

CHAIRPERSON
DALE COPELGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
ANDY SCHOR
MARK GREBNER
VICTOR CELENTINO
DEBBIE DE LEON
DON VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 3, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 20, 2012 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Family Center Advisory Committee and Rick Terrill - Presentation on Proposed Plans for Renovating the Ingham County [Family Center](#)
2. Fair Board
 - a. Resolution to Amend the Ingham County Fair Board [By-Laws Article II](#), Section VII Executive Director (aka Fair Manager) Duties and Responsibilities
 - b. Resolution to Amend the Ingham County Fair Board [By-Laws Article III](#) Organization - Duties and Responsibilities of the Board
 - c. Resolution to [Transfer Funds](#) from Hotel Motel Tax Fund to Fair Capital Improvement Account
3. Facilities Department
 - a. Resolution Authorizing Entering Into an Agreement with [Nelson Trane](#) for the Purpose of Upgrading our Existing Tracer Summit System Building Control Units to the Latest Version at the Veterans Memorial Courthouse
 - b. Resolution Awarding a Contract to [Shaw-Winkler](#) for the Replacement of the Last Sectional Boiler at the Ingham County Jail
 - c. Resolution Authorizing a Contract with [Teachout Security Services, Inc.](#) for Uniformed Unarmed Guard Services at Various County Facilities
4. Health Department
 - a. Resolution to Authorize [Amendment #2](#) to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - b. Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure

5. Management Information Services
 - a. Resolution to Approve the Renewal of the Hardware Maintenance Agreement from [Service Express](#), Incorporated
 - b. Resolution to Approve the Purchase Annual Maintenance of the EMC Celerra NS20 Storage Area Network (San) from [Logicalis](#)

6. Board of Commissioners
 - a. Resolution Designating April 18, 2012 as "[Holocaust Remembrance Day](#)" in Ingham County
 - b. Road Commission Ethics Complaint (*No Materials*)

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.

COUNTY SERVICES COMMITTEE
March 20, 2012
Minutes

Members Present: Dianne Holman, Mark Grebner, Victor Celentino, Debbie De Leon, and Don Vickers

Members Absent: Andy Schor

Others Present: Becky Bennett, Board Chairperson Copedge, Steve Dougan, Mary Lannoye, Travis Parsons, Michelle Rutkowski, James Hudgins, Rich Estill, Richard McNaulty, Stan Shuck, James Dravenstatt-Moceri, Greg Harless, Glenn Freeman, Tom Gamez, and others.

The meeting was called to order by Chairperson Holman at 6:03 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the March 6, 2012 Minutes

The March 6, 2012 Minutes were approved as submitted.

Additions to the Agenda

2. Substitute - 55th District Court/Sheriff’s Office - Resolution to Eliminate a Court Officer Position in the 55th District Court and to Authorize the Ingham County Sheriff’s Office to Provide the Court with Two Part-Time Deputies to Serve as Court Officers

5. Pulled - Health Department - Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

8. Late – Closed Session – Road Commission Complaint

(Comm. Grebner arrived at 6:04 p.m.)

Limited Public Comment

Stan Shuck, Vice-Chair of UAW 2256, expressed his concern that the City of Lansing is laying off several seasonal workers including those who mow lawns stating that is a violation of the mowing agreement between the City and Ingham County. In addition, it is his understanding that the City of Lansing is considering a contract with a company located in Detroit to mow lawns at a reduced rate. He also expressed his concern that the City of Lansing is allowing Jackson County inmates who have been convicted of operating a meth lab to work in the local parks. Mr. Shuck is worried about the safety of his grandchildren and other children.

Mr. Dravenstatt-Moceri provided the Committee with the Road Commission’s “Resolution #017-12”. He read the following: Now Therefore Be It Resolved by the “Board” that “ICRC” policy from this day forward shall be that the Managing Director shall oversee personnel management functions of employment interviewing and selection, training, assigning job duties, scheduling and evaluating job performance, and discipline and discharge of all “ICRC”

subordinate staff, including department directors, in compliance with applicable laws and board policies. Mr. Dravenstatt-Mocerri asked the Commissioners to allow the Road Commission to remain for one year then re-evaluate their performance.

Glen Freeman, Greater Lansing Labor Council, stated he is in support of the resolution Mr. Dravenstatt-Mocerri provided the Commissioners.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Sheriff's Office - Request to Waive the Hiring Freeze and the Hiring Delay for Two Open Deputy Positions
2. 55th District Court/Sheriff's Office - Resolution to Eliminate a Court Officer Position in the 55th District Court and to Authorize the Ingham County Sheriff's Office to Provide the Court with Two Part-Time Deputies to Serve as Court Officers
3. Facilities Department - Resolution Authorizing Entering into a Contract with DLZ Michigan, Inc. to Provide Architectural and Engineering Services for Exterior Repairs at the Ingham County Family Center and the Human Services Building Maintenance Garage
4. Purchasing
 - a. Resolution Authorizing an Agreement with Comerica, Inc. for the Procurement Card Program
 - b. Resolution Authorizing Renewing a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment
6. Board of Commissioners
 - a. Resolution Declaring March 31, 2012 as "Cesar E. Chavez Day" in Ingham County

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

6. Board of Commissioners
 - b. Women's Commission Appointments

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. CELENTINO, TO APPOINT ANNE KLEIN BARNA, LEAH BROOKS AND JENNIFER FLOOD TO THE WOMEN'S COMMISSION.

The Committee stated the decision was difficult and they were very impressed with all the applicants. The Committee made note that they would like to consider Connie Scarpone to fill the next vacancy.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

7. Controller's Office - Final Approval of the Road Commission Transition Plan (*Materials to be Distributed Under Separate Cover*)

The Committee asked to change the word "Final Approval" in the heading to the "Controller's Proposed" (Controller's Proposed Road Commission Transition Plan) because the public hearings have not yet occurred. Ms. Lannoye agreed to change the heading.

Ms. Lannoye stated that the only change from the memo presented at the last meeting, as directed by the Committee, was adding language under the heading "County Funding". The language added, in summary, states that the County Board will comply with Article IX Section 9 of the Michigan Constitution that transportation related fees and taxes must be spend on transportation purposes.

The Committee briefly discussed the Road Commission Resolution #017-12.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE POSTING THE CONTROLLER'S PROPOSED ROAD COMMISSION TRANSITION PLAN ON THE COUNTY'S WEBSITE.

The Commissioners discussed the required procedures and resolutions needed to adopt the Controller's proposed plan or adopt the plan with revisions. The Committee acknowledged the need to post a transition plan on the County website before the hearings to allow the public to better understand the intent of the Board of Commissioners and give them the opportunity to be heard.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

8. Closed Session – Road Commission Complaint

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSING AN ATTORNEY CLIENT COMMUNICATION.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE: YEAS, COMMISSIONERS HOLMAN, GREBNER, CELENTINO, DE LEON, AND VICKERS. NAYS, NONE. ABSENT: COMM. SCHOR.

The Committee returned to regular session.

The Committee decided to place this item on the agenda for the next County Services meeting.

Announcements

Ms. Lannoye informed the Committee she will not be at the next meeting; however, Mr. Cypher will be.

Public Comment

Tom Gamez, Road Commission Employee suggested the Commissioners discuss the future of the Finance and Purchasing positions including the unions. The Committee briefly discussed the Road Commission Purchasing Department.

The meeting adjourned at approximately 7:10 p.m.

Respectfully submitted,

Julie Buckmaster

APRIL 3, 2012 COUNTY SERVICES MEETING STAFF REVIEW SUMMARY

ACTION ITEMS

The Controller recommends approval of the following action items:

2(a). Fair Board - *Resolution to Amend the Ingham County Fair Board By-Laws Article II, Section VII Executive Director (Aka Fair Manager) Duties and Responsibilities.*

In December, 2011 the Board of Commissioners authorized a contract with Adjuvant, Inc., to provide management services for the Fair and appointed Patrick Buchen as the Fair Manager. The existing Fair Board by laws assume the Fair Manager is an employee of the County. The resolution allows for the possibility that the Fair Manager is hired through a contractual arrangement.

2(b). Fair Board—*Resolution to Amend the Ingham County Fair Board By-Laws Article III Organization—Duties and Responsibilities of the Board.*

The resolution amends the by-laws to authorize a per diem payment for Fair Board members that work during the week of the annual Fair.

2(c). Fair Board—*Resolution to Transfer Funds from the Hotel Motel Tax Fund to the Fair Capital Improvement Account.*

The projected available balance in the Hotel Motel Tax Fund is \$450,000 for fiscal year 2012. The resolution would transfer \$110,000 to the Capital Improvement budget of the Ingham County Fair. The funds would be used for the following: \$71,800 for 250 Sheep, Goat and Hog pens to eliminate over crowding, move sheep and goats to the Main Pavilion, move Beef and Dairy to Barns B and A respectively, move Poultry to the old Goat Barn and allow the Rabbits and Poultry to grow; also freeing up the Sheep barn that needs to be converted to an outdoor riding arena that will help us keep existing horse shows and grow that business; \$15,000.00 for top dressing the 6 horse arenas to satisfy the horse shows and eliminate low wet spots; \$1,200 to cover the fuel tanks per inspection and satisfy a mandated law per the Drain Commissioner's Office; and \$22,000.00 to purchase paint and the labor to start painting existing buildings.

