing, and efficiency.

STRATEGIC PLANNING IMPACT

Enhancing access to public records

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into a contract with ImageSoft.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH IMAGESOFT, LLC

WHEREAS, the Juvenile Division is the last of the Circuit Court departments to image documents; and

WHEREAS, ImageSoft is the current County vendor for imaging and utilized by several County departments; and

WHEREAS, the Juvenile Division has included an imaging project in the 2022 Capital Improvement Budget; and

WHEREAS, imaging of documents would allow Juvenile Court staff and Judges the ability to simultaneously access documents remotely; and

WHEREAS, imaging of documents would significantly improve efficiency of work flow and reduce reliance on paper, printing, and the physical storage of files.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a contract with ImageSoft for purposes of creating comprehensive document imaging and workflow, for a total amount not to exceed \$404,499.21 effective January 1, 2022 through December 31, 2022.

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.

Agenda Item 3b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Sara Deprez, Juvenile Programs Director
DATE: October 18, 2021
SUBJECT: Resolution to Authorize an Agreement with Peckham, Inc. for the Career Academy+ program

BACKGROUND

In anticipation of Raise the Age, which changes the age of juvenile jurisdiction from 17 to 18, the Juvenile Division created a multidisciplinary team tasked with examining programming for older delinquent youth. This team met several times and ultimately recommended pursuing a Request for Proposals (RFP) for case management services for older youth/young adults with a specific emphasis on vocational training.

Peckham, Inc. was the only agency to submit a response to the RFP. At a cost of \$150,000, the scope of Peckham's work will include facilitating a career/vocational assessment using a standardized tool, vocational and career training, education planning leading to increased employability, job placement and independent living skills. Upon completion of 4 to 9 months of case management services provided by Peckham, clients will develop or enhance their education, job skills, and be employable earning a living wage.

It is possible the Ingham County Sheriff's Office will add a rider with Peckham for an additional 10 spots for individuals ages 18 – 24 in the adult system. This will allow the Circuit and District Court, as well as the Ingham County Sheriff's Office, the ability to refer participants from ages 17 – 24 to a seamless vocational program for youth.

ALTERNATIVES

The alternative is to use existing resources within the Juvenile Division to provide services for the older youth entering the court system. However, this is not ideal as current programming does not adequately address youth who may come under jurisdiction well beyond their 17th birthday.

FINANCIAL IMPACT

The cost to the Juvenile Division to contract with Peckham for this program is \$150,000. This money was part of the 2022 budget process and was approved by the Court. These funds will come from the Juvenile Justice Millage, matched by the Child Care Fund.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The County enter into an agreement with Peckham, Inc. to provide case management services to older youth/young adults in the Career Academy+ program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PECKHAM INC. FOR THE
PECKHAM CAREER ACADEMY+ PROGRAM**

WHEREAS, Ingham County made a Request for Proposals in April of 2021, soliciting qualified and experienced providers of vocational training and career readiness/placement services for case management services for youth/young adults; and

WHEREAS, Peckham Inc. submitted a proposal in response to the County's request, detailing a program called Career Academy+; and

WHEREAS, the County has a longstanding relationship working collaboratively with Peckham, Inc. on various programs, two of which the County contracts with Peckham, Inc. as the sole referral source; and

WHEREAS, on October 1, 2021, Raise the Age went into effect, which means the Juvenile Court will have jurisdiction over criminal matters for youth until they reach 18 years of age; and

WHEREAS, given the anticipated 13% increase of juveniles expected under the Court's jurisdiction, new programming geared towards older youth is essential to adequately and appropriately address their unique needs; and

WHEREAS, the programming that Peckham will provide to youth and young adults, ages 17 to 24, will include facilitating a career/vocational assessment using a standardized tool, vocational and career training, education planning leading to increased employability, job placement, and independent living skills; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of \$150,000 in the 2022 Budget for the Peckham Career Academy+ Program which is also in the Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Peckham Inc. to operate the Peckham Career Academy+ program, approved in the 2022 Budget at an amount not to exceed \$150,000 for the time period of October 1, 2021 through September 30, 2022.

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: October 18, 2021
SUBJECT: CASA Donated Funds Program
For the meeting agendas of Law and Courts Committee October 28 and Finance Committee
November 3, 2021

BACKGROUND

The attached resolution requests permission for the County to enter into a contract with the Court-Appointed Special Advocate (CASA) program. Per statute, CASA is able to donate funds to Ingham County, have the money ear marked and transferred to the Juvenile Division, and receive double the donated funds through a process created in the Michigan Department of Health and Human Services (MDHHS) Child Care Fund (CCF). This does not cost Ingham County or the Juvenile Division, yet allows CASA to leverage MDHHS CCF dollars.

Through trained volunteers, the (CASA) program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases. CASA volunteers conduct an independent review, examine all relevant documents and potentially interview all persons having direct knowledge of the child's and/or family's situation to formulate an objective understanding of what is in the best interest of the child. Volunteers attend all hearings, Family Team Meetings (FTM) with MDHHS and meet with the youth in-person on a weekly basis.

CASA began a formal partnership with the Juvenile Division in 2017. At the time, only cases on Judge Lawless's docket were being referred through a Memorandum of Understanding. Starting in 2021, three of the four Judges with Juvenile Division cases began referring cases to the CASA program. Although staffed mostly by volunteers, CASA does have paid full-time staff to assist with oversight and training.

The Child Care Fund 2022 Handbook allows courts to include the CASA program as an In-Home Care Program for the purposes of Child Care Fund reimbursement. Additionally, pursuant to MCL 400.117c (7)(b), the county is able to request Child Care Fund reimbursement through a county donated funds program. The county donated funds program allows CASA to donate half of their operating expenses to the county. The county must then designate these funds for purposes of use for the CASA program and transfer General Fund dollars to the Juvenile Division's budget. The Juvenile Division will contract with CASA for double the amount donated to the county; half from the donated funds and half from the Child Care Fund. This allows CASA, the County and the Court to leverage Child Care Fund dollars to fund this valuable service.

CASA has submitted their operation budget for Fiscal Year 2022 and has agreed to donate \$76,853 to the county. CASA would donate \$19,213.25 per quarter and invoice the Juvenile Division quarterly for \$38,426.50. Pursuant to the statutory requirements, CASA has agreed to submit a list of all donors and complete an annual certification to be made available to MDHHS during a monitoring review. Lastly, the CASA program has been included and approved as part of the Juvenile Division's MDHHS CCF Annual Plan and Budget.

ALTERNATIVES

Not entering into an agreement with CASA would result in a loss of leveraged dollars from Child Care Fund

FINANCIAL IMPACT

Entering into an agreement with CASA will cost the County no additional funds. This agreement will generate \$76,853 in restricted funds.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into an agreement with CASA.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE COURT-APPOINTED SPECIAL ADVOCATE
DONATED FUNDS IN-HOME CARE PROGRAM**

WHEREAS, the Court-Appointed Special Advocate program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases; and

WHEREAS, the Court-Appointed Special Advocate program conducts an independent review, examines all relevant documents, and conducts interviews to formulate an objective understanding of what is in the best interest of the child; and

WHEREAS, although mostly staffed by volunteers, the Court-Appointed Special Advocate program has paid full-time staff and an annual operating budget of \$76,853; and

WHEREAS, the County is able to leverage the Michigan Department of Health and Human Services Child Care Fund for eligible expenses; and

WHEREAS, the Michigan Department of Health and Human Services recognizes the Court-Appointed Special Advocate program as a Michigan Department of Health and Human Services Child Care Fund eligible expense; and

WHEREAS, the Juvenile Division included the Court-Appointed Special Advocate Program in the Michigan Department of Health and Human Services Child Care Fund Annual Plan and Budget which was approved; and

WHEREAS, the Court-Appointed Special Advocates Program is able to donate funds to the County pursuant to MCL 400.117c(7)(b) in order to leverage the Michigan Department of Health and Human Services Child Care Fund; and

WHEREAS, the Juvenile Division wishes to enter into an agreement with the Court-Appointed Special Advocate program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with the Court-Appointed Special Advocate program for purposes of providing independent and objective information regarding children involved in neglect and abuse cases, at rate not to exceed \$38,426.50 quarterly, for a total amount not to exceed \$153,706 for the duration of the contract effective October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to accept donated funds in the amount of \$76,853 from the Court-Appointed Special Advocate program for the purposes of leveraging funds from the Michigan Department of Health and Human Services Child Care Fund.

