

CHAIRPERSON
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VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
BRYAN CRENSHAW
MARK GREBNER
DEB NOLAN
CAROL KOENIG
RYAN SEBOLT
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, SEPTEMBER 19, 2017 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 [August 24, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Economic Development – Resolution to Terminate a Brownfield for the [Douglas J Redevelopment Project](#)
2. Innovation and Technology
 - a. Resolution to Approve the Contract for [ASE with Nod Service](#) from AT&T
 - b. Resolution to Approve Renewal of [PACC/PAAM](#) Licensing and Support
3. Purchasing – Resolution to Approve the Disposal of County-Owned [Surplus Property](#)
4. Road Department
 - a. Resolution to Approve the [College Road and Willoughby Road 4-Way Stop Traffic Control Order](#)
 - b. Resolution to Authorize a Contract for [Propane](#) Supplied and Delivered to the Road Department
 - c. Resolution to Authorize the Purchase of Seasonal Requirement of Liquid [De-Icer Corrosion Inhibited Solution](#)
 - d. Resolution to Authorize the Purchase of Single Tungsten Carbide Insert [Grader Blades and Junior Wing Plow Blades](#)
 - e. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
5. Health Department
 - a. Resolution to Authorize a Temporary [Emergency Preparedness Consultant](#) Position
 - b. Resolution to Authorize and Agreement with [340Basics](#) for Third Party Administration Services
 - c. Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth [\(Part D\) Funding Award](#) for 2017-2020

6. Human Resources
 - a. Resolution Approving a Letter of Understanding Regarding Part-Time **Lobby Control Officers** with Capital City Labor Program Inc. – Corrections Unit
 - b. Resolution to Authorize a Temporary Assignment to the **Chief Deputy Treasurer** Position and the Execution of the Letter of Understanding

7. Controller's Office
 - a. Resolution to Authorize **Reorganization** of Accounting Functions
 - b. Draft County **Facilities/Property Naming Policy** (*Discussion*)

8. Board of Commissioners – Resolution Honoring **Melanie Harris**

Announcements
Public Comment
Adjournment

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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

August 24, 2017

Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Koenig, Nolan, Maiville, and Sebolt

Members Absent: None

Others Present: Commissioner Banas, Register Derrick Quinney, Treasurer Eric Schertzing, Doug Stover, Tim Dolehanty, Teri Morton, Jared Cypher, Becky Bennett, Bob Peterson, Michael Townsend, Rick Terrill, Deb Fett, Jill Rhode, Jill Bauer, George Orban, Jim Hudgins, Cynthia Wagner, Craig Hoffman, Maggie Fenger and others

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the August 15, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE MINUTES OF THE AUGUST 15, 2017 COUNTY SERVICES COMMITTEE MEETING.

Commissioner Grebner requested the following amendments:

Commissioner Grebner stated it would not be terrible if they waited for two months to decide on this project. He further stated that there was **plenty** of cash for the trails and parks millage lying around, ~~as only \$1.5 million had been spent of the \$10.5 million available.~~

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

Memorandum to the County Services Committee from Ingham County Clerk Barb Byrum

Tim Dolehanty, Controller/Administrator, pointed out that the Clerk was sacrificing the OnBase program, because she had decided she could wait a few years to implement the program. He further stated that this was a very good example of what they were able to get back from the departments and they definitely appreciated that.

Commissioner Celentino stated that Ingham County Clerk Barb Byrum's letter was received and the Clerk did exceed the recommended cost savings proposed by the Controller's Office.

Limited Public Comment

Michael Unsworth asked if the budget process would consist of each agency's budget one by one or the whole budget all at once.

Chairperson Celentino stated that the committee would start with all the agencies that approved the recommended budget, and then review the remaining agency budgets one by one.