3(a). Facilities—*Resolution Authorizing Entering into an Agreement with Nelson Trane for the Purpose of Upgrading our Existing Tracer Summit System Building Control Units for the Latest Version at the Veterans Memorial Courthouse.*

The resolution authorizes entering into an agreement with Nelson Trane, to replace necessary parts, to upgrade our existing tracer summit system building control units, which are proprietary to Trane, at the Veterans Memorial Courthouse. The building control units are used to control the heating and cooling system in the building. This upgrade will be performed for a total cost of \$13,192.00. Funds are available in the 2012 capital improvement budget (CIP).

3(b). Facilities—*Resolution Awarding a Contract to Shaw-Winkler for the replacement of the Last Sectional Boiler at the Ingham County Jail.*

The resolution authorizes awarding a contract to Shaw-Winkler for a cost of \$89,265 as well as a \$4,000 contingency, for a not to exceed cost of \$93,265, for the demolition, removal and replacement of the last sectional boiler at the Ingham County Jail. The condition of the existing boiler has deteriorated and is in need of replacement. Shaw Winkler is a local vendor and successfully matched the low bid of a non-local vendor. Funds are available within the CIP budget.

3(c). Facilities—*Resolution Authorizing a Contract with Teachout Security Services, Inc. for Uniformed Unarmed Guard services at Various County Facilities.*

The resolution authorizes entering into a 3 year contract with Teachout Security Services for the purpose of providing qualified private security guards to monitor the entry to the following locations: Human Services Building at 5303 S. Cedar St., Lansing, Michigan, the Veterans Memorial Courthouse at 313 W. Kalamazoo St., Lansing, Michigan, the Mason Courthouse at 341 S. Jefferson, Mason, Michigan, the 55th District Court at 700 Buhl St., Mason, Michigan, and the Ingham County Family Center at 1601 W. Holmes Rd., Lansing, Michigan. Teachout is our current vendor, was the low bidder and is a local vendor.

4(b). Health Department—*Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure*

This resolution will realign the administrative structure of the Health Department. The realignment is the direct result of the separation of the Health Officer and Medical Director responsibilities into distinct positions as required by the appointment of Dr. Canady as administrative Health Officer. This structure distributes administrative responsibilities across fewer managers, and utilizes the existing administrative and managerial capacity of the department. The total savings is approximately \$24,836. Please see the memorandum accompanying the resolution for further details.

5(a). Management Information Services—*Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated.*

The resolution authorizes a 3 year renewal agreement with Service Express in an amount not to exceed \$45,432. Service Express maintains critical hardware in our data center. The contract was bid out in 2011 and they were the low bidder.

5(b). Management Information Services—*Resolution to Approve the Purchase Annual Maintenance of the EMC Celerra NS20 Storage Area network (SAN) from Logicalis.*

The resolution authorizes a 12 month renewal agreement in the amount of \$8585.85.

Other Action items

4(a). Health Department—*Resolution to Authorize Amendment #2 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #2 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The second amendment shall increase the amount of the CPBC Agreement from \$4,669,784 to \$5,268,890 for a total increase of \$599,106. Included is a request to establish four new nurse positions as a part of the Nurse Family Partnership.

6(a). Board of Commissioners—*Resolution Designating April 18, 2012 as “Holocaust Remembrance Day” in Ingham County.*

6(b). Board of Commissioners—Ethics Complaint.

Agenda Item 1

To: Judiciary, County Service, and Finance Committees
From: Richard Terrill
Date: March 7, 2012
Re: Ingham County Family Center Proposed Renovation

I am requesting approval for Phase 2 construction and document stage so that documents can be prepared and put out for bid. Funds have already been approved per resolution #10-353 which awarded a contract to GAV, an Architectural & Engineering firm for a total cost not to exceed \$21,450.

1. Phase 1 – Conceptual Design Services Cost = \$5,500 (**Completed**)
2. Phase 2 – Construction Oversight Administration and Reimbursable Cost = \$15,950

The preliminary construction estimate ranges from \$550,000 to \$600,000. With your approval of the preliminary design we will proceed with putting the construction documents together and send them out to bid. Once bids are received, we will return with a recommendation to proceed with a qualified and experienced contractor which would include the actual cost of construction.

For your review we have a position paper attached and will give a presentation and overview of the proposed renovations.

Thank you in advance for your consideration.

Sincerely,

Rick Terrill

Ingham County Family Center Renovation Position Paper
Addendum (03/15/2011)

A plan to renovate the Ingham County Family Center was presented to the Judiciary Committee on February 11, 2010 and November 3, 2011. A plan was discussed to construct space for a “host” agency, as well as space for court staff that are currently located on the secure “Ingham Academy” portion of the Family Center. By doing so, the host agency would cover the operational cost of having the sanctuary open, as well as meet the community’s needs through programs targeted towards prevention and community outreach. Also discussed was that by moving court staff would allow for community agencies, who are currently working with the Ingham Academy, to have space to meet with clients in a therapeutic setting.

The ICFC Advisory Board Meeting held on January 3, 2011. The advisory board, which includes a member from the Community Coalition of Youth (CCY), discussed ways to bring other community agencies into the Ingham County Family Center, at little or no cost.

The following issues were discussed at the meeting:

- The two meeting rooms located on the lower level of the sanctuary space should not be factored into the square footage lease cost of the host agencies.
- Community agencies would be able to use the meeting rooms and sanctuary space on a limited basis, if there was a need.
- The ICFC Advisory Board could serve as an approval body to agencies who wish to use the space.
- The space could be available to all CCY members whose agencies provide programs that meet the Juvenile Justice Millage language.

The ICFC Advisory Board unanimously passed a motion to, “develop a process for approving use of CCY organizations to use the Family Center based on the following guidelines:”

- Agencies must have a direct impact on youth and/or families
- Agencies must meet millage language
- Agencies must be CCY members
- Agencies must be approved by the ICFC Advisory Board

Recommendation:

The Ingham County Family Center Advisory Board recommends that the Ingham County Board of Commissioners fully support the renovations proposed by the Ingham County Facilities Department.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
GAV ASSOCIATES, INC. TO PROVIDE ARCHITECTURAL & ENGINEERING SERVICES FOR
RENOVATIONS TO THE
INGHAM COUNTY FAMILY CENTER**

RESOLUTION #10-353

WHEREAS, the Ingham County Family Center Advisory Board recommended in February of this year, that the current unused space should be renovated to meet the short term and long term needs of the public; and

WHEREAS, the funds for this project are available through account number 264-66400-818000; and

WHEREAS, the Purchasing Department solicited bids for architectural and engineering services for the renovation of Ingham County Family Center and GAV Associates, Inc., a registered vendor, who was determined by the Purchasing and Facilities Departments to having submitted a responsive and responsible bid was the low bidder; and

WHEREAS, the project cost is \$21,000.00 plus \$450.00 for reimbursable expenses, for a total cost not to exceed \$21,450.00, to be paid from the fund balance of the Juvenile Justice Millage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to GAV Associates, Inc., 31471 Northwestern Highway, Suite 2, Farmington Hills, MI 48334-2575, to perform architectural and engineering services for the renovation of the Ingham County Family Center, for a cost of \$21,000.00 plus \$450.00 for reimbursable expenses for a total cost not to exceed \$21,450.00, to be paid from the fund balance of the Juvenile Justice Millage.

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

JUDICIARY: Yeas: Nolan, Bahar-Cook, Davis, Tsernoglou, Schafer, Dougan
Nays: None **Absent:** None **Approved 10/14/10**

COUNTY SERVICES: Yeas: Copedge, Schor, Celentino, Grebner, McGrain, Vickers
Nays: None **Absent:** None **Approved 10/19/10**

FINANCE: Yeas: Grebner, Tennis, Bahar-Cook, Schor, Holman, Dougan
Nays: None **Absent:** None **Approved 10/20/10**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE INGHAM COUNTY FAIR BOARD
BY-LAWS ARTICLE II, SECTION VII EXECUTIVE DIRECTOR (AKA FAIR MANAGER)
DUTIES AND RESPONSIBILITIES**

WHEREAS, the Board of Commissioners has hired a company to serve in the capacity of Fair Manager for the Ingham County Fair.

WHEREAS, the Fair Board recommends that the Fair Board By-Laws be amended to reflect this change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Fair Board By-Laws, Article II: Executive Director (aka Fair Manager) verbiage to read as follows:

The Executive Director shall be an employee of Ingham County and/or a Corporate entity may be contracted to perform the duties of Executive Director and shall:

1. Oversee and direct all fair grounds staff.
2. Perform such duties as may be assigned from by the Fair Board
3. Oversee and direct all phases of the Fair and facilities and off-season rentals.
4. Not be a member of the Fair Board
5. Prepare proposed budgets with cooperation of the Budget Capital Improvement Committee.
6. Submit a monthly financial report to the fair board.
7. Abide by county purchasing policies and procedures, as well as conduct orientations with Fair Board appointees on County Ethics, Purchasing, Living/Prevailing Wage, Equal Employment Opportunity Plan, Travel and Open Meetings Act Policies as appropriate, per Ingham County Board of Commissioners/ Resolution #06-115.
8. Perform duties provided in the Executive Directors' job description.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE INGHAM COUNTY FAIR BOARD BY-LAWS ARTICLE III
ORGANIZATION – DUTIES AND RESPONSIBILITIES OF THE BOARD**

WHEREAS, Ingham County has hosted the County Fair for 157 years; and

WHEREAS, the Fair plays an important role in the community and the County; and

WHEREAS, there is ambiguity regarding the responsibilities of the Fair Board members during the annual Ingham County Fair; and

WHEREAS, there is a limited budget to accomplish all the tasks associated with running the annual Fair; and

WHEREAS, the Fair Board is paid a stipend if they are present on the Fairgrounds during the annual Fair; and