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: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
Mary Ferranti, Family Services Director
DATE: 10/11/2021
SUBJECT: Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court.

For the meeting agendas of October 28 and November 3, 2021

BACKGROUND

The Circuit Court Juvenile Division has successfully applied for grant funds from the State Court Administrator's Office and the Michigan Drug Court Grant Program. These funds are used to provide enhanced services to participants who are petitioned to the Ingham County Circuit Court for child abuse and neglect with their primary barrier being substance use. This grant provides the funding for a ¾ time Family Recovery Court Program Coordinator as well as a special part time Family Recovery Court Program Assistant. Securing this grant will allow for the continuation of employment for these two positions as well as enhanced treatment, substance use testing, and other incentive programs which will allow for a better outcome for the participants and their families.

ALTERNATIVES

This programming allows for at least a 50% higher rate of success for this high risk population and their families.

FINANCIAL IMPACT

The Juvenile Division does not have a budget for these positions or enhanced services which provide substance use disorder treatment. The grant funds awarded in the amount of \$121,000 provide for the continuation of two positions as well as enhanced treatment services.

STRATEGIC PLANNING IMPACT

Acceptance and continuation of grant funds enhances the strategic plan by supporting public safety. Family Recovery Court provides increased supervision of the families involved. This can also lead to quicker permanency in child neglect cases.

OTHER CONSIDERATIONS

None

RECOMMENDATION

That the resolution be authorized.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE MICHIGAN DRUG COURT GRANT PROGRAM FOR THE
INGHAM COUNTY FAMILY RECOVERY COURT**

WHEREAS, on September 28, 2021, the Michigan Supreme Court, State Court Administrator's Office awarded the 30th Judicial Circuit Court-Family Recovery Court \$121,000 through the Michigan Drug Court Grant Program (MDCGP) for Fiscal Year 2022 (October 2021 through September 2022); and

WHEREAS, the Family Recovery Court handles cases involving parents of children petitioned to the Court for abuse and neglect and the parent's primary barrier is substance use; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, assessments and treatment, emotional regulation, substance use testing, cognitive behavioral therapy, relapse prevention intervention, substance use disorder services, peer recovery coaches, and education and employment assistance; and

WHEREAS, the grant award includes maintaining funding of a ¾ time Family Recovery Court Coordinator (FRC) to complete screenings and intake of new participants, implement program processes, data entry, and coordinate services; and

WHEREAS, the Family Recovery Court Coordinator position has been determined by the Ingham County's Human Resource Department to be a ¾ time position with benefits and is a member of the Office and Professional Employees International Union (OPEIU) and funded for the duration of the grant ending September 30, 2022; and

WHEREAS, the grant award includes maintaining funding for a Special Part-Time Program Assistant to provide supervision, random substance use testing, and assisting in delivering incentives and certificates; and

WHEREAS, the Family Recovery Court Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part-Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant ending September 30, 2021; and

WHEREAS, there are several service providers who work in collaboration with the Family Recovery Court team to provide for the families who have been effected by substance use disorders.

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Recovery Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program for the Ingham County Circuit Court's Family Recovery Court for the sum of \$121,000 which includes continued employment of a ¾ FRC Coordinator that would be part of the OPEIU, with benefits, and continued employment of grant funded Special Part-Time FRC Program Assistant position, at a UAW B pay grade, without benefits, for the period of October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that a grant subcontract with Mid-Michigan Recovery Services (MMRS) is authorized to provide substance use disorder assessments, cognitive behavioral therapy and groups, individual sessions, peer recovery coach encounters, and clinical staff at team meetings; total costs are not to exceed \$5,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services (HAS), is authorized to provide substance use monitoring; total costs are not to exceed \$7,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that Judicial Services Group (JSG), is authorized to provide substance use monitoring; total costs are not to exceed \$1,517 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2021 and 2022 Circuit Court Family Division budget.

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: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 10/15/21
SUBJECT: Mental Health Court Resolution for Fiscal Year 2022

Attached please find a Resolution requesting authorization for the 55th District Court Mental Health Court to accept \$380,864 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

We have received Michigan Mental Health Court Grant Program funding for Mental Health Court since FY2014. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. This position has already been approved in the 2021 Ingham County budget.

The resolution also authorizes up to \$108,765 Ingham County In-Kind funding and acknowledges \$31,413 CMHA-CEI Local Cash Contributions, resulting in a total Mental Health Court budget not to exceed \$521,042.

Additionally, the resolution acknowledges that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

Lastly, the resolution authorizes continuation of a probation officer position, and subcontracts as follows:

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,318
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$309,297 (\$233,340 grant funding, \$44,544 Ingham County In-Kind Funding, and \$31,413 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding)

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM, CONTINUE A PROBATION OFFICER POSITION, AND AUTHORIZE SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety, and more efficient public sector spending; and

WHEREAS, the 55th District Court has received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP) in the amount of \$380,864 to continue a Mental Health Court at the 55th District Court; and

WHEREAS, continuation of the Mental Health Court will require continuing to employ a probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-MMHCGP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$521,042 to include SCAO-MMHCGP grant funds in the amount of \$380,864, Ingham County In-Kind matching funds not to exceed \$108,765 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contributions not to exceed \$31,413 for the time period of October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the 55th District Court will allocate Ingham County In-Kind funding in the amount of \$4,500 to the Ingham County Office of the Public Defender for representation of non-indigent Mental Health Court participants.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

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

1. Electronic Monitoring Services with Judicial Services Group – not to exceed a total of \$1,500
2. Substance Use Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed a total of \$42,318
3. Mental Health Services with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties—not to exceed \$309,297 (\$233,340 grant funding, \$44,544 Ingham County In-Kind Funding, and \$31,413 Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Local In-Kind Contribution funding)

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2021 and 2022 55th District Court budget.

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

TO: Ingham County Law & Courts and Finance Committees
FROM: Da'Neese Wells
DATE: 10/15/21
SUBJECT: Sobriety Court Resolution for Fiscal Year 2022

Attached please find a Resolution requesting authorization for the 55th District Court Sobriety Court to accept \$127,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

We have received grant funding administered by SCAO for Sobriety Court since FY2004. Our program targets OWI 2nd and OWI 3rd offenders found dependent on alcohol or other drugs who are not violent offenders (as defined in MCL 600.1062). Research suggests case handling should be expedited for these defendants. Prior to the implementation of Sobriety Court we had no specific mechanisms for this purpose. Now, potential Sobriety Court participants are identified at arraignment and placed on Sobriety Court bond conditions, which include testing and reporting. Compliance with these conditions is monitored throughout the pre-adjudication process. We've found that the combination of pretrial supervision and Sobriety Court motivates participants to remain sober during the period of supervision and after graduation, reducing recidivism, and enhancing public safety.

The grant funding supports one full-time probation officer assigned the program. Ingham County In-Kind funding supports one half-time probation officer assigned to the program. These positions have already been approved in the 2021 Ingham County budget.

The resolution also authorizes \$168,165 Ingham County In-Kind funding and acceptance of future possible donations from the Ingham County Sobriety Courts Foundation, resulting in a current total Sobriety Court budget of \$295,165.

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

Lastly, the resolution authorizes subcontracts as follows:

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$18,146,
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,513.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S
STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM
AND AUTHORIZE SUBCONTRACTS**

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrative Office grant including the SCAO-MDCGP grant in the amount of \$127,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2021 through September 30, 2022.

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

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$295,165 to include SCAO-MDCGP grant funds in the amount of \$127,000 and Ingham County In-Kind matching funds of \$168,165 with no local hard cash matching funds, all of which are required to continue the Sobriety Court Program.

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

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

1. Substance Abuse Testing with Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$18,146
2. Evaluation and Counseling services with Cognitive Consultants – not to exceed \$50,513

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2021 and 2022 55th District Court budget.

