

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
PENELOPE TSEBNOGLOU
BRYAN CRENSHAW
DEB NOLAN
CAROL KOENIG
VICTOR CELENTINO
RANDY MAIVILLE

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, MARCH 4, 2014 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 February 4, 2014 Closed Session Minutes and [February 18, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Facilities - Resolution Authorizing the Purchase of a Replacement [Tractor](#) for the Human Services Building (HSB)
2. Road Department
 - a. Resolution to Approve and Certify the Ingham County 2013 Public Road [Mileage Report](#)
 - b. Resolution to Approve an Agreement between the Michigan Department of Transportation and the Ingham County Road Department for Reimbursement of Preliminary Engineering Expenses for the Shoeman Road and Barry Road [Intersection Project](#)
 - c. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
3. Health Department
 - a. Resolution to [Amend Resolution #12-285](#) to Authorize the Use of Grant Funds for Subcontract Services, Temporary Staff and Marketing and Media Needs
 - b. Resolution Appointing the Ingham County [Health Officer](#)
4. Management Information Systems - Resolution to Approve the Purchase of a New Sun [Server](#) from Mythics
5. Committee Discussion - Regarding the Composition of the Trails & Parks Task Force for the Proposed Trails & Parks Millage

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
February 18, 2014
Draft – Minutes

Members Present: Dianne Holman, Penelope Tsernoglou, Bryan Crenshaw, Deb Nolan, Carol Koenig, Victor Celentino and Randy Maiville.

Members Absent: None.

Others Present: Tim Dolehanty, Travis Parsons, Nancy Hayward, James Hudgins, Bob Peterson, Willis Bennett, Ralph Monsma, Mike Rice, Matthew Bennett, Stacy Byers, Becky Bennett, Michelle Rutkowski, Dichondra Johnson, Katie Van Shoick, Thuy Bui, Laura Fuller, An Nguyen, Ashley Dyer, Alex Champlin, Ja'Qaysha Benson, Jennifer Shuster and others.

The meeting was called to order by Chairperson Holman at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 4, 2014 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE FEBRUARY 4, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

The minutes of the February 4, 2014 meeting were approved as presented.

Additions to the Agenda

- 4d. Discussion regarding Ingham County Proposed Roads and Risks Reserve Fund Projects (additional information)
8. Late – Resolution to Provide Funding for Low Income Tax Preparation (additional information)

Commissioner Koenig arrived at 6:04 p.m.

Limited Public Comment

None.

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

2. Health Department - Resolution to Authorize an Amendment to the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and Authorize Equipment Purchases and Establish Temporary Positions
3. Fair - Resolution to Accept the Donation of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason
4. Road Department
 - b. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.
 - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
6. Controller's Office
 - b. Resolution to Reclassify the Animal Control Director Position
7. Board of Commissioners
 - a. Resolution Honoring Brian Janetzke
8. Resolution to Provide Funding for Low Income Tax Preparation

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

1. Interviews
 - a. Youth Commission

The Committee interviewed An Nguyen, Ashley Dyer, Alex Champlin and Ja'Qaysha Benson for the Youth Commission. There are up to 16 vacancies.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. CRENSHAW TO APPOINT AN NGUYEN, ASHLEY DYER, ALEX CHAMPLIN AND JA'QAYSHA BENSON TO THE INGHAM COUNTY YOUTH COMMISSION.

MOTION CARRIED UNANIMOUSLY.

- b. Women's Commission

The Committee interviewed Dichondra Johnson, Katie Van Shoick, Thuy Bui and Laura Fuller for the Women's Commission. There are three current vacancies.

No action was taken.

4. Road Department

- a. Resolution Authorizing a Change of Contractors for Janitorial Services & Supplies for the Road Department

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING A CHANGE OF CONTRACTORS FOR JANITORIAL SERVICES & SUPPLIES FOR THE ROAD DEPARTMENT.

Discussion.

James Hudgins, Director of Purchasing, addressed the Committee regarding the Resolution.

After discussion regarding the Board's local preference policy and the need to check with Attorney Peter Cohl regarding terminating the contract, a motion was made to amend the original motion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE MOTION TO APPROVE THE RESOLUTION AUTHORIZING A CHANGE OF CONTRACTORS FOR JANITORIAL SERVICES & SUPPLIES FOR THE ROAD DEPARTMENT CONTINGENT ON THE BOARD'S LOCAL PREFERENCE POLICY AND ALSO APPROVAL FROM ATTORNEY.

This was considered a friendly amendment.

MOTION CARRIED UNANIMOUSLY.