WHEREAS, the Fair Board recommends that Article III of the Fair Board By-Laws - Organization – Duties and Responsibilities of the Board be amended to clarify the responsibilities of the Board during Fair week.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amend the Ingham County Fair Board By-Laws, Article III Organization – Duties and Responsibilities of the Board by adding the following language: Section IV: Working Responsibilities: The Board Members, while present on the Fairgrounds shall be deemed a working Board during the week of the Annual Fair.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO TRANSFER FUNDS FROM HOTEL MOTEL TAX FUND TO
FAIR CAPITAL IMPROVEMENT ACCOUNT**

WHEREAS, Ingham County has hosted the County Fair for 157 years; and

WHEREAS, the Fair plays an important role in the community and the County; and

WHEREAS, there is a reserved fund balance in the Motel Hotel Tax Fund of approximately \$325,000 at the end of 2011, with a projected 2012 available balance of approximately \$450,000 slated for the Ingham County Fair per State law and County ordinance; and

WHEREAS, there is currently a limited budget to accomplish all the Capital Improvement projects needed to maintain the County's assets at the Ingham County Fair; and

WHEREAS, there is a great need to satisfy our existing Horse business which represents approximately 65% of our Non-Fair Business and these steps are necessary to prepare for the restructuring of the existing Sheep and Junior Sheep barns into an outdoor exercise arena that leads into the Main Pavilion; and

WHEREAS, there is overcrowding in the Main Pavilion that could be a safety hazard because of the narrow aisles; and

WHEREAS, there has been an increase in Poultry and Rabbits primarily from the suburban/urban areas, but the existing facilities have dwarfed growth; and

WHEREAS, the current footprint for placing livestock, commercial exhibits and small animals could be improved to be more efficient and serve the species best; and

WHEREAS, the Beef Industry would like to implement an Open Beef Show at the Ingham County Fair and these steps are necessary to achieve that goal; and

WHEREAS, the Fair Board has approved at their March meeting to transfer \$110,000 of the Hotel/Motel Tax funds to the Fair's Capital Improvement account; and

WHEREAS, the monies will be used for the following: \$71,800 for 250 Sheep, Goat and Hog pens to eliminate over crowding, move sheep and goats to the Main Pavilion, move Beef and Dairy to Barns B and A respectively, move Poultry to the old Goat Barn and allow the Rabbits and Poultry to grow; also freeing up the Sheep barn that needs to be converted to an outdoor riding arena that will help us keep existing horse shows and grow that business; \$15,000.00 for top dressing the 6 horse arenas to satisfy the horse shows and eliminate low wet spots; \$1,200 to cover the fuel tanks per inspection and satisfy a mandated law per the Drain Commissioner's Office; and \$22,000.00 to purchase paint and the labor to start painting existing buildings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the transfer of \$110,000 from the Motel Hotel Tax Fund to the Capital Improvement budget of the Ingham County Fair Fund as detailed above.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 20, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH NELSON TRANE FOR THE PURPOSE OF UPGRADING OUR EXISTING TRACER SUMMIT SYSTEM BUILDING CONTROL UNITS, TO THE LATEST VERSION, AT THE VETERANS MEMORIAL COURTHOUSE**

The resolution before you authorizes entering into an agreement with Nelson Trane, to replace necessary parts, to upgrade our existing tracer summit system building control units, which are proprietary to Trane, at the Veterans Memorial Courthouse. The building control units are used to control the heating and cooling system in the building. This upgrade will be performed for a total cost of \$13,192.00.

The funds are available from the 2011 CIP line item 245-23399-931000-1FC12 which was approved for the replacement of the control units. The funds were carried over, to be used this year, along with funds from the 2012 CIP line item 631-26720-931000-2FC19, which was approved to complete the tracer summit system building control unit upgrade, at the Veterans Memorial Courthouse.

A line item transfer is requested, in the amount of \$5,192.00 from CIP line item 24523399-931000-1FC12 which has a budget of \$8,000.00 into CIP line item 63126720-931000-2FC19, also having a current budget of \$8,000.00, bringing the available funds to \$13,192.00.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH NELSON TRANE FOR THE PURPOSE OF UPGRADING OUR EXISTING TRACER SUMMIT SYSTEM BUILDING CONTROL UNITS TO THE LATEST VERSION AT THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the current tracer summit system building control units, at the Veterans Memorial Courthouse (VMC), used to control the heating and cooling system in the building, are in need of upgrading; and

WHEREAS, \$8,000.00 was approved in the 2011 CIP line item 24523399-931000-1FC12 to replace the control units at the VMC; and

WHEREAS, the current control units, proprietary to Trane, are approximately 10 years old, outdated, and are now due for a much needed upgrade, designed to bring our system up to today's building standards; and

WHEREAS, to complete this project, a line item transfer in the amount of \$5,192.00 is requested from CIP line item 24523399-931000-1FC12 which has \$8,000.00 in remaining funds, into the 2012 CIP line item 63126720-931000-2FC19 which was approved, for the completion of the tracer summit system building control unit upgrade, at the VMC, and also has a balance of \$8,000.00, bringing the total available funds, after the transfer, to \$13,192.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan 48507, to upgrade the existing tracer summit system building control units, located at the VMC, to the latest version, for a complete cost of \$13,192.00.

BE IT FURTHER RESOLVED, that a line item transfer be initiated, in the amount of \$5,192.00, from the 2011 CIP line item 24523399-931000-1FC12 into the 2012 CIP line item 63126720-931000-2FC19 which will bring the available funds to \$13,192.00.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SHAW-WINKLER TO REPLACE THE LAST SECTIONAL BOILER AT THE INGHAM COUNTY JAIL**

The resolution before you authorizes awarding a contract to Shaw-Winkler for a cost of \$89,265.00 as well as a \$4,000.00 contingency, for a not to exceed cost of \$93,265.00, for the demolition, removal and replacement of the last sectional boiler at the Ingham County Jail. The condition of the existing boiler has deteriorated and is in need of replacement.

Shaw-Winkler, who submitted the lowest responsive and responsible bid, was chosen, after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments. We are confident that Shaw-Winkler will provide us with the quality service we need to complete this project successfully.

The funds for this project are available in the Approved CIP line Item 24531199-931000-1FC02 which has a balance of \$107,000.00

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 22, 2012
SUBJECT: Bid Summary for Jail Boiler Replacement

Project Description:

Sealed bids were sought from experienced and qualified mechanical firms for the purpose of replacing a boiler at the Ingham County Jail. The scope of work includes, but is not limited to, disconnecting and abandoning existing boiler, installing a new boiler to match the remaining existing active boilers, and connecting power and controls to the new boiler as required for a complete and operable system.

An alternate to have the Contractor remove the current boiler after being disconnected was included.

Bid Summary:

Vendors contacted: 21 Local: 11
Vendors responding: 7 Local: 5

Table with 5 columns: Company Name, Base Bid, Alternate to Remove, Bid Total, Local. Rows include Myers Plumbing, Shaw Winkler, JE Johnson Inc, Pleune Service Co, Gunthorpe P&H, TH Eifert, and John E Green.

1Shaw Winkler, a local vendor, has agreed to match Myers’s bid, a non-local vendor, in accordance with the Local Purchasing Preference Policy.

Recommendation:

The Evaluation Committee recommends awarding a contract to Shaw Winkler in an amount not to exceed \$93,265 which is inclusive of \$4,000 for contingency for any unanticipated issues that may arise during the project. In addition to submitting a responsive bid, Shaw Winkler is a local vendor, is licensed, bonded and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chonicle, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO SHAW-WINKLER FOR THE REPLACEMENT OF THE LAST SECTIONAL BOILER AT THE INGHAM COUNTY JAIL

WHEREAS, the condition of the existing boiler at the Jail has deteriorated over time and is in need of replacement; and

WHEREAS, this project will include the demolition, removal and replacement of the existing boiler; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Shaw-Winkler, who submitted the lowest responsive and responsible bid, in the amount of \$89,265.000; and

WHEREAS, funds for this project are available in the approved CIP Line Item 24531199-931000-1FC02, which has a balance of \$107,000.00; and

WHEREAS, a contingency is being requested, in the amount of \$4,000.00, for any unforeseen circumstances that may arise, this bringing the total, to a not to exceed cost of \$93,265.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Shaw-Winkler, 4910 Dawn Avenue, East Lansing, MI, 48823, for the demolition, removal, and replacement of the existing sectional boiler, at the Ingham County Jail, for a cost of \$89,265.000.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a contingency of \$4,000.00 for any unforeseen circumstances that may arise.

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

MEMORANDUM

TO: Judiciary, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: March 21, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH TEACHOUT SECURITY SERVICES AT VARIOUS INGHAM COUNTY BUILDINGS**

The resolution before you authorizes entering into a contract with Teachout Security Services for the purpose of providing qualified private security guards to monitor the entry to the following locations: Human Services Building at 5303 S. Cedar St., Lansing, Michigan, the Veterans Memorial Courthouse at 313 W. Kalamazoo St., Lansing, Michigan, the Mason Courthouse at 341 S. Jefferson, Mason, Michigan, the 55th District Court at 700 Buhl St., Mason, Michigan, and the Ingham County Family Center at 1601 W. Holmes Rd., Lansing, Michigan.

The Purchasing Department has solicited interested, and qualified private and commercial vendors to submit proposals for unarmed, guarded services. Both the Purchasing and Facilities Departments recommend a three (3) year contract be awarded to Teachout Security Services. They not only submitted the lowest bid, they are a local vendor who have provided unarmed services to the county since 2007.