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

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: October 18, 2021

SUBJECT: Resolution to Authorize Acceptance of MSP SAKI Grant Amendment and Authorize Subcontracts for Jackson County Investigator
For the work session agendas of October 28 and November 3, 2021.

BACKGROUND

Our office has received a third grant extension from the Michigan Department of State Police (MSP) for the 2015 Sexual Assault Kit Initiative Grant. This grant and the proposed extension provide funds to assist local prosecutors with investigation, prosecution, and notification of victims for cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO has received funding and utilizes one assistant prosecutor and one dedicated Ingham County Sheriff's Department (ICSD) Detective to investigate these unresolved cases. Last year additional funds were approved to add subcontracts for an investigator position in Jackson County to work cooperatively with our current SAKI investigator. This year's grant extension continues the subcontracts and Jackson investigator.

ALTERNATIVES

None at this time. The amendment extension and additional funding were awarded to address the need for an additional investigator for Ingham County and to address the significant number of unresolved kits in Jackson County.

FINANCIAL IMPACT

There is no financial impact since MSP will continue to provide re-imbusement funding for the Ingham County SAKI investigator and has agreed to provide re-imbusement funding for the Jackson County SAKI investigator. The amount of the total award is \$267,653. The period of this award is to September 30, 2022.

OTHER CONSIDERATIONS

Regionalized investigation with a multi-county approach has enhanced the quality of these complex criminal sexual conduct investigations.

The totals included in the attached program budget are cumulative and include prior grant amendment increases in funding. The total salary and benefits for the Ingham investigator would be \$107,904. The total salary and benefits for the Jackson investigator would be \$112,308.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT AMENDMENT WITH THE MICHIGAN STATE POLICE AND AUTHORIZE A SUBCONTRACT WITH THE JACKSON COUNTY PROSECUTOR'S OFFICE AND THE BLACKMAN LEONI TOWNSHIP DEPARTMENT OF PUBLIC SAFETY

WHEREAS, the Department of the Michigan State Police (MSP) provides funds for investigators to review and investigate cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Michigan State Police has awarded the Ingham County Prosecutor's Office (ICPO) a third extension of the 2015 SAKI Grant, amending it in the amount of \$267,653 effective through September 30, 2022, and these additional funds are to be used to continue an additional investigator position in Jackson County to work cooperatively with the current Ingham County SAKI investigator; and

WHEREAS, the Ingham County investigator will be paid by funds from the Michigan State Police SAKI Grant including by not limited to salary and fringe benefits, computers, phones, training and mileage, and any other funds totaling \$386,975 cumulatively; and

WHEREAS, the Jackson County investigator, provided by the Blackman-Leoni Department of Public Safety (DPS), will be paid by funds from the Michigan State Police SAKI Grant including by not limited to salary and fringe benefits, computers, phone, training and mileage, and any other funds totaling \$347,486 cumulatively; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a sub contract with Jackson County Prosecutor's Office to utilize a Blackman-Leoni DPS investigator to review and investigate SAKI cases with MSP funding of \$27,816 cumulatively; and

WHEREAS, the award includes \$15,851 to the Ingham County Prosecutor's Office for other expenses including but not limited to rent and cell phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into an amended contract in the amount of \$267,653 with Michigan State Police and a sub contract with Jackson County Prosecutor's office and Blackman-Leoni Township Department of Public Safety consistent with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary 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 and upon approval as to form by the County Attorney.

Agenda Item 6a and 6b

TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolutions to Approve Agreements with the City of East Lansing and the City of Lansing for their Local Share Contributions under the County's Michigan Indigent Defense Commission (MIDC) 2021-2022 Compliance Plan

For the meeting agendas of October 28 and November 3

BACKGROUND

The Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2021-2022 Compliance Plan and Cost Analysis, which continues the Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.22. The local share will be split among Ingham County (\$874,787.22), the City of Lansing (\$21,771), and the City of East Lansing (\$16,287).

The Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less. The consumer price index since November 1 of the prior state fiscal year has increased 1.2%, so the local share is increased by that amount for the 2021-2022 grant year.

FINANCIAL IMPACT

These resolutions would authorize agreements for the Cities of East Lansing and Lansing to pay their 2021-2022 local share of the MIDC grant to Ingham County for amounts of \$16,287 and \$21,771, respectively. These payments will cover the time period of October 1, 2021 through September 30, 2022 and are to be billed and paid in one payment.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF EAST LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION 2021-2022 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2021-2022 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 1.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.25; and

WHEREAS, the City of East Lansing's portion of the local share for the 2021/2022 grant year is \$16,287; and

WHEREAS, the City of East Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of East Lansing will pay its 2021-2022 local share of the MIDC grant to Ingham County for an amount of \$16,287, covering the time period of October 1, 2021 through September 30, 2022, to be paid in one payment.

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.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY'S
MICHIGAN INDIGENT DEFENSE COMMISSION 2021-2022 COMPLIANCE PLAN**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's 2021-2022 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, "an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent"; and

WHEREAS, beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less; and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 1.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2021 through September 30, 2022, and the budget was approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.25; and

WHEREAS, the City of Lansing's portion of the local share for the 2021/2022 grant year is \$21,771; and

WHEREAS, the City of Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of Lansing will pay its 2021-2022 local share of the MIDC grant to Ingham County for an amount of \$21,771, covering the time period of October 1, 2021 through September 30, 2022, to be paid in one payment.

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 7a

TO: Law & Courts, Human Services, County Services, and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions

For the meeting agendas of October 28 and November 1, 2 and 3

BACKGROUND

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment of Jail Medical Staff.

Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff's Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions.

FINANCIAL IMPACT

This resolution will authorize up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

OTHER CONSIDERATIONS

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, increasing wages for Jail Nurse and Jail Nurse/LPN positions through a market salary exception increase, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADDITIONAL FUNDING FOR RECRUITING EXPENSES
ASSOCIATED WITH JAIL MEDICAL POSITIONS**

WHEREAS, recruiting Ingham County Jail Medical Staff has been continuously difficult; and

WHEREAS, employers nation-wide are competing to hire from a limited pool of available and qualified medical staff; and

WHEREAS, the Sheriff's Office, the Health Department and the Human Resources Department are working to develop a recruitment plan for these specialized positions; and

WHEREAS, it is important that funding is available to implement these expanded recruitment efforts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

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

Agenda Item 7b

TO: Law & Courts, Human Services, County Services, and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions

For the meeting agendas of October 28 and November 1, 2 and 3

BACKGROUND

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment and retention of Jail Nurse and Jail Nurse/LPN positions.

This resolution would increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time.

This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%.

FINANCIAL IMPACT

The wage range for the Jail Nurses will change from ICEA PRO8 (\$59,141 - \$70,997) to ICEA PRO8 +8% (\$63,872 - \$76,677). The wage range for the Jail Nurse/LPN will change from UAW/G (\$40,131 - \$47,848) to UAW/I (\$44,902 - \$53,591). The long-term cost of these increases (wages and fringes) will be \$47,245.

OTHER CONSIDERATIONS

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, an allocation of \$10,000 from the 2021 contingency account to expand Jail Medical recruiting expenses, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE MARKET SALARY EXCEPTION INCREASES FOR JAIL NURSE AND JAIL NURSE/LPN POSITIONS

WHEREAS, recruiting and retaining Jail Medical Staff, including five Jail Nurse positions and one Jail Nurse/LPN position, has been continuously difficult; and

WHEREAS, a market analysis of similarly classified positions indicates that Ingham County’s wages for the Jail Nurse and the Jail Nurse/LPN positions are not competitive; and

WHEREAS, Resolution #20-128 reclassified the Jail Nurse positions as ICEA PRO8, a salary increase of 11.7%; and

WHEREAS, this salary increase resulted in no material impact in the success of recruiting and retaining Jail Nurses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

Position (Title)	Current Classification/ Grade	Salary Max (Step 5)	Current Classification/ Grade/Pay Rate	Salary Max (step 5)	Difference
Jail Nurse (5 positions)	ICEA PRO8	\$70,997	ICEA PRO8 + 8%	\$76,677	\$5,650
Jail Nurse/LPN (1 position)	UAW/G	\$47,848	UAW/I	\$53,591	\$5,743

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

Agenda Item 8

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: October 12, 2021

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County
For the meeting agendas of November 1 and November 3

BACKGROUND

There have been agreements between Michigan State University (MSU) and Michigan counties for nearly a century. For fiscal year 2022, Michigan State University Extension (MSUE) is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

ALTERNATIVES

There are no feasible alternatives. Absent this agreement a separate, county structure would need to be established to provide these services at tremendous cost and effort.