	<u>Budget Book</u> <u>Section-Page</u>
1. <u>Budget Hearings</u>	
a. Tri-County Regional Planning	3-160
b. Treasurer	3-147
c. Road Department	3-140
d. Register of Deeds	3-132
e. Purchasing	3-127
f. Potter Park Zoo	3-118
g. Parks	3-108
h. Innovation and Technology	3-102
i. Human Resources	3-98
j. Housing Commission	3-95
k. Hotel/Motel	3-93
l. Financial Services	3-87
m. Farmland and Open Space Preservation Millage	3-84
n. Fair	3-74
o. Facilities	3-59
p. Equalization	3-53
q. Economic Development	3-47
r. Drain Commissioner	3-32
s. County Clerk	3-17
t. County Attorney	3-14
u. Controller/Administrator	3-8
v. Board of Commissioners	3-3
w. Advisory Boards	
1. Women’s Commission	3-1
2. Historical Commission	3-1
3. Equal Opportunity Committee	3-1

Chairperson Celentino asked those departments or affiliated entity representatives that were satisfied with their pieces of the Controller’s Recommended Budget to stand and state their name.

The following representatives stated they were satisfied with their piece of the Controller’s Recommended Budget:

<u>Representative</u>	<u>Department or Affiliated Entity</u>
Jill Rhode	Financial Services
Deb Fett	Innovation and Technology
Doug Stover	Equalization
Cynthia Wagner	Potter Park Zoo
Bob Peterson	Road Department

Becky Bennett	Board of Commissioners and Advisory Boards
Craig Hoffman	Tri-County Regional Planning Commission
Eric Schertzing	Treasurer
Derrick Quinney	Register of Deeds
Jim Hudgins	Purchasing

Chairperson Celentino asked if Human Resources was satisfied with the Controller's recommended budget.

Mr. Dolehanty stated he assumed so.

Teri Morton, Deputy Controller, stated Travis Parsons, Human Resources Director, could not be at the meeting.

Chairperson Celentino asked if the Housing Commission was satisfied with the Controller's recommended budget.

Ms. Morton stated they were just a pass through so they were happy with the budget.

Chairperson Celentino asked if the Fair Department was satisfied with the Controller's recommended budget.

Jared Cypher, Deputy Controller, stated that they had sent an email stating they could not attend the meeting but they were satisfied with the Controller's recommended budget.

Chairperson Celentino asked if the Drain Commission was satisfied with the Controller's recommended budget. He further asked if anyone had received any communication from the Drain Commissioner's staff.

No one indicated that they had received any communication from the Drain Commissioner.

Chairperson Celentino stated he assumed the Drain Commissioner was satisfied with the Controller's recommended budget.

Chairperson Celentino stated they had received the memo from the Clerk indicating she was satisfied with the Controller's recommended budget.

Chairperson Celentino asked if the County Attorneys were satisfied with the Controller's recommended budget.

Mr. Dolehanty stated the County Attorneys were satisfied with the Controller's recommended budget.

Chairperson Celentino asked if the Controller was satisfied with the Controller's recommended budget.

Mr. Dolehanty stated the Controller's office was satisfied with the Controller's recommended budget.

Chairperson Celentino asked the Facilities Department if they would like to come forward or if they were satisfied with the Controller's recommended budget.

Chairperson Celentino asked if the committee wanted to vote on the departments that had indicated satisfaction with the budget at that time or at the end of the meeting.

Commissioner Crenshaw indicated he had a question regarding the hotel/motel budget.

Chairperson Celentino stated he was not certain if anyone was here to speak on the hotel/motel budget.

Ms. Morton stated there was not anyone here, however someone was here from Ingham Conservation District.

Chairperson Celentino stated that Ingham Conservation District was a separate agenda item and would be discussed separately from the current agenda item. He further stated that the department representatives that were satisfied with the recommended budget were free to go, as the commissioners were planning to vote on that at the end of the meeting.

Chairperson Celentino stated he wanted to make sure they knew that in case if anyone had other plans. He further stated the department representatives were welcome to stay if they wished.

Chairperson Celentino stated that they would start with the Facilities Department.

Rick Terrill, Facilities Director, stated that he would respectfully request that one item in the Capital Improvement Projects fund be reconsidered. He further stated the item was a \$50,000 restoration project for the Mason Historical Courthouse murals on the third floor.

George Orban, Historical Commission Chair, stated that late last year, because he was alarmed at the deterioration of the four murals on the third floor which were painted in either late 1919 or early 1920, he had Ms. Barbara Heller, an experienced and professional art conservator from the Detroit Institute of Arts, examine and evaluate the murals. He further stated that as part of the DIA's local government services program, they paid her mileage and he bought her lunch.