Funds for this contract are available within the appropriate 818000 contractual accounts.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: March 8, 2012
SUBJECT: Proposal Summary for Unarmed Security Services

Project Description:

This project sought proposals from qualified and experienced security firms for the purpose of providing unarmed security guard services at various County facilities for a period of three years with an option for a two-year extension.

Proposal Summary:

Vendors contacted: 18 Local: 4
Vendors responding: 11 Local: 4

Company Name	Local	Supervisor Billable Rate			Guard Billable Rate		
		2012	2013 ¹	2014 ²	2012	2013 ¹	2014 ²
Teachout	Y – Lansing	\$17.98	\$17.98	\$17.98	\$17.98	\$17.98	\$17.98
Paschal Security	Y – Lansing	\$19.17	\$19.32	\$19.52	\$17.42	\$17.50	\$17.72
DK Security	N – Grand Rapids	\$21.47	\$21.47	\$21.47	\$18.06	\$18.06	\$18.06
Advance Security	N – Southfield	\$20.38	\$20.38	\$20.38	\$19.74	\$19.74	\$19.74
Securitas Security	Y – Lansing	\$20.45	\$20.45	\$20.45	\$20.09	\$20.09	\$20.09
Continental Secret Service	N – Toledo	\$20.53	\$20.95	\$21.37	\$20.53	\$20.95	\$21.37
RSIG Security	N – Southfield	\$21.53	\$21.53	\$21.53	\$20.53	\$20.53	\$20.53
Guardian Guard	Y – Lansing	\$21.95	\$22.15	\$22.40	\$20.45	\$20.65	\$20.90
G4S	N – Livonia	\$22.26	\$22.95	\$23.65	\$20.11	\$20.11	\$20.11
Lardaria Security	N – Detroit	\$21.41	\$22.80	\$24.19	\$20.60	\$22.02	\$23.45
The DM Burr Group	N – Flint	\$24.49	\$24.49	\$24.49	\$21.54	\$21.54	\$21.54

¹The increase in the living wage rate (typically 3-5%) for 2013 will be added to these rates to determine with the total supervisor and guard billable rates.

²The total supervisor and guard billable rates for 2014 will be calculated by adding the 2013 total billable rates to the increase in the 2014 living wage rate.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Teachout Security based on its proposal dated February 28, 2012. Teachout is a local vendor, has been in business for 31 years, ensures its employees are properly screened prior to hiring, provides comprehensive training to its employees, insured, and has provided reliable, unarmed security services to the County since 2007.

Advertisement:

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH TEACHOUT SECURITY SERVICES, INC.
FOR UNIFORMED UNARMED GUARD SERVICES AT VARIOUS COUNTY FACILITIES**

WHEREAS, the current contract for guard services at the Human Services Building, Veterans Memorial Courthouse, 55th District Court, Mason Courthouse and Ingham County Family Center will expire on May 31, 2012; and

WHEREAS, the Purchasing Department has solicited interested and qualified private and commercial vendors to submit proposals for unarmed guard services for five (5) County facilities for a contract term of three (3) years starting June 1, 2012, this contract requires the payment of living wages; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year contract be awarded to Teachout Security Services, Inc. to provide unarmed guard services for the first year at a billable rate of \$17.98 per hour, the second and third years of the contract will be based on the living wage increase, typically 3-5% per year, which will be added to both the Supervisor and Guard billable rates; and

WHEREAS, the funds for this contract are available within the appropriate 818000 contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a three (3) year contract with Teachout Security Services, Inc., 416 Frandor Avenue, Ste. 103, Lansing, Michigan 48912 to provide unarmed guard services for the Human Services Facility, Veterans Memorial Courthouse, 55th District Court, Mason Courthouse and Ingham County Family Center.

BE IT FURTHER RESOLVED, that the first year of services will be invoiced at a billable rate of \$17.98 per hour, the second and third years of the contract will be based on the living wage increase.

BE IT FURTHER RESOLVED, that the agreement period will be effective June 1, 2012 through May 31, 2015, based on their proposal as recommended by the Purchasing and Facilities Departments.

BE IT FURTHER RESOLVED, 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.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, Health Officer

DATE: March 23, 2012

RE: Resolution to Authorize Amendment #2 to the CPBC Agreement for 2011-2012

This is a recommendation to authorize a Amendment #2 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Agreement is regularly amended to adjust funding levels and clarify terms and conditions. The Board of Commissioners authorized the 2011-2012 Agreement in resolution #11-283 and the first amendment to the Agreement in resolution #11-395.

The second amendment shall increase the amount of the CPBC Agreement from \$4,669,784 to \$5,268,890 for a total increase of \$599,106. The Amendment makes the following specific changes in the budget:

1. Increases support for Highly Targeted HIV Prevention by \$52,968 - increasing the total amount to \$105,936.
2. Increases funding for HIV/AIDS Care by \$137,500 – increasing the total amount to \$275,000.
3. Raises funding for HIV Prevention by \$87,190 – increasing the total amount to \$174,380.
4. Increases funding for STD Control by \$20,342 - increasing the total amount to \$44,998.
5. Increases support for TB Control by \$2,111 – increasing the total amount to \$21,973.
6. Raises funding for WIC Resident Services by \$21,300 – increasing the total amount to \$1,195,132.
7. Adds new funding for the Nurse Family Partnership Services in the amount of \$245,000.
8. Adds new funding for the Michigan Climate and Health Adaptation Program in the amount of \$15,000.
9. Adds new funding for the PRIME Local Learning Collaborative in the amount of \$5,200.
10. Adds new funding for the Asthma Control through Education and Environment project in the amount of \$12,495.

Most of these adjustments were anticipated in our FY 2012 budget. The funding of \$245,000 for the Nurse Family Partnership (NFP) was not anticipated in the 2012 budget and an adjustment needs to be made.

NFP is an intensive maternal and child health program that MDCH offers to select local health departments. The model used in NFP has been thoroughly researched and has been demonstrated to improve maternal and child health outcomes. In the 2011-2012 fiscal year, we will receive a total of \$300,000 in funding to support NFP. Full year funding for fiscal year 2012-2013 will be \$485,000. This funding requires us to hire four public health nurses to implement the program. The four positions will consist of four public health nursing positions in Public Health Services at the PHN ICEA Grade 3 pay grade (FY 2011 Rates \$54,385 - \$65,288). The funding also requires these staff and certain other staff already working on maternal and child health to travel out of state to attend trainings on the NFP model. In addition, the four public health nurses will require computers, software and peripherals. We are budgeting an amount of up to \$10,000 to cover these purchases.

The NFP will also be supported by additional revenue generated by the four nurses to be hired. The revenue will come from increases in Medicaid billing to the Maternal Infant Health Program and from Medicaid outreach dollars. The distribution of the cost of the four positions, travel, equipment and associated costs, against the funding in the CPBC and additional revenue is detailed in the attached spreadsheet.

The resolution also authorizes a subcontract with Public Sector Consultants to conduct a health impact assessment for the Climate and Health Adaptation Program.

I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment

Nurse-Family Partnership Sample Budget: 100 Families									
For start-up prior to 7/1/2012					Ingham County Health Department				
Personnel Costs									
<i>Figures are a national average, not a recommendation. Please use your own local salary figures.</i>									
						Increase/Year			
	Base Salary	Fringe Benefits				2.0%	2.0%		
		48%	Total	% Effort	May-Sept Year 1	Year 2	Year 3	Total	
Nurse Supervisor		\$ -	\$ -	90% / 50%	\$ -		\$ -	\$ -	
Nurse Home Visitor 1	65,288	31,338	\$ 96,626	100%	\$ 40,583	96,626	98,559	235,768	
Nurse Home Visitor 2	65,288	31,338	\$ 96,626	100%	\$ 40,583	96,626	98,559	235,768	
Nurse Home Visitor 3	56,928	27,325	\$ 84,253	100%	\$ 35,386	84,253	85,939	205,578	
Nurse Home Visitor 4	56,928	27,325	\$ 84,253	100%	\$ 35,386	84,253	85,939	205,578	
Data Entry/Support Person		-	\$ -	50%	\$ -		-	-	
Sub-Total (Personnel)					151,939	361,759	368,995	882,693	
CHD Administrative Cost Alloc 15.68% of personnel					23,824	56,724	57,858	138,406	
Administrative Costs (Please adjust to local costs)									
Office Supplies	\$ 371	per nurse	per year		623	1,514	1,544	3,681	
Client Support Materials	\$ 52	per family	per year		2,184	5,304	5,410	12,898	
Copies of forms/facilitators (B/	\$ 68	per family	per year		1,200	6,936	7,075	15,210	
Postage	\$ 6	per family	per year		252	612	624	1,488	
Computers w/ Software	\$ 1,650	Each NHV			6,600				
Computer Network Fees	\$ 52	per month			416	636	649	1,702	
Cellular Phones	\$ -	purchase one per nurse			-	-	-	-	
Cellular Usage Fees	\$ 360	per nurse	per year		605	1,469	1,498	3,572	
Medical & Program Supplies	\$ 412	per NHV Yr 1; half that Yrs 2 & 3			900	840	857	2,597	
Professional Development	\$ 515	per nurse	per year		1,800	2,101	2,143	6,044	
Mileage (20 trips/family/yr)	10	mi/trip	\$ 0.555 per mile		4,662	11,322	11,548	27,532	
Sub-Total (Administrative)					19,242	30,734	31,349	81,325	
Total Cost Personnel & Administrative					195,005	449,218	458,201	1,102,423	
NFP Services									
		Yr 1	Yr 2	Yr 3					
Start up fee		\$ 4,192			4,192			4,192	
NFP Data & Reporting System Set-Up		\$ 1,467			1,467			1,467	
Nurse Initial Education Tuition		\$ 4,069	per NHV		16,276	-	-	16,276	
Supervisor Initial Education Tuition		\$ 4,803	per Supv.		4,803	-	-	4,803	
Administrator Initial Education Tuition		\$ 480	per Administrator		480	-	-	480	
Number of Administrators who will attend		1							
Nurse Education Materials		\$ 517	per NHV and Supv.		2,068	-	-	2,068	
Technical Assistance		\$ 9,080			9,080			9,080	
New Fee Structure to Take Effect on Agency's First Contract Anniversary after July 1, 2012									
Program Support Fee			\$ 7,046	\$ 7,046		7,046	7,046	14,092	
Nurse Consultation Fee			\$ 8,447	\$ 8,447		8,447	8,447	16,894	
Total Cost Nurse-Family Partnership Services					38,366	15,493	15,493	69,352	
Nurse-Family Partnership Travel Costs (Airfare/Hotel/Meals)									
Travel: Agency to Administrator Education	\$ 1,100	per Administrator			1,100	-	-	1,100	
Travel: Agency to Education Unit 2	\$ 1,550	per NHV and Supv.			7,750	-	-	7,750	
Travel: Agency to Education Unit 4	\$ 1,050	per Supv.			1,050	-	-	1,050	
Travel: Supervisor to Annual Education	\$ 1,050	\$ 1,050	\$ 1,050		1,050	1,050	1,050	3,150	
Total Costs of Travel					10,950	1,050	1,050	13,050	
Additional Costs									
NCAS Materials	See narrative				1,138			1,138	
PIPE Materials	See narrative				2,695			2,695	
ASQ Materials	See narrative				950			950	
Dyadic Measurement Training	See narrative				5,870			5,870	
Edinburgh/PHQ-9 Training	See narrative				-			-	
HOME IT Assessment Materials	See narrative				75			75	
TOTAL ANNUAL BUDGET					\$ 255,049	\$ 465,761	\$ 474,744	\$ 1,195,553	