FINANCIAL IMPACT

For the period January 1, 2022 to December 31, 2022, the County shall pay to MSUE \$290,940 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$136,983 and \$153,957 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

STRATEGIC PLANNING IMPACT

This resolution supports the 5-year action plan Goal C, strategy C7, implementation task B: Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division of the Health Department. It also supports the overarching long-term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

The 2022 agreement provides for 1.0 FTE MSU employed clerical support staff, and 1.0 FTE County employed clerical support staff. In the past, the County provided 2.0 FTE. This change is the result of a vacant position that is being held open for 2022.

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 AGREEMENT FOR MICHIGAN STATE UNIVERSITY
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY
APPROVING THE ANNUAL WORK PLAN FOR 2022**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone, and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet, and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules, and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$290,940 with MSU Extension for the period of January 1, 2022 through December 31, 2022 for delivery of Extension services and education.

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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract/placement documents that are consistent with this resolution and approved as to form by the County Attorney.

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Ingham County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan's 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 1.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone and telephone service sufficient to meet the needs of Personnel utilizing MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs to Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

1.0 FTE MSU Employed Clerical Support Staff
1.0 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at .5 FTE
5. Funding for additional 4-H program capacity at .5 FTE
6. Funding for additional paraprofessional(s) at 0 FTE
7. Total Annual Assessment in the amount of **\$290,940**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

A. Base Assessment (includes 1.5 FTE 4-H Program Coordination) \$136,983

ADDITIONAL PERSONNEL

B. 1.0 FTE Clerical Support Staff to be employed by MSU \$66,674

C. .5 FTE Educator (Program Area: Horticulture, AABI) \$53,946

D. .5 FTE Additional 4-H Program Coordination \$33,337

E. 0 FTE Additional paraprofessional staff \$0

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2022: \$290,940

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2022, the first day of the County budget year 2022 and shall terminate on the last day of such County budget year 2022. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator's Office, 241 S. Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control,

including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

INGHAM COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu

35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.

Agenda Item 9

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: October 25, 2021
SUBJECT: Cash Match Agreement with Michigan Rehabilitation Services
For the meeting agendas of November 1 and November 3

BACKGROUND

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the Board of Commissioners has authorized, going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

ALTERNATIVES

If this resolution was not approved, Michigan Rehabilitation Services would have to find another partner to act as the pass-through entity for the local match funding provided by Peckham Inc.

FINANCIAL IMPACT

The agreement will not exceed \$444,444 (\$120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2021 through September 30, 2022.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of meeting basic needs.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH MICHIGAN REHABILITATION SERVICES

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass-through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement since 2008; and

WHEREAS, MRS wishes to enter into other, similar cash match agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$444,444 (\$120,000 local match) with Michigan Department of Health and Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, placement supports and supported employment services to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon the execution of agreements with Peckham Inc., to provide Ingham County's local match portion (\$120,000), and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, that the term of the agreements shall be October 1, 2021 through September 30, 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 and approved as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 19, 2021
SUBJECT: Kassbohrer All-Terrain Vehicles, Sole Source
For the meeting agenda of 11/1/21 Human Services and 11/3/21 Finance

BACKGROUND

Hawk Islands snow groomer is in need of preventative maintenance. Kassbohrer All-Terrain Vehicles is the sole source and manufacturer for this specialty piece of equipment. The parks mechanic retired recently and this position is currently posted, but presently open and not filled.

ALTERNATIVES

No alternatives since this piece of equipment needs regular maintenance in order to be in top working condition for the upcoming winter sports activities and tubing hill operation at Hawk Island County Park.

FINANCIAL IMPACT

This resolution requests authorization to transfer money from the vacated mechanics wage line items 208-75300-704000 (33.33%), 208-75500-704000 (33.33%) and 208-75600-704000 (33.33%) to line item 208-75200-932000. We are requesting transfer of mechanics wages from last day of work until the end of the year in order to pay for equipment repair until a mechanic is hired in 2022. A portion of this amount will be used for this sole source purchase in the amount of \$3,686.24 and a 20% contingency of \$737.25 for a total not to exceed \$4,423.49 to be transferred into line item 208-75200-932000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Park Commission will review this request at their October 25, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing a purchase order with Kassbohrer All-Terrain Vehicles.

MATERIAL REQUISITION

Use this form for purchases ≥\$1,000

Vendor Name: Kassbohrer All Terrain Vehicles Email:	Date: 10/19/2021
Ship to:	For pick-up: Call when order is ready for pick-up.

Quantity	Description	Unit Cost	Amount
	Preventative Maintenance Service of Snow Groomer	\$3,686.24	\$3,686.24
	Sole Source: Kassbohrer is the manufacturer of the snow groomer. This is a specialty piece of equipment that needs maintenance from the manufacturer. The final cost may be less if another ski area in Michigan is getting the same service.		

Indicate Park and Account Name to be charged: (E.g. HI Maintenance) Equipment Maintenance and Repair	TOTAL \$3,686.24
---	----------------------------

Requested By: Brian Collins

[Signature]

Submission of this requisition form signed with either your initials or signature certifies that you have followed county and departmental purchasing procedures and policies.

Approved By:

The reason for this request: ANNUAL MAINTENANCE OF SNOW GROOMER
 Due to vacant Park Mechanic position

Purchase Order Information

1. Is this a confirming P.O. request? Yes ___ (Purchasing Dept. has entered one) No X (I need one entered)
2. Is this a fixed asset purchase? Yes ___ (over \$5,000) No X (less than \$5,000)
3. _____ Date Request for Purchase Order input. _____ Initials
4. _____ Date Budget transfer request complete. _____ Initials
5. Any special instructions/Where should item be delivered?

Kassbohrer All Terrain Vehicles, Inc.
 18190 Dairy Lane, Suite #103
 Jordan, MN 55352

Date: : 10/08/21
 Quote # : _____

Customer : Ingham County Parks

Vehicle # : 2014 PB 100

Service Quotation

Pos	Quan	Description	Part Number	Unit Price	Extension
1	1	AIR FILTER	8.319.155.221.0	\$169.00	169.00
2	1	ENGINE OIL FILTER	8.312.089.054.0	\$24.00	24.00
3	1	HYDRAULIC FILTER	8.216.540.319.0	\$131.35	131.35
4	1	FUEL FILTER	8.312.088.015.0	\$25.94	25.94
5					0.00
6	5	ENGINE OIL X GALLON		\$13.46	67.30
7	4	75/90 GEAR OIL X PINT		\$5.84	23.36
8	12	80/140 GEAR OIL X PINT		\$5.87	70.44
9	10	HYDRAULIC OIL X GALLON		\$14.16	141.60
10	1	SHOP SUPPLIES		\$50.00	50.00
			Total, Parts	(Estimated)	702.99
11	8		Labor, Estimate	135.00	1,080.00
		Price does not include applicable taxes	Estimated Total		1,782.99
	10		Driving Time	\$75.00	750.00
	659		Mileage	\$1.75	1,153.25
			Grand Total		\$3,686.24

Comment: Service includes changing all fluids and filters, inspection of suspension and wheel bearings, remove and
reinstall tracks, extra time required for tiller inspection and re-pack of bearing - add 4 hours

Signed: _____

Paul Scanlon - Sales / Operations Manager
Kassbohrer All Terrain Vehicles, Inc

Date

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH KASSBOHRER ALL-TERRAIN VEHICLES AS A SOLE SOURCE VENDOR FOR PREVENTATIVE MAINTENANCE SERVICE OF THE SNOW GROOMER AT HAWK ISLAND

WHEREAS, Kassbohrer All-Terrain Vehicles is the manufacturer and sole source vendor for preventative maintenance of snow groomer; and

WHEREAS, the Hawk Island snow groomer is a specialty piece of equipment that needs regular yearly maintenance; and