- d. Discussion regarding Ingham County Proposed Roads and Risks Reserve Fund Projects (additional information)

Bob Peterson, Director of Engineering for the ICRD, addressed the Committee regarding potential Ingham County Proposed Roads & Risks Reserve Fund Projects. He distributed a handout that listed proposed projects shown in order of ICRD staff recommended priority based on pavement condition per most recent observations and 2012 PASER rating.

Discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO MOVE FORWARD WITH THE PROPOSED ROADS AND RISKS RESERVE FUND PROJECTS AND NECESSARY ACTION(S) IN ORDER TO OBTAIN THE DESIGNATED FUNDING FOR THOSE PROJECTS.

MOTION CARRIED UNANIMOUSLY.

5. Farm Preservation

- a. Amendment to Resolution #13-476 Approving the Ranking of the 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
- b. Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2014 Farmland and Open Space Application Cycles and Approve the Farmland and Open Space Preservation Board to Host a 2014 Application Cycle

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. NOLAN, TO APPROVE BOTH THE AMENDMENT TO RESOLUTION #13-476 APPROVING THE RANKING OF THE 2013 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES AND THE RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2014 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE THE FARMLAND AND OPEN SPACE PRESERVATION BOARD TO HOST A 2014 APPLICATION CYCLE.

Discussion.

Commissioner Maiville disclosed that he has an agribusiness and social connection with two of the farmers listed in the 2013 application cycle ranking.

Stacy Byers, of the Ingham County Farmland and Open Space Preservation Board, addressed the Committee to discuss the Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2014 Farmland and Open Space Application Cycles and Approve the Farmland and Open Space Preservation Board to Host a 2014 Application Cycle. She stated that there really are no big changes to the selection criteria and that she feels they are finally at a point where they have a good working document.

Ms. Byers then discussed the benefits Ingham County will receive from the Farm Bill.

MOTION CARRIED UNANIMOUSLY.

6. Controller's Office

- a. Resolution Authorizing a Contract with CIC Benefit Consulting Group for Health Care Consulting Services

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH CIC BENEFIT CONSULTING GROUP FOR HEALTH CARE CONSULTING SERVICES.

Commissioner Maiville asked that the Resolution be amended to state at the top of the page, “Introduced by the Finance and County Services Committees of the:”

Discussion.

MOTION CARRIED UNANIMOUSLY.

7. Board of Commissioners

b. Discussion Regarding a Proposed Park Millage

Discussion.

Chairperson Holman stated that the County Services Committee has been charged with the duty of organizing a Task Force regarding a proposed Park Millage at the Board Leadership meeting that was held the week prior.

Commissioner Tsernoglou requested that the Millage be referred to as the “Trails and Parks Millage” and that the task force be referred to as the “Trails and Parks Task Force.”

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. CELENTINO, TO ORGANIZE A TASK FORCE COMPRISED OF VOLUNTARY COMMISSIONERS, MEMBERS OF THE PARKS COMMISSION, COMMUNITY MEMBERS WITH MILLAGE EXPERIENCE, TOWNSHIP/CITY REPRESENTATIVES AND A FINANCE DEPARTMENT REPRESENTATIVE WHOSE TASK FORCE OBJECTIVES WILL INCLUDE ASSESSING NEEDS; WEIGHING MILLAGE NECESSITIES; DETERMINING USES AND ESTABLISHING PRECISE BALLOT LANGUAGE.

The consensus of the Committee was to decide on who will serve on the Task Force from the volunteer pool at its next meeting.

MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Maiville inquired about approving the minutes from the closed session held during the February 4, 2014 County Services meeting. Becky Bennett, Board Coordinator, stated that the minutes will be available at the next meeting for approval.

Public Comment

None.

The meeting was adjourned at approximately 7:58 p.m.

MARCH 4, 2014 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Facilities** - *Resolution Authorizing the Purchase of a Replacement Tractor for the Human Services Building (HSB)*

This resolution submitted by the Facilities Department authorizes the purchase of a tractor for use at the Human Services Building. This unit sees daily use throughout the year. Four quotes were received for a replacement tractor, and Capital Equipment & Supply of Clinton County submitted the lowest with a bid of \$26,230.00. Funding for this purchased was approved as a Capital Improvement Project in the 2014 budget.

- 2a. **Road Department** - *Resolution to Approve and Certify the Ingham County 2013 Public Road Mileage Report*

Addition of roads through development or jurisdiction transfers and road abandonments cause fluctuation in annual road mileage. Public Act 51 of 1951 requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners.”