Revenue						
CPBC	Amount for 3rd year unknown. Assume 50%.		300,000	485,000	242,500	1,027,500
MIHP	Assume 45 clients @ 1.5 visits/mo.				127,170	127,170
Medicaid Outreach	Assume 90% of 50% match on half of budget.				106,817	106,817
TOTAL ANNUAL REVENUE			\$ 300,000	\$ 485,000	\$ 476,487	\$ 1,273,262

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2011-2012
COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

WHEREAS, the Michigan Department of Community Health (MDCH) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, MDCH and Ingham County have entered into a 2011-2012 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process as authorized by Resolution #11-283 and amended in #11-395; and

WHEREAS, MDCH has proposed a second amendment to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a second amendment to the 2011-2012 Comprehensive Planning, Budgeting, and Contracting Agreement with the Michigan Department of Community Health.

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall increase from \$4,669,784 to \$5,268,890 for a total increase of \$599,106.

BE IT FURTHER RESOLVED, that the total increase consists of the following specific changes to program budgets:

1. Increases support for Highly Targeted HIV Prevention by \$52,968 - increasing the total amount to \$105,936.
2. Increases funding for HIV/AIDS Care by \$137,500 – increasing the total amount to \$275,000.
3. Raises funding for HIV Prevention by \$87,190 – increasing the total amount to \$174,380.
4. Increases funding for STD Control by \$20,342 - increasing the total amount to \$44,998.
5. Increases support for TB Control by \$2,111 – increasing the total amount to \$21,973.
6. Raises funding for WIC Resident Services by \$21,300 – increasing the total amount to \$1,195,132.
7. Adds new funding for the Nurse Family Partnership Services in the amount of \$245,000.
8. Adds new funding for the Michigan Climate and Health Adaptation Program in the amount of \$15,000.
9. Adds new funding for the PRIME Local Learning Collaborative in the amount of \$5,200.
10. Adds new funding for the Asthma Control through Education and Environment project in the amount of \$12,495.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of four public health nursing positions in Public Health Services at the PHN ICEA Grade 3 pay grade (FY 2011 rates \$54,385 - \$65,288).

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the MIS Department to purchase of four computers, software and peripherals, costs not to exceed \$10,000 for the four nurses to be hired for the Nurse Family Partnership.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract of \$9,500 with Public Sector Consultants for data collection and analysis for a Health Impact Assessment for the Climate and Health Adaptation Project. The period of this agreement shall be March 1, 2012 through September 30, 2012

BE IT FURTHER RESOLVED, that the Health Officer, Dr. Renée Branch Canady, Ph.D., and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit the grant documents for the second amendment of the 2011-2012 CPBC electronically through the Mi-E Grants system.

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 Board of Commissioners Chairperson is authorized to sign the subcontract agreements after review by the County attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, Ph.D., M.P.A., Health Officer

DATE: March 6, 2012

RE: Resolution to Authorize a Realignment of Health Department Administrative Structure

This memorandum requests approval for a resolution that will realign the administrative structure of the Health Department. The realignment is the direct result of the separation of the Health Officer and Medical Director responsibilities into distinct positions as required by my appointment as administrative Health Officer. Having observed and evaluated the administrative operations of the department over the last four months since my appointment, I now propose a structure which distributes administrative responsibilities across fewer managers, and more effectively utilizes the existing administrative and managerial capacity of the department. As Health Officer, I will also retain additional direct report managerial supervisor in order to take advantage of fiscal opportunities afforded by the retirement of two managers in the department, allowing for greater administrative efficiency as well as important budgetary savings.

This resolution recommends maintaining the current two-Deputy Health Officer administrative structure and realigns managerial positions and roles within the Department. The resolution reassigns duties formerly held by the PHS Director (which will be eliminated) and takes advantage of lessons learned during the interim administrative structure which was established upon my appointment in November, 2011. In addition, the realignment will result in the elimination of a total of five managerial positions, the establishment of one new managerial position, and the reallocation of managerial duties across existing staff.

I believe that this proposal “right-sizes” the administrative work at all levels of the department while maintaining a robust and effective leadership team. We have vetted this plan by all affected unions and the County’s Human Resources Department; both have offered preliminary support. The affected employees are also supportive including those who will accept new and additional responsibilities. Positions proposed for elimination involve vacancies; thus avoiding negative effects to any incumbent employees.

In addition to the \$24,836 in cost savings, the reorganization creates additional provider capacity to serve clients in the Community Health Center Network, which in turn, will generate addition revenue for the department.

I recommend the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

c: Deb Brinson, Deputy Health Officer, Community Health Care Services
Travis Parsons, Human Resources Director
Sarah Bryant, President, ICEA Public Health Nurses Unit
Rich Estill, President, ICEA Professional Employees Unit
Kathy Fitton, President, Michigan Nurses Association
Chuck Gray, President, UA

<u>Position #</u>	<u>Current Job Title</u>	<u>Current Pay</u>	<u>Current Annual Cost</u>	<u>New Job Title</u>	<u>New Pay</u>	<u>Proposed Annual Cost</u>	<u>Cost/ (Savings)</u>	<u>Position filled or vacant</u>	
601001	HO/Medical Examiner/Medical Director	MCF C+	242,359	Health Officer	MCF 18	177,643	(64,716)	filled	(3)
601381	DHO, Public Health Services	MCF 17	167,936	DHO, Public Health Services	MCF 15	148,223	(19,713)	vacant	
601042	Prevention Program Coord	ICEA 9	102,925	Prevention Program Coord	ICEA 10	109,725	6,800	filled	
601041	BCCCP Nurse	MNA 2	87,090	BCCCP Charge Nurse	MNA 3	93,564	6,474	filled	
601383	Assistant Deputy Health Officer	MCF 10	108,164	Chief Health Communication Officer	MCF 10	108,164	0	filled	
601135	Public Health Specialist	ICEA 5	78,037	Assistant Deputy Health Officer	MCF 8	93,611	15,575	filled	
new	na	na	0	Deputy Director of Environmental Health	MCF 11	115,366	115,366	vacant	
601333	Sanitarian II	ICEA 8	95,649	San III, Planned Program Supv	ICEA 9	102,925	7,277	vacant	
601324	Demand Program Supervisor	MCF 11	115,366	San III, Demand Program Lead	ICEA 9	102,925	(12,440)	filled	(1)
601335	Community Health Rep IV	UAW F	67,709	Administrative Assistant, EH	UAW G	70,594	2,885	filled	
601044	Community Health Rep II	UAW 8	62,776	Administrative Assistant, BCCP	UAW F	67,709	4,933	filled	
601366	Human Services Grant Coord	MCF 10	108,164	Human Services Grant Coord	ICEA 7	88,709	(19,455)	filled	(1)
new	na	na	0	Medical Director	MCF C	223,918	223,918	filled	
601377	Project Specialist	ICEA 5	78,035	Project Specialist	ICEA 6	83,037	5,002	filled	
601307	Business Analyst	MCF 7	87,106	Health Analyst/Systems Analyst	ICEA 8	95,132	8,026	filled	
601025	PCP/Dep Medical Director	MCF C	223,918	Primary Care Physician	MCF C	223,918	0	vacant	
601004	Director of PHS	MCF 13	129,814	eliminated	na	0	(129,814)	na	
601320	Planned Program Supervisor	MCF 11	115,366	eliminated	na	0	(115,366)	na	
601363	Community Health Rep II	UAW D	62,104	eliminated	0	0	(62,104)	filled	
601052	Sanitarian II (2)	ICEA 8	32,482	eliminated	0	0	(32,482)	filled	
Contract	Sparrow Contract for ME Svcs	na	320,000	increase per R11-335	na	355,000	35,000	na	
Total Cost			2,285,001			2,260,166	(24,836)		

(1) effective upon incumbent retirement on or about 7/1/12

(2) This position is currently partially funded by a State Lead Grant in the amount of \$78,952. Since the grant is being discontinued, the position is proposed for elimination. The net general fund savings from eliminating the position will be \$32,482..