WHEREAS, the Ingham County Parks Department is requesting authorization to transfer funds from the vacated mechanics wage line items 208-75300-704000 (33.33%), 208-75500-704000 (33.33%) and 208-75600-704000 (33.33%) to line item 208-75200-932000 from last day of work until the end of the year in order to pay for equipment repair until a mechanic is hired in 2022; and

WHEREAS, a portion of this amount will be used for this sole source purchase in the amount of \$3,686.24 and a 20% contingency of \$737.25 for a total not to exceed \$4,423.49 to be transferred into line item 208-75200-932000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Kassbohrer All-Terrain Vehicles as a sole source vendor for preventative maintenance services in the amount not to exceed \$4,423.49.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution, including the transfer funds from the vacated mechanics wage line items 208-75300-704000 (33.33%), 208-75500-704000 (33.33%) and 208-75600-704000 (33.33%) to line item 208-75200-932000.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan
DATE: October 18, 2021
SUBJECT: Contract with Discount Tree Sales
For the meeting agenda of 11/1/21 Human Services and 11/3/21 Finance

BACKGROUND

Deputy Controller and Parks Director met with Commissioner Polsdofer to investigate potential issues with the lighting coming from the parking lot and the facility along the southern boundary of the Ingham County Medical Care Facility property. There is a Consumer’s Energy power line and easement to the south of the facility between the neighbors and the Ingham County property. On inspection it appeared there had been trimming along the corridor that Consumers performed on either sides of their easement that may have contributed to the light pollution issue. Board of Commissioners Resolution #21-323 authorized entering into a contract with Matrix Consulting Engineers, Inc. for a lighting study to be conducted at the Ingham County Medical Care Facility. The study has been completed and the consultant and staff recommend planting 9-12 Red Cedar trees on the ridge, two larger Norway Spruce along the fire lane, and moving one existing Norway Spruce to a different location:

Quantity	Size	Variety
9-12 (depending on spacing)	5-7’	Red Cedar
2	12-15’	Norway Spruce
1	55”	Move existing Norway Spruce to different location

ALTERNATIVES

Do not proceed with planting trees and leave the site as is.

FINANCIAL IMPACT

The Parks Director solicited quotes for the purpose of planting trees at the Ingham County Medical Care Facility. The quotes were evaluated by the Purchasing Department and Parks Director, and it is their recommendation to award the contract to Discount Tree Sales in an amount not to exceed \$8,720. The funding will be from the Ingham County contingency account.

STRATEGIC PLANNING IMPACT

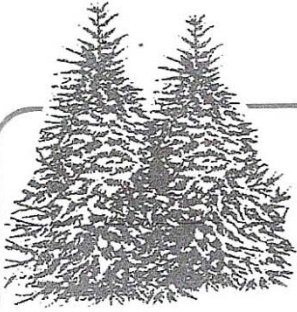
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

Commissioner Polsdofer requested this to be done.

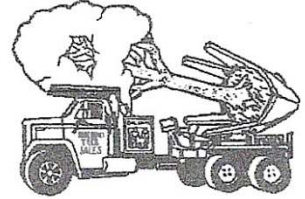
RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Discount Tree Sales.



DISCOUNT TREE SALES & TRANSPLANTING

Shade And Evergreen Tree Specialists
1808 Hagadorn Road
Mason, Michigan 48854
Phone (517) 676-4824
Fax (517) 676-4916



Ingham County Parks
121 E. Maple St.
Mason, MI 48854

September 28, 2021

Dear Tim:

It was truly a pleasure to meet with you last week. Discount Trees would propose to provide the following trees per your request, priced below:

TREES

QTY	SIZE	VARIETY	PRICE
(9-12)	5-7'	Red Cedar-depending on spacing	\$485/per tree
(2)	12-15'	Norway Spruce	\$1350/per tree
(1)	55"	Tree Move	\$200/per tree

Pricing includes professional installation and mulching of the trees.

Thank you in advance for your consideration of our proposal, and we look forward to doing business with you in the future. If you have any questions, please feel free to call me at your convenience.

Sincerely,

Kim Dudley
Discount Trees
517-204-4343

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTINGENCY FUND APPROPRIATION FOR A CONTRACT WITH DISCOUNT TREE SALES FOR TREE PLANTING AT THE INGHAM COUNTY MEDICAL CARE FACILITY

WHEREAS, Ingham County owns the parcel of land at the site of the Ingham County Medical Care Facility; and

WHEREAS, the Parks Director solicited quotes for the purpose of planting trees at the Ingham County Medical Care Facility; and

WHEREAS, the quotes were evaluated by the Purchasing Department and Parks Director, and it is their recommendation to award the contract to Discount Tree Sales.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to transfer up to \$8,720 from the 2021 Ingham County Contingency Fund to enter into a contract with Discount Tree Sales in an amount not to exceed \$8,720 for planting 9-12 (depending on spacing) Red Cedar trees on the ridge, two larger Norway Spruce along the fire lane, and moving one existing Norway Spruce to a different location at the Ingham County Medical Care Facility.

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 11a

TO: Board of Commissioners Human Services, County Services, and Finance Committee
FROM: Linda S. Vail, Health Officer
DATE: October 07, 2021
SUBJECT: Authorization to convert Accountant – CHC to Finance & Grant Analyst position
For the meeting agendas of November 1, November 2 and November 3, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to convert a vacant Community Health Center (CHC) Accountant position #601537, to a Finance & Grant Analyst, effective upon approval. This conversion will increase the CHC's capacity and resources in support of CHC operations. This conversion has been approved by Human Resources the Ingham County Employee Association (ICEA) County Professionals Union.

ALTERNATIVES

ICHD could choose to leave the position of a CHC Accountant as is, but the skill set required does not match the duties, which are better aligned with the Finance & Grant Analyst position.

FINANCIAL IMPACT

The CHC Accountant position is categorized as an ICEA – Prof 07 (\$54,222.00 - \$65,091.67) and the Finance & Grant Analyst is categorized as an ICEA – Prof 07 (\$54,222.00 - \$65,091.67). This conversion will have no impact on ICHD's FY '22 budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorizes the conversion of Position #601537 from a CHC Accountant to a Finance & Grant Analyst position with no financial impact and will be effective upon approval.

Agenda Item 11a

TO: Eric Thelen, CFO
FROM: Beth Bliesener, Human Resources
DATE: 10-6-2021
RE: Memo of Analysis for converting position number 601537

The Health Department would like to convert position number 601537.

1. Position number 601537 is an Accountant - CHC, which is currently vacant.
2. The Health Department would like to convert vacant position 601537 from an Accountant - CHC, ICEA County Pro grade 07 to a Finance and Grant Analyst, determined to be an ICEA County Pro grade 07.

I have sent the ICEA chair notice and they support converting the position. I have attached their response.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

Eric Thelen

From: Desiree Cook
Sent: Wednesday, October 6, 2021 9:01 AM
To: Elisabeth Bliesener
Cc: Joan Clous
Subject: RE: Would like approval to update and convert a position

Approved.

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, October 6, 2021 8:16 AM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Would like approval to update and convert a position

Good Morning Desiree,

Currently the Health Department has an open Accountant CHC, they would like to convert the position to a Finance Grant Analyst.

Previous to the Accountant position was a Ryan White Finance and Grant Specialist but we converted to an Accountant they have now realized the Account JD does not fit to explain the work the position would be doing. They would like to convert it back to a Finance Grant Analyst as we updated the old JD.

The updated Finance Grant Analyst we pointed out to be a ICEA County Pro 07, (they updated the previous JD they had Ryan White Finance and Grant Specialist ICEA County Pro 06)

Do you approve to convert the position and to update the job description?

Let me know if you have questions.

1st attachment – Updated JD they would like to convert to – Finance Grant Analyst

2nd attachment – Previous JD

3rd attachment – Currently what the position is.