Mr. Orban stated that she had spent several hours examining the murals and determined that they were deteriorating rapidly. He further explained that the murals were done on paper which was pasted to the walls, and the paper was now coming off the walls.

Mr. Orban stated that lights were the wrong kind and they were hastening the deterioration. He further stated that the report by Ms. Heller could be used for an RFP, as it was a very detailed report with photographs.

Mr. Orban stated the bottom line was the murals needed to be cleaned and repaired, and the report outlines very specifically what needed to be done. He further stated the report outlined the type of lighting required, as well as a lighting consultant and a list of recommended firms who were qualified to do the work for the RFP.

Discussion.

Commissioner Nolan stated that she loved things like this because she was an art major and she believed it was really important, however she wanted to know if a conversation had been had with Ms. Heller regarding possible fundraising options. She further stated that with an issue like this, she felt that many people would want to save these murals and would possibly contribute to a fundraising effort.

Mr. Orban stated he would like to have the commissioners put the money in because there really was not an alternative or the time needed to fundraise. He further stated that if there was no other choice they would have to go public and try to get grants or fundraise.

Commissioner Nolan stated fundraising would be time consuming but worth it.

Mr. Orban stated it would be time consuming, and there was money out there but not a lot, so it would be tough, however it might be their only alternative.

Commissioner Nolan stated that they were stretched right now, so fundraising might be the best way to go. She further stated that she was glad he had brought this issue to the committee's attention.

Commissioner Maiville asked if the lighting mentioned was part of the re-lighting project for the courthouse. He further asked if there was an estimate of the cost for the lighting recommendation in the report.

Mr. Terrill stated that the reports had not been presented to him before the meeting and he had not review them yet. He further stated that the amount of money that was put in the budget was a placeholder amount, and without knowing the scope of the work, the cost could be more or it could be less.

Mr. Orban stated that Ms. Heller did not include a cost estimate but had said a good company could complete the restoration in a week. He further stated that an RFP would be needed at some point, as they were currently caught because the RFP needed to get out on the streets so they knew how much money was involved. He further stated that without that information they could not ask people for funding because their first question would be how much the project would cost.

Commissioner Crenshaw asked what would happen if the estimated amount was added to the Z-List and the RFP came back higher.

Mr. Terrill stated that he had worked with his friends at the Historical Commission to prepare the place-holder estimate, and this process would be the same as any other project where there would be a phase 1 and a phase 2. He further stated that there would be a preliminary cost assessment with a projected cost based on the scope of work presented, and the bidders would also bid on phase 2 to give an actual cost for the restoration and electrical work.

Mr. Terrill stated he would not want to put an RFP out without having the funds available to at least pay for the design, cost and scope that would be put out for bid.

Commissioner Grebner stated that he had not had a chance to read the report but he wanted to know if this project could be divided into components pieces.

Mr. Orban stated the project needed to be done all in one shot.

Commissioner Grebner stated that it would not seem like lighting would be directly tied to the restoration of the artwork.

Mr. Orban stated that the lighting was absolutely critical because if the cleaning was done but the current lights were kept, the lighting would continue to deteriorate what was just cleaned.

Commissioner Grebner asked if the lights could be replaced later.

Mr. Orban stated the light replacement and the restoration must be done together.

Mr. Terrill stated that because of the lighting, a lighting engineer would have to be involved to work with satisfying the lighting requirements for both the restoration and normal workplace requirements.

Discussion.

Commissioner Koenig stated that she had not had a chance to read the report, however her brother was a building conservator who worked all around the country and had looked at this once already. She further stated he had thrown out an estimate of \$15,000 a couple of years ago, but the murals may have deteriorated since then.

Commissioner Koenig stated that he had other lighting companies he used in the Lansing area, and if they were used a lighting engineer would not be needed. She further stated that she was glad this issue was in front of the committee as she thought they should do something about it.

Commissioner Koenig stated that she thought fundraising was a novel idea, and mentioned a State grant program where the fundraiser would need to get 50% of the total cost and the State would match that funding.

Mr. Orban stated that page 14 of the report described the specific details of the lighting issue.

Commissioner Koenig stated that she was glad they had brought this issue to the committee as she had been thinking about the restoration of the murals every time she looked at them because they are so beautiful to look at.