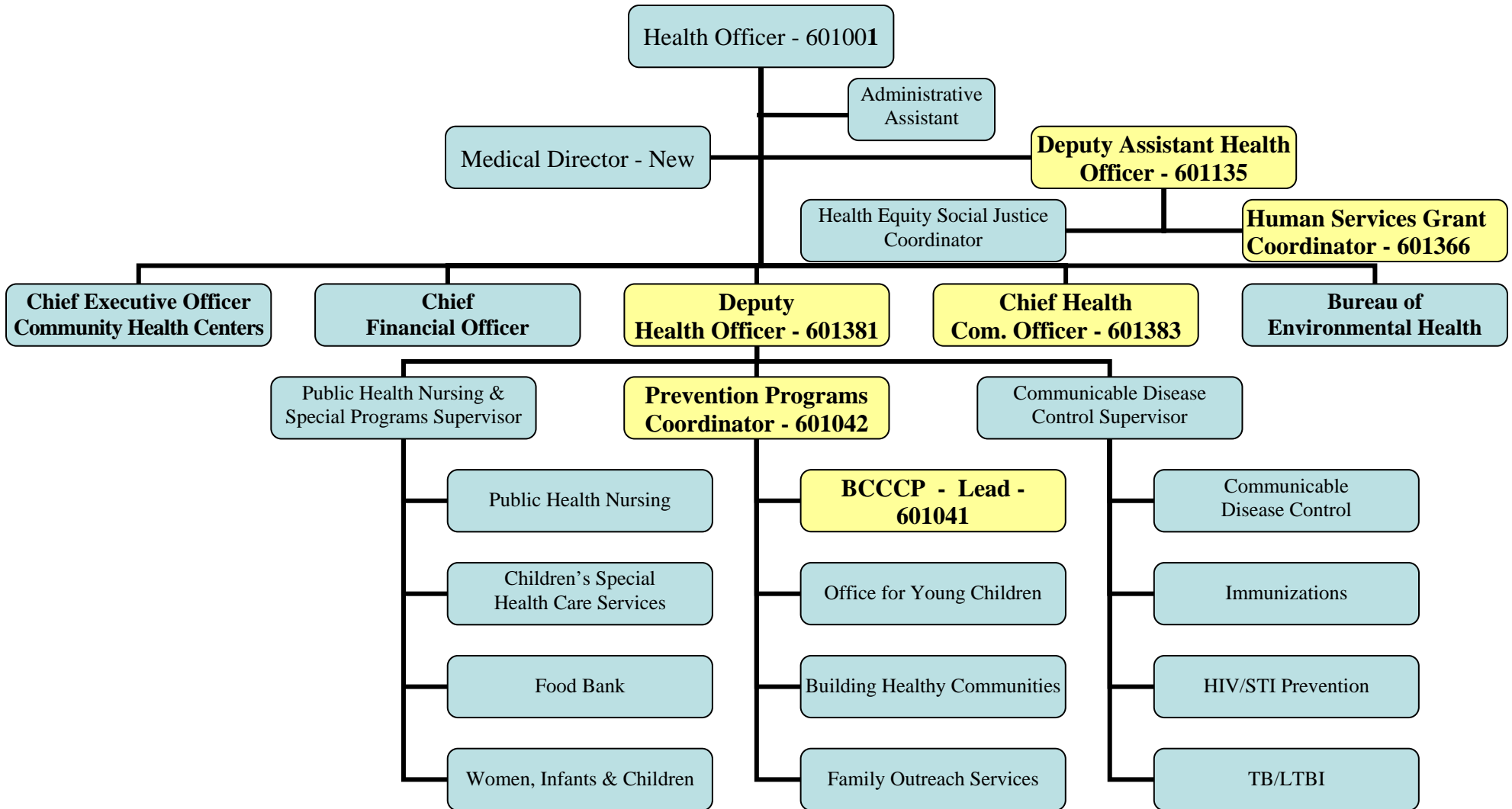
(3) This reflects Dr. Sienko's rate of pay, which was equivalent to a physician plus 5%.

<u>Position #</u>	<u>Current Job Title</u>	<u>Current Pay</u>	<u>Current Annual Cost</u>	<u>New Job Title</u>	<u>New Pay</u>	<u>Proposed Annual Cost</u>	<u>Cost/ (Savings)</u>	<u>Employee in New Job Title</u>	<u>Employee #</u>
601001	HO/Medical Examiner/Medical Director	MCF C+/5	242,359	Health Officer	MCF 18/4	169,465	(72,894)	Filled	4279
601381	DHO, Public Health Services	MCF 17/4	160,182	DHO, Public Health Services	MCF 15/1	124,222	(35,960)	vacant	na
601042	Prevention Program Coord	ICEA 9/5	102,449	Prevention Program Coord	ICEA 10/5	109,249	6,800	Filled	2173
601041	BCCCP Nurse	MNA 2/5	87,090	BCCCP Charge Nurse	MNA 3/5	93,564	6,474	Filled	1151
601383	Assistant Deputy Health Officer	MCF 10/5	108,164	Chief Health Communication Officer	MCF 10/5	108,164	0	Filled	2500
601135	Public Health Specialist	ICEA 7/3	82,964	Assistant Deputy Health Officer	MCF 8/2	83,951	987	Filled	1789
new	na	na	0	Deputy Director of Environmental Health	MCF 11/1	96,847	96,847	vacant	na
601333	Sanitarian II	ICEA 8/5	95,649	San III, Planned Program Supv	ICEA 9/1	86,593	(9,055)	vacant	na
601324	Demand Program Supervisor	MCF 11/5	115,366	San III, Demand Program Supv	ICEA 9/1	86,593	(28,772)	Filled	1038
601335	Community Health Rep IV	UAW F/5	66,742	Administrative Assistant, EH	UAW G/5	69,627	2,885	Filled	2278
601044	Community Health Rep II	UAW 8/5	62,293	Administrative Assistant, BCCP	UAW F/4	65,087	2,795	Filled	2117
601366	Human Services Grant Coord	MCF 10/5	106,637	Human Services Grant Coord	ICEA 7/1	75,471	(31,166)	Filled	3480
new	na	na	0	Medical Director	MCF C/5	223,440	223,440	Filled	1051
601377	Project Specialist	ICEA 5/3	72,790	Project Specialist	ICEA 6/3	77,354	4,564	Filled	2073
601307	Business Analyst	MCF 7/5	85,579	Health Analyst/Systems Analyst	ICEA 8/2	83,828	(1,751)	Filled	4269
601025	PCP/Dep Medical Director	MCF C/5	221,764	Primary Care Physician	MCF C/5	221,764	0	vacant	na
601004	Director of PHS	MCF 13/2	113,231	eliminated	na	0	(113,231)	na	na
601320	Planned Program Supervisor	MCF 11/5	115,366	eliminated	na	0	(115,366)	na	na
601363	Community Health Rep II	UAW D/5	59,929	eliminated	0	0	(59,929)	Filled	3197
601052	Sanitarian II (2)	ICEA 8/5	32,482	eliminated	0	0	(32,482)	Filled	1323
Contract	Sparrow Contract for ME Svcs	na	320,000	increase per R11-335	na	355,000	35,000	na	na
Total Cost			2,251,035			2,130,220	(120,814)		