Thanks,
Beth

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCE & GRANT ANALYST

General Summary:

Under the supervision of the Finance Coordinator, in a cross-functional capacity, monitors grant compliance and analyzes financial data in order to manage all aspects of the Ryan White grant program and report on the financial status of the multiple grants within the program as well as each project's finances. Ensure payments are posted within the individual RW program areas appropriate accounts, allocate site specific expenses, calculate drawdowns, and manage payroll cost category calculations for each grant. Processes complex Grant required Ryan White reports, including line item budget and narrative reports, allocation reports, expense reports, and a complex reporting tool with specific cost categories related to each Grant. Maintain separate spreadsheet specific to the patient revenue, including Ryan White 340B revenue and non-grant related expenses. Assist staff with the reconciliation of 340B pharmacy revenue specific to each program.

Essential Functions:

1. Performs financial and accounting tasks, including journal entries, account corrections, review invoices, payroll, purchasing requisitions, and provide charging allocations.
2. Design and implement a systematic method for compiling, collecting, organizing, analyzing and disseminating required documentation and information needed for programmatic, administrative, clinical and financial reporting, invoicing, grant solicitations, and audits/site visits. Evaluate the effectiveness and efficiency of the RW programs.
3. Query data from the Electronic Health Records system and CareWare system to import into excel, verify the accuracy and produce report and articulate and explain results, issues, and exceptions.
4. Contributes to and participates in the development of the annual operating CHC budget. Assists with monitoring and tracking budget outcomes including revenue and expense projections on a monthly, quarterly, and annual basis.
5. Develop and manage Ryan White complex budgets within various cost categories. Develop and manage grant and department budgets. Attend grant meetings, submit initial grant budget and/or amended grand budgets. Conducts periodically scheduled grant accounting for various divisions. Prepares expense spreadsheets, comparing grant expense to the annual budget, and prepares grant-related financial reports.
6. Attend Ryan White grant meetings and, based on programmatic changes, submit initial grant submission budget and/or amend budgets. Provide programmatic and technical support to the RW Program Manger to determine service outcome measures. Develops a working relationship with the RW Program Manager and provides month end accounting reports to the Manager for each grant and program and review with the Manager.
7. Process Ryan White grant allocation and expense reports using excel spreadsheets. These reports serve as a reference to determine how grant recipients allocate and subsequently expend funds in each budget period. Also participates in Ryan White grant reporting, including monthly, quarterly, and annual reports for funders as requested.

8. Participate in the Ryan White site visit audits every year to answer questions from reviewers related to the budget and use of program funds.
9. Report to Finance Coordinator the monthly Ryan White 340B revenue and other patient revenue and associated non-grant related expenses. Assist 340B Coordinator with the 340B reconciliation of each RW-related pharmacy revenue.
10. Reviews Ryan White staff time cards and compare to Ryan White budgets and calculate adjustments.
11. Review Ryan White related contracts and ensure invoices are processed accordingly, track contract expenditures and ensure renewals are processed.
12. Monitor individual Ryan White program expenses and ensure processing to the correct accounts. Monitor Ryan White program compliance for awarded grants and report findings to appropriate staff.
13. Coordinates the preparation and presentation of identified Ryan White grant opportunities in accordance with timelines and funding requirements. Gathers necessary information from staff for grant writing and reporting purposes. Includes collaborating with accounting staff and grants coordinator for budget developments.
14. Maintains all aspects of the internal Ryan White grant support system. Develop and interpret information to assist management with decision making, policy formulation, and managerial functions.
15. Prepares various financial and service reports as required by funders and program staff. Ensures financial compliance with reporting requirements and program needs.
16. Assists in gathering pertinent information and preparing Ryan White resolutions and contracts.
17. Attends Ryan White monthly monitoring meetings and external meetings as designated.
18. Performs various Ryan White departmental accounting tasks. Tracks departmental revenues and expenditures. Prepares statements, bills, and invoices. Resolves accounting discrepancies. Creates and monitors accounting reports.
19. Serves as administrative liaison between departments Finance Coordinator, Grant Coordinator, and 340B Coordinator. Responsible for grant writing segments, analysis, and compliance along with proofreading documents.
20. Tracks financial data and assists the Finance Coordinator in preparing reports. Develop reporting mechanisms to extract data for various grants, service delivery and program requirements, analyzes this data and generates grant-specific related reports under various grant cycles within the fiscal year.

Other Functions

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

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

Employment Qualifications

Education: A Bachelor's Degree in business, information science, engineering, or data management field with Electronic health records experience preferred.

Experience: Prefer 1 year of experience with project and grant pre-award and post-award accounting.

Other Requirements: A strong working knowledge of spreadsheets, pivot tables, or database applications.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to enter and retrieve information from computer.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to use a step stool to reach supplies.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this 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.)

Working Conditions:

- Works in a standard office setting
- Conduct some work at various Health Center Locations within the County
- Must attend meetings and seminars throughout the County and state.

October 2021
ICEA County Pro 07

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT POSITION #601537 FROM A CHC ACCOUNTANT
TO A FINANCE & GRANT ANALYST POSITION**

WHEREAS, Ingham County Health Department's (ICHHD) Ingham Community Health Centers (CHC) wish to convert position #601537 from a CHC Accountant position to a Finance & Grant Analyst position; and

WHEREAS, the conversion will enable ICHHD's CHCs to increase capacity and resources to support CHC operations; and

WHEREAS, the salary cost of a CHC Accountant (ICEA – Professional 7) ranges from \$54,222.00 - \$65,091.67 and the salary cost of a Finance & Grant Analyst (ICEA – Professional 7) ranges from \$54,222.00- \$65,091.67; and

WHEREAS, the cost of this conversion is budget neutral; and

WHEREAS, this conversion is supported by Ingham County's Human Resources Department; and

WHEREAS, this conversion has been approved by the Ingham County Employee Association (ICEA) County Professionals Union; and

WHEREAS, the Ingham County Health Center Board of Directors supports converting a CHC Accountant Position #601537 to a Finance & Grant Analyst with no financial impact and will be effective upon approval; and

WHEREAS, the Health Officer supports converting position #601537 from a CHC Accountant to a Finance & Grant Analyst with no financial impact and will be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Position #601537 from a CHC Accountant (ICEA – Professional 7) to a Finance & Grant Analyst (ICEA – Professional 7) effective upon approval of this resolution.

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

Agenda Item 11b

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: October 08, 2021
SUBJECT: Authorization to reclassify the Clinical Services Manager Position
For the Meeting Agendas of November 1, November 2 and November 3, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to reclassify the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40 and to be effective upon approval. This reclassification will increase alignment, compliance and effectiveness in support of Community Health Center (CHC) clinical operations. This reclassification has been reviewed and approved by Ingham County's Human Resource Department.

ALTERNATIVES

If the position is left unchanged, clinical facets of CHC operations will continue to go without adequate support, which results in exposing the CHC to potential lapses in clinical quality and care.

FINANCIAL IMPACT

The Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79). The financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the CHC's operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40, and to be effective upon approval.

Agenda Item 11b

TO: Kris Drake, Deputy Health Office/Executive Director
FROM: Joan Clous, Human Resources Specialist
DATE: October 1, 2021
RE: Support for Reclassification: Clinical Services Manager

Per your request, Human Resources has reviewed the classification titled Clinical Services Manager.

After analysis, the reclassification has a community of interest with the MC and is appropriately compensated at a MC salary range 12 (\$75,076.87 to \$90,111.79).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the next step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

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

**INGHAM COUNTY
JOB DESCRIPTION**

CLINICAL SERVICES MANAGER, COMMUNITY HEALTH CENTER

General Summary:

Under the supervision of the Medical Director/Chief Medical Officer, the Clinical Services Manager oversees the clinical operation of the Community Health Center (CHC). Provides oversight to the implementation of care standards, as set by the Medical Director/Chief Medical Officer, including clinical quality improvement and assurance efforts, and development and implementation of clinical policies and procedures. Analyzes medical workflow and provides clinical staff education to ensure that programs operate in accordance with various recognition and quality standards, including Patient Centered Medical Home, Meaningful Use, HEDIS and UDS reporting. Works under the direction of the Medical Director/Chief Medical Officer to implement and ensure clinical compliance with local, state and federal standards, Community Health Center policies, procedures, protocols, and funding requirements. Represents the CHC at select meetings.