- 2b. **Road Department** - *Resolution to Approve an Agreement between the Michigan Department of Transportation and the Ingham County Road Department for Reimbursement of Preliminary Engineering Expenses for the Shoeman Road and Barry Road Intersection Project*

The Ingham County Road Department received federal Surface Transportation Program (STP), Safety Program funding to reconstruct the intersection of Shoeman Road and Barry Road in Williamstown Township. The STP Safety Program funding is one of three different federal funding sources the Road Department intends to use to refurbish Shoeman Road from Haslett Road to the north county line.

Additionally, federal funding was also secured to reimburse the Road Department a portion of the preliminary engineering (design) expenses for the STP Safety project. The preliminary engineering funding will be used to offset 50% of the Road Department’s eligible engineering costs up to a maximum of \$20,000. Approval of the proposed resolution will permit execution of an agreement to allow reimbursement.

2c. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

3a. Health Department - Resolution to Amend Resolution #12-285 to Authorize the Use of Grant Funds For Subcontract Services, Temporary Staff and Marketing and Media Needs

This resolution proposes utilization of grant funds from the Healthy Start Project to meet marketing and media needs by doing the following:

1. Subcontract agreement with Andrea Collier, Writing and Editing Consultant and Contractor. Andrea Collier has over 20 years of experience. Andrea will facilitate focus groups among the faith based community and will collect demographic characteristics, analyze the data, write a report of the analysis and disseminate the results to Healthy Start staff. She will also support the development of a Photo Voice project designed to showcase images and stories documented by Healthy Start participants to be published at a later date. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$12,000.
2. A temporary Public Health Advocate (UAW/D) .5 FTE be established for the duration of the grant.
3. A Temporary Health Educator (ICEA/PRO 7) .5 FTE be established for the duration of the grant.
4. An existing Public Health Nurse (Position #601151) shall be increased from .75 FTE to 1.0 FTE for the duration of the grant
5. A subcontract agreement for media, marketing, videography, Public Services Announcements (PSA's) and Transcription services to promote the Ingham County Healthy Start program and increase awareness through videography, PSA's, infomercials and transcription to be used for publication. An RFP will be developed for these services. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000.

3b. Health Department - Resolution Appointing the Ingham County Health Officer

The Health Officer Search Committee's recommends appointment of Linda Vail to the permanent full-time position of Ingham County Health Officer, effective April 7, 2014. A negotiated salary level of MCF18 Step 5 (\$126,350) is also recommended in the proposed resolution.

4. Management Information Systems (MIS) - Resolution to Approve the Purchase of a New Sun Server from Mythics

Funds were budgeted for the replacement of the SUN server in 2013 but, because of workload constraints associated with other projects, MIS decided not to replace the server until this year. The current server is eight years old and has exceeded the normal use time of five years, resulting in increased maintenance costs and limited capacity for disk storage. MYTHICS of Virginia proposes to replace the server hardware at a cost of \$57,015.55.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 19, 2014

SUBJECT: **RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR FOR THE HUMAN SERVICES BUILDING (HSB)**

The resolution before you authorizes the purchase of a replacement tractor for the Human Services Building.

We depend on the use of this tractor every day, all year around. It is a 1994 and the condition of the tractor has deteriorated over time and is in need of replacement.

The Facilities Department received four quotes for a replacement tractor and Capital Equipment was the lowest with a bid of \$26,230.00.

The funds for this project are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of \$30,000.00.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Purchasing Director
DATE: February 20, 2014
SUBJECT: Bid Summary for Lawn Mower

Project Description:

Bids were taken for the purchase of one lawn mower for the Facilities Department - Human Services Building. \$30,000 was approved in the 2014 CIP for this purchase.

Bid Summary:

Vendors contacted: 4 Local: 1
Vendors responding: 4 Local: 1

Company Name	Cost	Local
Capital Equipment & Supply	\$26,830.00	No, Clinton County
D& G Equipment	\$29,988.12	Yes, Mason
Bader & Sons	\$31,446.09	No, Eaton County
Spartan Distributers	\$34,112.71	No, Oakland County

Recommendation:

Issue a purchase order to Capital Equipment & Supply in an amount not to exceed \$26,830.

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR
FOR THE HUMAN SERVICES BUILDING (HSB)**

WHEREAS, the Facilities Department depends on the use of this tractor every day, all year around; and

WHEREAS, the current tractor is a 1994 and the condition of the tractor has deteriorated over time and is in need of replacement; and

WHEREAS, the Facilities Department received four quotes for a replacement tractor and Capital Equipment was the lowest with a bid of \$26,230.00; and

WHEREAS, funds for this tractor are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of \$30,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the purchase of a replacement tractor from Capital Equipment, 12263 Old US 27, Dewitt, MI 48820, for a not to exceed cost of \$26,230.00, for use at the Human Services Building.