(1) effective upon incumbent retirement on or about 7/1/12

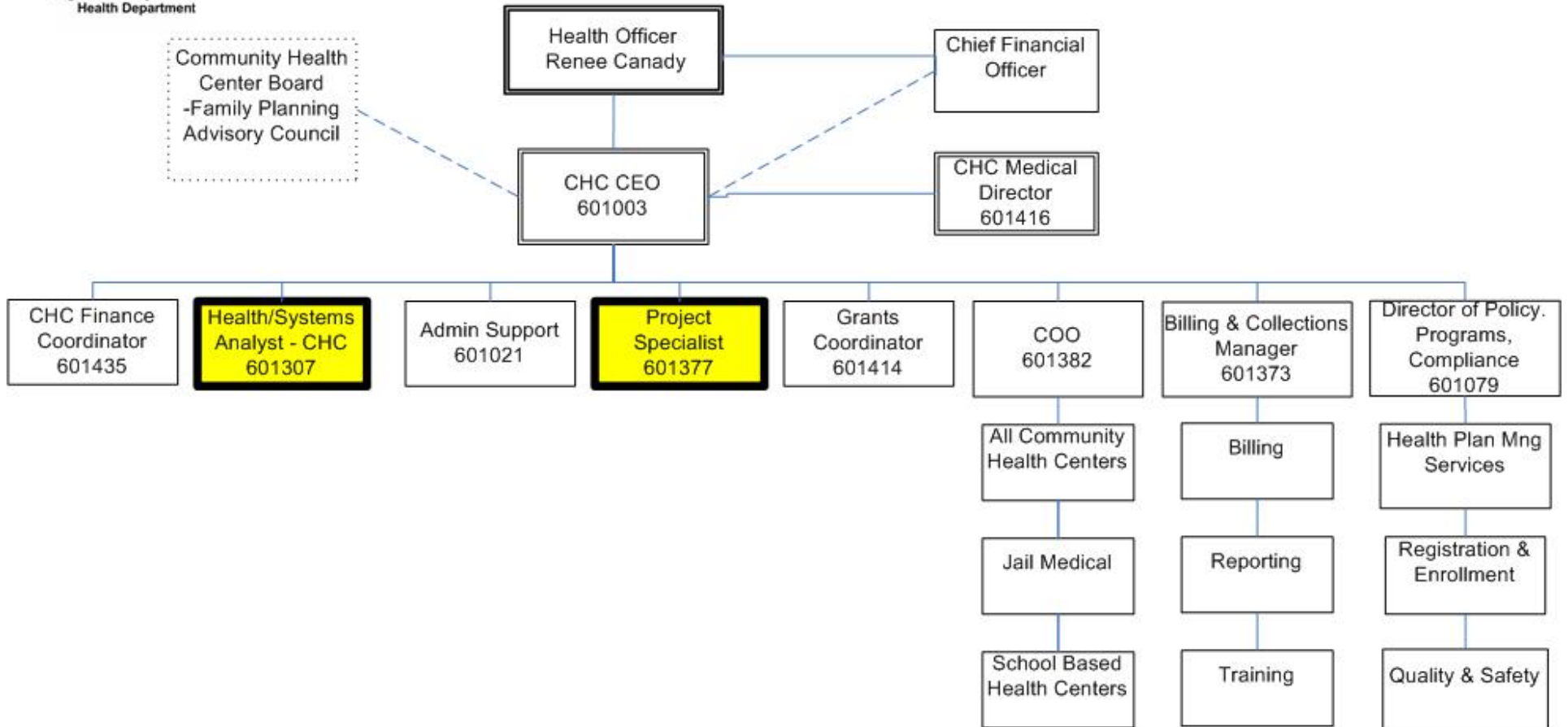
(2) This position is currently partially funded by a State Lead Grant in the amount of \$78,952. Since the grant is being discontinued, the position is proposed for elimination. The net general fund savings from eliminating the position will be \$32,482..

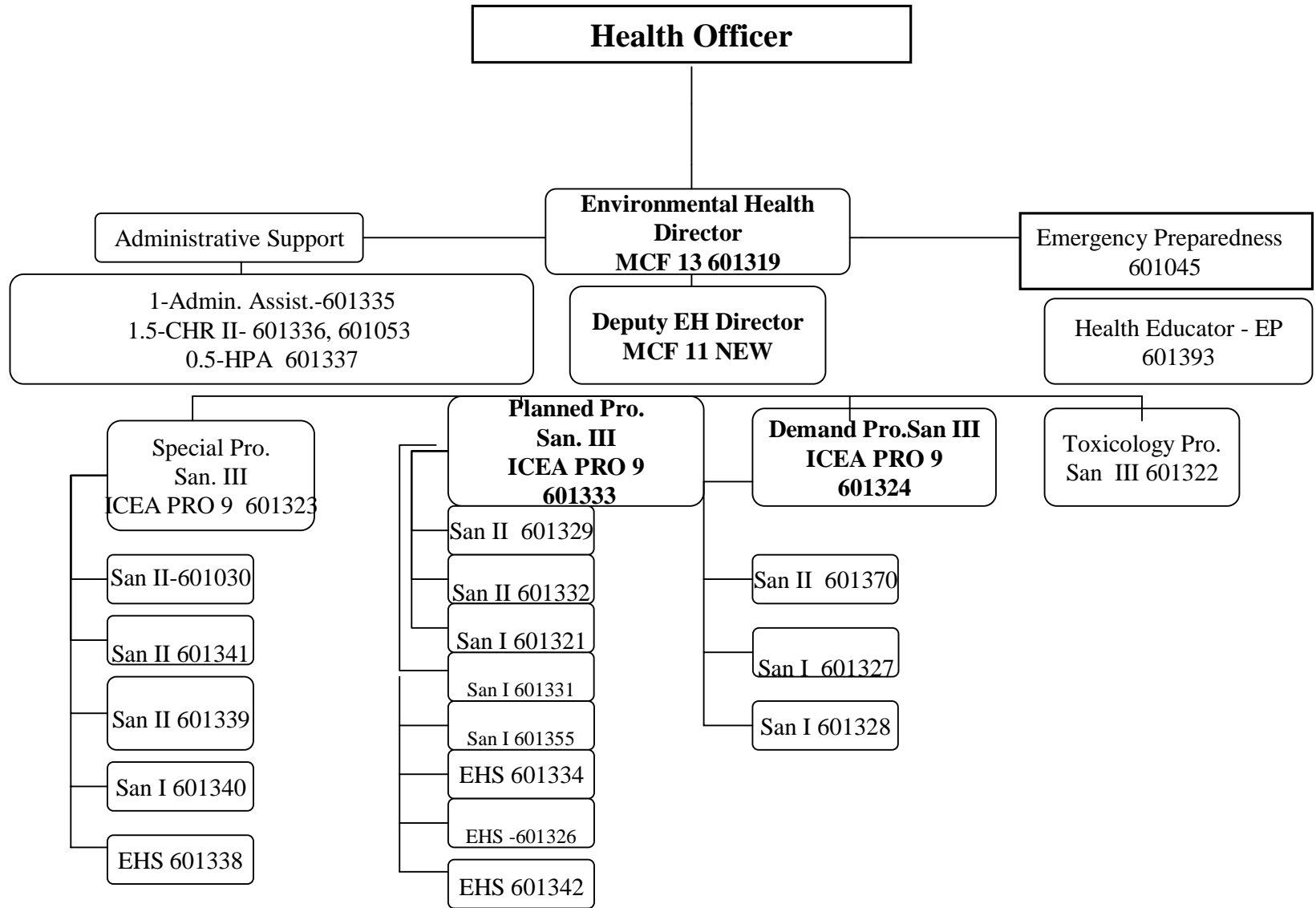
(3) This reflects Dr. Sienko's rate of pay, which was equivalent to a physician plus 5%.



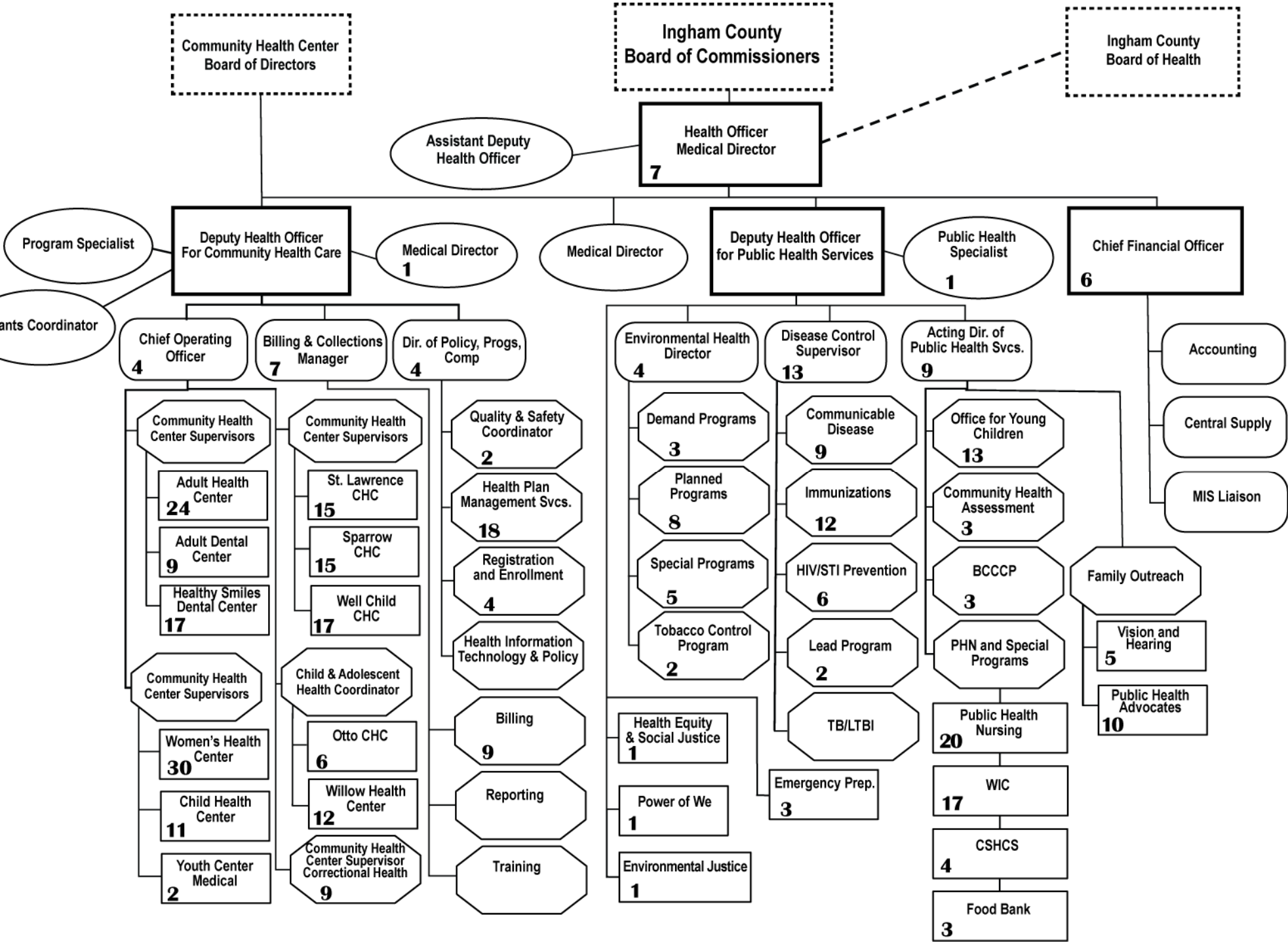


Deputy Health Officer of Community Health Care Services Administrative Staff Organizational Chart