Chairperson Celentino stated that Commissioner Banas was in attendance, and he would allow her to ask a question even though she was not a member of the committee.

Commissioner Banas thanked Mr. Terrill and Mr. Orban for bringing this issue to light as it was part of our history and culture. She further stated that she was curious, given that it had never been properly cleaned and the artwork was pasted to the wall, if the expert had given an idea of the longevity of the murals if they were properly restored. She further stated that she was curious what the \$50,000 estimate would bring in terms of the life span of the murals.

Mr. Orban stated the expert did not specifically give an estimated length of time but when he had spoken with her she had said it would be good for quite some time with the proper lighting.

Commissioner Grebner stated that he had a feeling that this was not a good Z-List item, because normally if this had come before the committee the commissioners would have asked for them to come back with answers to the questions identified and then come back to the committee for approval.

Discussion.

Becky Bennett, Board of Commissioners Director, stated that part of the reason they were here was to seek direction from the commissioners.

Commissioner Grebner stated that he felt they were getting direction, because the commissioners were sympathetic but the information needed to be worked up as a proposal.

Commissioner Maiville asked about the money that the Facilities Department had set aside to address unexpected equipment breakdowns and repairs and whether or not that funding could be used for this project.

Mr. Terrill stated that the budget for maintenance and repair expenditures had been cut, and this would not be considered repair and maintenance because it was actually a capital improvement repair project. He further stated that they could do what Commissioner Grebner suggested and create a proposal to present to the committee.

Commissioner Grebner stated the emphasis should be on options and the likely outcomes for each option and alternatives for how to proceed.

Mr. Orban stated that he understand bureaucracy as he had worked for the State of Michigan before, and he had started on this project last December. He further stated that hopefully he could work with the Facilities Department to get this project done as he was on the Historical Commission until next year and his goal was to get this finished or at least started by then.

Chairperson Celentino asked if they understood the direction from the committee.

Mr. Terrill stated he did understand and they would get a proposal together for the next round of meetings, or if that was not possible, the round after that.

Discussion.

Chairperson Celentino asked Mr. Terrill if he was fine with the Controller's recommended budget other than this issue.

Mr. Terrill stated he was pleased with the Controller's recommended budget.

Mr. Orban thanked the committee for their time.

2. Ingham Conservation District

Brandon Blain, Ingham Conservation District Director, introduced himself and Tim Carr, Ingham Conservation District Treasurer, and thanked the committee for the opportunity to be there and ask for their support. He further stated that Michelle Beloskur, Ingham Conservation District Executive Director, had sent a letter and was much better at putting how much the commissioners' support meant to the ICD into words, but he would give it his best shot.

Mr. Blain stated when the ICD started receiving support in 2014, they were able to go out and bring in 8 new state and federal grant-funded programs, and they had taken a small investment and brought in \$260,000 into Ingham County. He further stated they had enjoyed a momentum that they would like to continue with, and in order to do that they needed the commissioners' support.

Mr. Blain stated Michelle had said it very well in her letter by saying the investment the County is making in the ICD is paying for itself many times over.

Chairperson Celentino stated he understood they were requesting \$7,954.

Mr. Blain stated that was the amount they were requesting.

Commissioner Grebner asked if \$7,954 would be added to the Z-List.

Mr. Dolehanty nodded his head to indicate yes.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. NOLAN, TO ADD \$7,954 FOR THE INGHAM CONSERVATION DISTRICT TO THE Z-LIST.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Celentino explained the budget process now that the requested funding had been added to the Z-List.

Commissioner Crenshaw stated that he had a constituent who was concerned about the allocation to the Convention & Visitors Bureau for the last couple years and had been asking questions regarding that allocation. He further stated that last year he had gotten information from Mr. Dolehanty in regards to the agreements and resolutions.

Commissioner Crenshaw stated that as he was reading the agreement signed in 1984, he noticed it said the bureau was supposed to have a budget as outlined in Exhibit A of the agreement, and if the budget changed in any way it was supposed to be presented to the Controller within 30 days of taking effect. He further asked if Mr. Dolehanty had received any budget changes from the CVB.

Mr. Dolehanty said he had not.

Commissioner Crenshaw stated that the CVB was supposed to provide financial reports on the 15th of each month for the preceding month. He further asked if Mr. Dolehanty had received any monthly reports.