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

MEMORANDUM

To: County Services Committee

From: Robert Peterson, Director of Engineering
Road Department

Date: February 18, 2014

Subject: Ingham County 2013 Public Road Mileage Certification

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

The subject of this memo is the Public Road Mileage Report that covers the period from January 1, 2013 through December 31, 2013.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY
THE INGHAM COUNTY 2013 PUBLIC ROAD MILEAGE REPORT**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners.”

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to sign the 2013 Public Road Mileage Report document that is consistent with this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: February 17, 2014

SUBJECT: Shoeman Road and Barry Road Intersection Reconstruction
Federal Preliminary Engineering Funding Contract

The Ingham County Road Department received federal Surface Transportation Program (STP), Safety Program funding to reconstruct the intersection of Shoeman Road and Barry Road in Williamstown Township. The STP Safety Program funding is one of three different federal funding sources the Road Department intends to use to refurbish Shoeman Road from Haslett Road to the north county line.

Additionally, federal funding was also secured to reimburse the Road Department a portion of the preliminary engineering (design) expenses for the STP Safety project. The preliminary engineering funding will be used to offset 50% of the Road Department's eligible engineering costs up to a maximum of \$20,000.

The reason for this memo and resolution is to execute the State of Michigan/MDOT and Ingham County agreement to allow reimbursement of 50% of the Road Department's preliminary engineering expenses.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT BETWEEN THE
MICHIGAN DEPARTMENT OF TRANSPORTATION
AND THE INGHAM COUNTY ROAD DEPARTMENT
FOR REIMBURSEMENT OF PRELIMINARY ENGINEERING EXPENSES
FOR THE SHOEMAN ROAD AND BARRY ROAD INTERSECTION PROJECT**

WHEREAS, the Ingham County Road Department (ROAD DEPARTMENT) has received federal Surface Transportation Program (STP), Safety Program funding to reconstruct the intersection of Shoeman Road and Barry Road in Williamstown Township, hereafter called the (PROJECT); and

WHEREAS, the STP Safety Program funding is one of three different federal funding sources the ROAD DEPARTMENT intends to use to refurbish Shoeman Road from Haslett Road to the north county line; and

WHEREAS, federal funding was also secured to reimburse the ROAD DEPARTMENT a portion of the preliminary engineering (design) expenses for the STP Safety project; and

WHEREAS, said preliminary engineering funding will be used to offset 50% of the ROAD DEPARTMENT's eligible engineering costs up to a maximum of \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to allow reimbursement of 50% of the ROAD DEPARTMENT's preliminary engineering expenses for the Shoeman Road and Barry Road project.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 20, 2014 as submitted.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 20, 2014

RE: Authorization to Amend Resolution #12-285

Resolution #12-285 authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014.

The Health Department's Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. This project is heavily focused on outreach in the community. During the initial budget development we underestimated the necessary costs for marketing and media to address the disparities and lack of awareness related to infant mortality.

The following activities need to be authorized in order to meet the marketing and media needs using these grant funds:

- 1) Subcontract agreement with Andrea Collier, Writing and Editing Consultant and Contractor. Andrea Collier has over 20 years of experience. Andrea will facilitate focus groups among the faith based community and will collect demographic characteristics, analyze the data, write a report of the analysis and disseminate the results to Healthy Start staff. She will also support the development of a Photo Voice project designed to showcase images and stories documented by Healthy Start participants to be published at a later date. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$12,000.
- 2) A temporary Public Health Advocate (UAW/D) .5 FTE be established for the duration of the grant.
- 3) A Temporary Health Educator (ICEA/PRO 7) .5 FTE be established for the duration of the grant.
- 4) An existing Public Health Nurse (Position #601151) shall be increased from .75 FTE to 1.0 FTE for the duration of the grant
- 5) A subcontract agreement for media, marketing, videography, Public Services Announcements (PSA's) and Transcription services to promote the Ingham County Healthy Start program and increase awareness through videography, PSA's, infomercials and transcription to be used for publication. An RFP will be developed for these services. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000.

I recommend that the Board of Commissioners authorize an amendment to resolution #12-285 to expend unspent funds and approve the subcontract agreements and temporary positions.

c: Eric Thelen w/attachment
Regina Traylor w/attachment
Sarah Bryant w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #12-285 TO AUTHORIZE THE USE OF GRANT FUNDS FOR SUBCONTRACT SERVICES, TEMPORARY STAFF AND MARKETING AND MEDIA NEEDS

WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community's health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, Resolution #12-285 a grant agreement was authorized from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014; and

WHEREAS, the amendment will authorize the use of grant funds for subcontract services, temporary staff and marketing and media needs; and

WHEREAS, the Acting Health Officer recommends that the Board authorize an amendment to Resolution #12-285 and authorize subcontract agreements, temporary staffing, and marketing and media expenditures using Healthy Start grant funds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #12-285.