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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REALIGNMENT OF HEALTH DEPARTMENT PROGRAMS
AND ADMINISTRATIVE STRUCTURE**

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Dean G. Sienko, M.D., recently retired as Health Officer and Medical Director; and

WHEREAS, in Resolution #11-336 the Board of Commissioners appointed Renée Branch Canady, Ph.D., as Health Officer; and

WHEREAS, the re-establishment of the Medical Director position was set forth in Resolution #11-337; and

WHEREAS, the Health Officer has reviewed the structure of the Department and has proposed a number of changes in the administrative structure resulting in shifts of administrative services and job functions; and

WHEREAS, the proposed changes will reduce administrative structure through the elimination of managerial positions and realignment of reporting relationships resulting in increased administrative, programmatic and fiscal efficiency; and

WHEREAS, the majority of the proposed adjustments can be implemented by taking advantage of currently vacant positions and retirements at a significant budgetary savings; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed realignment and restructuring of services and authorize the resulting changes in job titles, classifications and establishment of positions; and

WHEREAS, the Health Officer has advised that no additional funds are required and that implementation of the proposed changes result in cost savings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades:

<u>Position number</u>	<u>Current Grade</u>	<u>Current Grade</u>	<u>Proposed Job Title</u>	<u>Proposed Grade</u>
601001	Health Officer/Medical Examiner/Medical Director	MCF C+	Health Officer	MCF 18
601381	Deputy Health Officer, Public Health Services	MCF 17	Deputy Health Officer, Public Health Services	MCF 15
601044	CHR II	UAW 8	Administrative Assistant BCCCP	UAW F
601042	Prevention Program Coord	ICEA 9	Prevention Program Coord	ICEA 10
601041	BCCCP Nurse	MNA 2	BCCCP Nurse Case Manager	MNA 3
601383	Assistant Deputy Health Officer	MCF 10	Chief Health Communication Officer	MCF 10
601135	Public Health Specialist	PRO 5	Assistant Deputy Health Officer	MCF 8
601333	Sanitarian II	ICEA 8	San III, Planned Program Lead	ICEA 9
601324	Demand Program Supervisor	MCF 11	San III, Demand Program Lead	ICEA 9
601335	CHR IV	UAW F	Administrative Assistant, EH	UAW G
601366	Human Services Grant Coord	MCF 10	Human Services Grant Coord	ICEA 7
601377	Project Specialist	ICEA 5	Project Specialist	ICEA 6
601307	Business Analyst	MCF 7	Health/Systems Analyst/CHC	ICEA 8

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles:

<u>Position / Title</u>	<u>Proposed Title</u>
601402 / Deputy Health Officer, Community Health Services	Chief Executive Officer/Director, Community Health Services
601025 / PCP/Deputy Medical Director	Primary Care Physician

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following positions are established or re-established:

<u>Position / Title</u>	<u>Proposed Grade</u>
Deputy Director, Environmental Health	MCF 11
Medical Director	MCF C

BE IT FURTHER RESOLVED, that the following positions are eliminated:

<u>Position/Title</u>	<u>Grade</u>
601004 / Director Public Health Services	MCF 13
601320 / Manager, Planned Programs	MCF 11

BE IT FURTHER RESOLVED, that due to the loss of the MDCH Lead Grant, positions 601363/Community Health Representative II/UAW D, and 601052/Sanitarian II will be eliminated and the incumbents will be reassigned to vacant positions within the Health Department, with these actions effective no later than December 31 2012. The general fund allocation to this position will be subsumed by savings from the reorganization.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval, with the exception of the positions mentioned above and 601324 and 601366, which will take effect July 1, 2012 upon the retirement of the incumbents.

BE IT FURTHER RESOLVED, that the hiring freeze is waived and the positions established can be posted.

Ingham County Management Information Services

Tom Shewchuk, Director - Email: tshewchuk@ingham.org

To: Board of Commissioners
From: Tom Shewchuk
CC:
Date: March 21, 2012
Re: Resolution – Service Express, Inc.

Dear Commissioners,

Ingham County currently utilizes Service Express, Inc. to maintain critical hardware (servers, backup systems, etc.) in our Data Center. These devices are critical to maintaining computer access for our county employees and our current maintenance agreement expires in April of 2012.

In 2011, MIS received quotes from Service Express, Inc., Hewlett Packard and CDW for this maintenance and Service Express. Below is the pricing we received:

- Service Express, Inc. - \$472.00
- Hewlett Packard - \$1701.66
- CDW - \$840.44

As you can see the Service Express pricing is significantly less than the other proposals and MIS has been very satisfied with their service. The previous monthly cost for this maintenance was \$1,355.00 and the new monthly cost is \$1,262.00. MIS recommends extending our current agreement to 36-months for a total cost not to exceed \$45,432.00. One additional advantage this agreement with allow is the termination of equipment with a 30-day written notice and no penalty. So as our equipment expires we can remove it from the contract and the pricing will be adjusted accordingly.

Thank you in advance for your consideration.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE HARDWARE MAINTENANCE AGREEMENT FROM SERVICE EXPRESS, INCORPORATED

WHEREAS, Ingham County currently utilize Service Express for maintenance on critical computer hardware in the case of a failure; and

WHEREAS, the MIS department is very satisfied with the service thus far; and

WHEREAS, MIS researched multiple vendors solutions and recommend continuing with Service Express, Incorporated for our hardware maintenance needs; and

WHEREAS, our current existing hardware maintenance agreement is due to expire April 30, 2012 and MIS recommends renewing this agreement; and

WHEREAS, our current monthly costs is \$1,335.00 and the new monthly cost will \$1,262.00 per month; and

WHEREAS, MIS is recommending a 36-month contract which allows for the removal of any equipment without penalty for a total cost not to exceed \$45,432.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Service Express, Inc. for 36-months in the amount not to exceed \$45,432.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund (63625810 932030).

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

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

Ingham County Management Information Services

Tom Shewchuk, Director - Email: tshewchuk@ingham.org

To: Board of Commissioners
From: Tom Shewchuk
CC: Jim Hudgins
Date: March 21, 2012
Re: Resolution – EMC SAN Annual Maintenance

Dear Commissioners,

Ingham County stores a majority of its network data on our EMC Celerra NS20 Storage Area Network (SAN). The SAN was purchased 3 years ago and was implemented and maintained by Netarx, Inc., which was purchased by a company called Logicalis. MIS solicited a proposal from two other vendors, Service Express and CDW-G (a government cooperative contract). Service Express' pricing was \$1,025.00 per month or \$12,300.00 annually and \$3,714.15 more expensive than Logicalis. MIS orders a lot of equipment and services from CDW- G and their response was "they do not have maintenance available for the EMC SAN because the support expired in 2011".

Logicalis is an EMC vendor and not only capable of supporting the hardware as well as the software, plus they are the only vendor that has serviced this equipment in the past. MIS has been very satisfied with Logicalis' support since the purchase and recommends continuing with their maintenance and support. The total cost for the 12-month agreement is \$8,585.85.

Thank you in advance for your consideration.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE ANNUAL MAINTENANCE OF THE EMC
CELERRA NS20 STORAGE AREA NETWORK (SAN) FROM LOGICALIS**

WHEREAS, the majority of the network data in Ingham County is stored on our EMC SAN located in our Data Center and is one of our most critical pieces of hardware; and

WHEREAS, MIS is recommending we renew our maintenance with the vendor that implemented and maintained the SAN for the past 3 years; and

WHEREAS, the total cost for 12-months of annual maintenance for the SAN is 8,585.85; and

WHEREAS, MIS solicited and reviewed other proposals and recommend entering into an agreement with Logicalis.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the annual maintenance for the EMC SAN from Logicalis in the amount of \$8,585.85.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund (63625810 932030).

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING APRIL 18, 2012 AS "HOLOCAUST REMEMBRANCE DAY"
IN INGHAM COUNTY**

WHEREAS, the Ingham County Board of Commissioners and citizens of Ingham County recognize that the horrors of the Holocaust should never be forgotten; and

WHEREAS, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945; and

WHEREAS, the Holocaust involved the genocide of millions of innocent Jewish men, women, and children and other minorities throughout Europe; there was an enormity of suffering inflicted on the many survivors through mistreatment, brutalization, violence, torture, slave labor, involuntary medical experimentation, death marches, and numerous other acts of cruelty that have come to be known as "crimes against humanity"; and

WHEREAS, a key date in the history of the Holocaust is April 19, 1943, the beginning of the Warsaw ghetto uprising, when Jews, using homemade bombs and stolen or bartered weapons, resisted death camp deportation by the Nazis for 27 days; and

WHEREAS, in the past 67 years, the Holocaust has provided the people of the world with a critical lesson in the importance of compassion, caring, and kindness and has served as a reminder of the dangers inherent in bigotry, racism, and intolerance in the world; and

WHEREAS, recognition of the 67th anniversary of the end of World War II and the liberation of the concentration camps is crucial and the Board of Commissioners wishes to honor the memory of all who lost their lives and all who have and continue to suffer as a result of the Holocaust.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates April 18, 2012 as "Holocaust Remembrance Day" in Ingham County and encourages the citizens of Ingham County to commemorate the occasion through reflection, acts of compassionate caring, and learning about the terrible consequences and lessons of the Holocaust.