Essential Functions:

1. Develops, implements, evaluates and updates clinical support staff workflow and processes. Works under the direction of the Medical Director/Chief Medical Officer to ensure clinical services are offered in a standardized, compliant and evidenced based fashion, and meet various quality and recognition standards, including Patient Centered Medical Home, Meaningful Use, HEDIS and UDS clinical reporting.
2. In partnership with CHC Site Managers, coordinates the activities of the Charge Nurses within the CHC to ensure they are supporting standardized clinical workflow and evidence-based clinical (including nursing) practices within their site. Coordinates all clinical staff education processes in conjunction with the Clinical Educator, and at the direction of the Medical Director/Chief Medical Officer, to ensure regulatory compliance, implementation of standardized best practices and individual staff proficiency for required job duties.
3. Under the direction of the Medical Director/Chief Medical Officer, oversees and directs clinical quality, including staff of the clinical quality program: The Quality Improvement Coordinator, the Clinical Data Coordinator and the Quality Assurance Technician. Assists staff in tracking and reporting program outcomes and ensures that the clinical quality program is aligned with established programs, clinical standards and guidelines, grant and/or contract requirements. Coordinates quality assurance (QA) for the CHC, developing policies, procedures and measuring program outcomes and activities.
4. Under the direction of the Medical Director/Chief Medical Officer, develops lab policy and performance guidelines.
5. Under the direction of the Medical Director/Chief Medical Officer, develops and maintains a standardized Care Coordination program throughout the CHC.
6. Performs personnel management functions for assigned staff. Oversees the interviewing, selection and training of staff within their area of responsibility. Evaluates work assignments, processes and efficiencies. Reviews staff performance and addresses performance deficiencies through the approved disciplinary process.
7. In conjunction with CHC Site Managers, ensures that all medical equipment is tracked and adequately maintained to ensure regulatory compliance. Evaluates new equipment and recommends purchases as appropriate. Coordinates staff training on equipment as required. Manages medical supply selection and purchases for maximum standardization and cost efficiency.
8. Participates in professional development activities to keep current with trends and practices in primary and specialty care (conferences, journals, professional organizations). Attends local, state, regional and national conferences, and local community events, specific to community health centers as requested.

Other Functions:

1. Performs other duties as assigned
2. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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

Employment Qualifications:

Education: A Bachelors' Degree in Nursing is required. A Master's Degree in Public Health, Nursing, Health Administration or a related field is preferred.

Experience: A minimum of 5 years of ambulatory or outpatient clinic experience in a clinical supervisory capacity is required. Previous federally qualified health center experience preferred.

Other Requirements: A current licensure with the State of Michigan as a Registered Nurse. Basic Life Support certification is required. A working knowledge of Electronic Health Records, word processing, spreadsheet and database software is required.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this 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)

Working Conditions:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

September 16, 2021
MC

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE CLINICAL SERVICES MANAGER POSITION

WHEREAS, Ingham County Health Department (IChD) wishes to reclassify the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40, and to be effective upon approval; and

WHEREAS, this reclassification will increase alignment, compliance and effectiveness in support of Community Health Center (CHC) clinical operations; and

WHEREAS, the Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79); and

WHEREAS, the financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the CHC's operating budget; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department; and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer support reclassifying the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40 and will be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reclassification of the vacant Clinical Services Manager position #601245 from a MC 11 (\$69,923.85 - \$83,930.39) to a MC 12 (\$75,076.87 to \$90,111.79) effective upon approval of this resolution.

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

TO: Ingham County, County Services and Finance Committees
FROM: Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board
DATE: October 19, 2021
SUBJECT: Resolution authorizing closing conservation easement deeds on the Launstein/Boyko #1; Launstein/Boyko #2 and Hewitt Properties.

BACKGROUND

The Farmland and Open Space Preservation Board received applications for the 2020 cycle from May 1 to July 31, 2020. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2020 Farmland and Open Space selection criteria. The Board of Commissioners approved resolution #21-067 approving the ranking of the 2020 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties

In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, the Launstein/Boyko and Hewitt properties, were recommended for purchase by the Purchasing Department.

FINANCIAL IMPACT

The FOSP Board has money in the budget to close on the two properties and cover all closing costs.

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>	<u>Landowner Donation</u>
LAUNSTEIN/BOYKO #1	439.03	\$1,041,000	
LAUNSTEIN/BOYKO #2	196.28	\$ 486,000	
HEWITT	46	\$ 100,000	\$35,000

STRATEGIC PLANNING IMPACT

Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Purchasing Conservation Easement Deeds on these five properties will further that goal.

RECOMMENDATION

It is the recommendation of the Farmland and Open Space Preservation Board to approve purchasing Conservation Easement Deeds on the two above listed properties.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON LAUNSTEIN/BOYKO #1, #2, AND HEWITT PROPERTIES

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Board of Commissioners established promoting environmental protection, smart growth and conservation as overarching and long-term priorities; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2020 cycle and of which, said rankings were approved by Resolution #21-067; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Launstein/Boyko#1, Launstein/Boyko #2, and Hewitt properties at a price not to exceed the amount listed in the chart below:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>	<u>Landowner Donation</u>
LAUNSTEIN/BOYKO #1	439.03	\$1,041,000	
LAUNSTEIN/BOYKO #2	196.28	\$ 486,000	
HEWITT	46	\$100,000	\$35,000

BE IT FURTHER RESOLVED, that the County 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 13a

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

FROM: Deb Fett, CIO

DATE: 10/18/2021

SUBJECT: Core Technology Multibridge/Talon Renewal
For the agendas of November 2nd, November 3rd, and November 9th.

BACKGROUND

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff’s Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. This year the support expires on November 30, 2021.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$6,257 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 for Core Technology to renew support of the Multibridge/Talon software in the amount of \$6,257.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expires on November 30, 2021; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the invoice for the renewal of support from Core Technology in the amount not to exceed \$6,257.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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

TO: Board of Commissioners

FROM: Deb Fett, CIO

DATE: 10/19/2021

SUBJECT: Consulting Hours from Sentinel Technologies
For the meetings of November 2nd, November 3rd, and November 9th

BACKGROUND

Ingham County has previously worked with Sentinel Technologies on other projects and also to provide us with on call hours for support. Innovation and Technology would like to use Sentinel to assist with a network configuration project to allow us to retire a software that has been rendered redundant now that our main connectivity software has been certified for use with Law Enforcement Information Network (LEIN) data.

ALTERNATIVES

We could continue with our current product and pay the annual fees every year. While it is only \$4,000 per year, it will need to be paid as long as we continue to use it.

FINANCIAL IMPACT

The funding for the \$6,930 will come from the County's Network Consulting Fund #636-95800-802000. Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization. Master Agreement Number NVP #AR3227, Participating Addendum for Michigan #210000001333.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective to enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of Consulting Hours from Sentinel Technologies.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF CONSULTING HOURS FROM
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County has the opportunity to reduce our costs for software by eliminating a redundant application while maintaining compliance; and

WHEREAS, ITD has worked with Sentinel Technologies in the past and is pleased with their support and finds them to be a reasonable and efficient option for configuring said software to meet our needs; and

WHEREAS, the requested amount of \$6,930 is available in the 2021 budget; and

WHEREAS, Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization which provides the best pricing available to Ingham County and is the vendor of choice for providing these services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing support hours from Sentinel Technologies in the amount not to exceed \$6,930.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund Consulting account (636-25810-802000).

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.

Agenda Item 14

TO: Board of Commissioners, County Services and Finance Committees

FROM: Carl Langham, Director of Operations ICRD

DATE: October 13, 2021

SUBJECT: Extension of RFP #21- 150: 29A Blast Furnace Slag, with Yellow Rose Transport.

For the meeting agenda of November 2nd and 3rd

The purpose of this correspondence is to support the attached resolution to extend the 2021 RFP # 21-150, to purchase 29A and 3/8 #4 blast furnace slag for the scheduled 2022 chip seal program and various other road maintenance operations.

The Road Department annually applies approximately 17,000 tons of 29A and 3/8 #4 blast furnace slag that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip sealing and various other road maintenance operations.