BE IT FURTHER RESOLVED, that a subcontract agreement for the period of March 1, 2014 through May 31, 2014 in an amount up to \$12,000 is authorized with Andrea Collier, Writing and Editing Consultant and Contractor for facilitation of focus groups among faith based communities and narration including: collection of demographic characteristics, analyzing the data, writing a report of the analysis and disseminating to the Healthy Start staff and support the development of a Photo Voice project through narration designed to showcase images and stories to be published at a later date.

BE IT FURTHER RESOLVED, that through an RFP process, a subcontract is authorized for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000 for Media, Marketing, Videography, Public Services Announcements (PSA's) and Transcription to include: videography, public service announcements, infomercials and transcription to be used for publication.

BE IT FURTHER RESOLVED, that an existing .75 Public Health Nurse II (PHN3), Position #601151, shall be increased to 1.0 FTE, a temporary Public Health Advocate (UAW/D) .5 FTE, and a temporary Health Educator (ICEA/PRO7) .5 FTE be established for the duration of the grant.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING THE INGHAM COUNTY HEALTH OFFICER

WHEREAS, Renee Canady resigned from her position as the Ingham County Health Officer; and

WHEREAS, it is necessary for the Ingham County Health Department to have a Health Officer, to act as the administrative head of the Health Department, and to carry out the Health Department's delegated functions to protect the public health and prevent disease; and

WHEREAS, pursuant to MCL 333.2428(1), the Board of Commissioners has the responsibility to appoint a new Health Officer to succeed Renee Canady; and

WHEREAS, the Ingham County Board of Commissioners conducted a search process for a qualified Health Officer; and

WHEREAS, the Health Officer Search Committee recommends the appointment of Linda Vail as the Health Officer for the Ingham County Health Department; and

WHEREAS, Linda Vail's credentials and references have been checked and verified.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the Health Officer Search Committee's recommendation, and appoints Linda Vail to the permanent full-time position of Ingham County Health Officer, at the salary level of MCF18 Step 5 (\$126,350) with all the duties and responsibilities inherent in that position, effective April 7, 2014.

BE IT FURTHER RESOLVED, that a copy of this Resolution, together with Linda Vail's curriculum vitae, shall be forwarded to the Michigan Department of Community Health (Local Health Services).

Ingham County Management Information Services
Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: February 20, 2014
Re: SUN server replacement

Dear Commissioners,

The current SUN server runs two primary applications for the County Courts. The two Applications are CourtView for the courts case management software and the court Jury system. The current server is 8 years old which has exceeded the normal use time of 5 years. Oracle has increased the cost for maintenance on the system due to the age of the equipment. The current server is also almost out of disk storage for the application. This application server is what we call a UNIX based server that does not run on the County's Windows Based servers.

Funds were budgeted for the replacement of the server in 2013 but due to other projects and time constraints MIS decided not to replace the server until this year. The SUN server runs in its own environment within the MIS datacenter in Mason. The system configurations include storage for the databases and its own backup solution.

Three quotes were obtained and lowest cost was elected and is on a GSA Schedule #GS-35F-0153M to ensure the county is getting the best price available. The vendor with the lowest price and on GSA pricing is MYTHICS out of Virginia. The cost to replace the hardware is \$57,015.55.

Funding for the replacement system will be from the MIS Network Hardware Maintenance account.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or Mashton@ingham.org.

Agenda Item 4

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF A NEW SUN SERVER FROM MYTHICS

WHEREAS, Ingham County Court System currently utilize a SUN server to host its primary application Court View and the Jury System; and

WHEREAS, the current server is over 7 years old and has exceeded the systems useful life; and

WHEREAS, due to limited disk space and higher cost of maintenance it is recommended the current server be replaced; and

WHEREAS, three quotes were obtained and the lowest cost vendor on the GSA Schedule #GS-35F-013M was selected; and

WHEREAS, it is the recommendation of the Chief Information Officer and MIS personal that a replacement system from MYTHICS, located in Virginia, be procured to replace the outdated system.

THEREFORE BE IT BE RESOLVED, that the Board of Commissioners authorizes the County to purchase a replacement system through MYTHICS at a cost of \$57,015.55.

BE IT FURTHER RESOLVED, that funding for this replacement server in the amount of \$57,015.55 come from the MIS Network Hardware Maintenance Fund (636-25810-932032).

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

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Purchasing Department to issue a purchase order for the replacement system.