Blast furnace slag is in high demand, with the current competitive construction market and the ability to extend and lock in the 2021 pricing for the 2022 season is very appealing. The Road Department currently has 5,000 tons of blast furnace slag in stock and will need to purchase 12,000 tons of slag to have sufficient materials for the budget 2022 chip seal program.

The Road Department's adopted 2022 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for 29A and 3/8's #4 blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #21-150 in 2021, and it is their recommendation, with concurrence of Road Department staff, to extend this bid and purchase 29A and 3/8 #4 blast furnace slag on an as-needed, unit price per ton basis from:

Yellow Rose Transport Inc., 29A Blast Furnace Slag at \$38.95 a ton, with an estimated quantity of 6,000 tons delivered to the ICRD Eastern facility, 5,000 tons of 29A slag delivered to the Western facility at \$38.00 a ton, and 1,000 tons of 3/8 #4 at \$41.00 a ton delivered to Metro facility.

Yellow Rose Transport was awarded the 29A and 3/8 #4 blast furnace slag Bid per RFP #21-150 in 2021, based on the lowest bid which meets the 29A and 3/8 #4 blast furnace slag specifications. The 29A blast furnace slag will be delivered to the ICRD Western and Eastern facilities in 2022.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department's 2022 seasonal supply of 29A and 3/8 #4 blast furnace slag by extending RFP 21-150.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
2021 SEASONAL REQUIREMENT OF SLAG**

RESOLUTION #21 – 150

WHEREAS, the Road Department plans to purchase approximately 16,800 tons of 29A and 3/8's x #4 blast furnace slag and 800 tons of 29A steel slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in Road Department chip-sealing program and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2021 budget includes controllable expenditures and funds for these materials and other maintenance material purchases; and

WHEREAS, bids for 29A, 3/8's x #4 blast furnace slag and 29A steel slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #26-21, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchases on an as-needed, unit price per ton basis; and

WHEREAS, a blanket purchase order shall be processed with materials delivered to the three Road Department locations based on availability of required materials, with preference based on lowest qualifying bid unit price per ton; and

WHEREAS, it is the recommendation of the Purchasing Department and Road Department to purchase 29A and 3/8 x #4 blast furnace slag from Yellow Rose Transport and 29A steel slag from Sunrise Aggregates, delivered to the three Road Department district garages.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchases on an as-needed, unit price per ton basis, based on availability of required material, with preference based on lowest qualifying bid unit price per ton and quality of material from:

	29A Blast Furnace Slag, delivered to the Western Garage	29A Blast Furnace Slag, Delivered to the Eastern Garage	3/8 x #4 Blast Furnace Slag or equivalent, delivered to the Metro Garage	29A Steel Slag delivered to the Eastern Garage
Yellow Rose Transport	\$38.00 per ton	\$38.95 per ton	\$41.00 per ton	
Sunrise Aggregates (local vendor)				\$25.75 per ton

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

COUNTY SERVICES: Yeas: Stivers, Celentino, Grebner, Sebolt, Slaughter, Peña
Nays: None **Absent:** Naeyaert **Approved 03/16/2021**

FINANCE: Yeas: Grebner, Tennis, Crenshaw, Polsdofer, Stivers, Schafer, Maiville
Nays: None **Absent:** None **Approved 03/17/2021**

From: [Ray Denhof](#)
To: [Bobbie Mayes](#)
Subject: 2022 29A Slag
Date: Tuesday, October 12, 2021 1:49:33 PM

Bobbie

Yellow Rose Transport is willing to extended its 2021 29A Slag Delivered prices into the 2022 season as follows

Western Garage 6,000 ton 38.00/ton
301 Bush St Mason

Eastern Garage 10,000 ton 38.95/ton
1335 East Howell Rd
Williamston

With this extension Yellow Rose will make every effort to have all material in by June 31st. Ingham County will allow us to start hauling in early spring and on Saturdays as needed. Although currently we do not see any issue with obtaining this goal we cannot guarantee it.

--

Ray Denhof
Yellow Rose Transport

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION OF RFP #21-150, WITH YELLOW ROSE
TRANSPORT FOR THE 2022 SEASONAL REQUIREMENT OF 29A and 3/8 #4
BLAST FURNACE SLAG**

WHEREAS, the Road Department annually purchases 29A and 3/8 #4 blast furnace slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2022 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A and 3/8 #4 blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #26-21 in 2021, and it is their recommendation, with the concurrence of the Road Department, to extend the RFP #21-150 and purchase on an as-needed, unit price per ton basis for the 2022 seasonal supply; and

WHEREAS, a purchase order shall be processed, with materials delivered to Road Department facilities based on unit price per ton and a quantity not to exceed \$465,000; and

WHEREAS, it is the recommendation of the Purchasing Department and the Road Department to purchase 29A and 3/8's #4 blast furnace slag from Yellow Rose Transport Inc., delivered to the ICRD Eastern, Western, and Metro facilities, and purchase on an as-needed, unit price per ton basis.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid extension for the 2022 seasonal supply, and authorizes the purchase of 29A and 3/8's #4 blast furnace slag on an as-needed, not to exceed \$465,000, on a unit price per ton basis to:

Yellow Rose Transport Inc., 3531 Busch Driver SW, Grandville, MI 49418, 29A blast furnace slag at \$38.95 a ton, with an estimated quantity of 6,000 tons delivered to the ICRD Eastern facility, 5,000 tons of 29A slag delivered to the Western facility at \$38.00 a ton, and 1,000 tons of 3/8 #4 at \$41.00 a ton delivered to Metro facility.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute the purchase orders with Yellow Rose Transport, to purchase 29A and 3/8 #4 blast furnace slag as needed and budgeted.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 19, 2021
SUBJECT: Resolution to Approve UAW TOPS Unit Medical Assistant Reclassification Requests
For the meeting agendas of November 2 and November 3

BACKGROUND

An agreement has been reached between Ingham County and United Automobile, Aerospace, Agricultural Implement Workers of America Ingham County Unit Local 2256 (UAW TOPS) through December 31, 2021 for a collective bargaining agreement which includes a process for submission of reclassification requests and the Human Resources Department has executed the process for reclassification requests for employees in the unit. The reclassification requests were processed in a manner consistent with the collective bargaining agreement and the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached Resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the county's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve UAW TOPS Unit Medical Assistant Reclassification Requests.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS UNIT MEDICAL ASSISTANT RECLASSIFICATION REQUESTS

WHEREAS, an agreement has been reached between Ingham County and United Automobile, Aerospace, Agricultural Implement Workers of America Ingham County Unit Local 2256 (UAW TOPS) for a collective bargaining agreement through December 31, 2021 which includes a process for submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests for Medical Assistants in the unit; and

WHEREAS, the reclassification requests were processed in a manner consistent with the collective bargaining agreement; and

WHEREAS, the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
601103	Medical Asst. I	Move from UAW D to UAW F
601104	Medical Asst. I	Move from UAW D to UAW F
601112	Medical Asst. I	Move from UAW D to UAW F
601153	Medical Asst. I	Move from UAW D to UAW F
601107	Medical Asst. I	Move from UAW D to UAW F
601108	Medical Asst. I	Move from UAW D to UAW F
601109	Medical Asst. I	Move from UAW D to UAW F
601528	Medical Asst. I	Move from UAW D to UAW F
301210	Medical Asst. I	Move from UAW D to UAW F
301225	Medical Asst. I	Move from UAW D to UAW F
601522	Medical Asst. I	Move from UAW D to UAW F
601185	Medical Asst. I	Move from UAW D to UAW F
601192	Medical Asst. I	Move from UAW D to UAW F
601499	Medical Asst. I	Move from UAW D to UAW F
601465	Medical Asst. I	Move from UAW D to UAW F
601451	Medical Asst. I	Move from UAW D to UAW F
601365	Medical Asst. I	Move from UAW D to UAW F
601387	Medical Asst. I	Move from UAW D to UAW F
601392	Medical Asst. I	Move from UAW D to UAW F
601407	Medical Asst. I	Move from UAW D to UAW F
601408	Medical Asst. I	Move from UAW D to UAW F

TOTAL:

287,899.78

BE IT FURTHER RESOLVED, that the reclassifications are effective the first full pay period following the date of submission to the Human Resources Department.