Mr. Dolehanty stated he had not but he could not say if the report had gone to a different department.

Commissioner Crenshaw stated that they always got an annual report, but within the 15th day of each month of every fourth period, a report on the non-convention tourism within the County and what they were doing with the money. He further asked Mr. Dolehanty if he had received those reports.

Mr. Dolehanty stated he had not.

Commissioner Crenshaw asked why the CVB was still receiving a budget allocation if the reports were not being received as the agreement stated.

Discussion.

Commissioner Crenshaw stated his constituent's concern was where the money was being spent because he was not able to see that currently. He further stated that the reports and budget would provide that information.

Discussion.

Chairperson Celentino asked Commissioner Crenshaw if he wanted staff to call and get reports.

Commissioner Crenshaw stated he did.

Chairperson Celentino stated that he wanted to be clear what was being requested, as his understanding was that Commissioner Crenshaw did not want to do anything other than get the reports at this time.

Commissioner Crenshaw stated that was correct.

Commissioner Koenig stated the CVB may be reporting, and may not be aware of the issue because they were possibly reporting through their liaison, Commissioner McGrain, who serves on their board. She further stated they may feel they were fulfilling their reporting requirements by providing those reports to Commissioner McGrain, even though the entire Board of Commissioners did not see those reports regularly.

Discussion.

Commissioner Grebner stated they should specify what reports the CVB needed to provide, and suggested that Commissioner Crenshaw should work with the Controller to pin down what reports he would like.

Commissioner Nolan stated that the constituent could have called the CVB and asked them to provide the reports.

Commissioner Crenshaw stated that his constituent had tried and had gotten nowhere.

Chairperson Celentino clarified that Commissioner Crenshaw would work with the Controller to get the information he wanted and share the reports with the other commissioners.

Discussion.

3. Final Ranking

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR ALL AGENCIES LISTED, INCLUDING THE Z-LIST ADDITION OF \$7,954 FOR THE INGHAM CONSERVATION DISTRICT.

Discussion.

Chairperson Celentino explained the budget process and the next steps that would be taken to approve the recommended budget.

Discussion.

Commissioner Sebolt disclosed that he was currently named in an issue which was in front of Circuit Court.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:46 p.m.

SEPTEMBER 19, 2017 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Economic Development** – *Resolution to Terminate a Brownfield for the Douglas J Redevelopment Project*

On March 26, 2013 the Board approved Resolution 13-120 to approve the Douglas J Brownfield Plan. No development activity has taken place on the property and the site plan approved by Meridian Township has since expired. Section 8(b) of the Brownfield Redevelopment Finance Act allows for termination of a brownfield plan if development of the property fails to occur with respect to the eligible property for at least two years following the date of approval. The County must first provide 30 days written notice to the developer and must provide the developer an opportunity to be heard at a public meeting (MCL 125.2664 (8) (b)). The Economic Development Director has proposed a resolution to terminate the plan.

2a. **Innovation and Technology Department** - *Resolution to Approve the Contract for ASE with Nod Service from AT&T*

The Innovation and Technology (IT) Department recommends a change in technology used for long distance telephone calls. Instead of signing a traditional long distance telephone contract with AT&T, the IT Department believes the County would be better served by a five-year contract for Switched Ethernet Service with Network on Demand technology through AT&T. Total savings from the change is estimated to be \$80,000 through the five-year contract period. A resolution to authorize this change is proposed for consideration.

2b. **Innovation and Technology Department** - *Resolution to Approve Renewal of PACC/PAAM Licensing and Support*

The County Prosecutor's Office relies on software created for the Prosecuting Attorneys Coordinating Council and Prosecuting Attorneys Association of Michigan (PACC/PAAM) for case tracking, victims' rights notifications, and warrant charging guidance information. It is a creation of PAAM and is used by many Michigan counties. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

At their 2017 Mid-Winter Conference for the association, PAAM membership voted to exceed the standard inflationary price increase to allow a larger support fee in order to cover costs associated with building a new cloud-based system. The IT Department recommends approval a resolution for licensing and support renewal at a cost not to exceed \$26,139.

3. **Purchasing Department** – *Resolution to Approve the Disposal of County-Owned Surplus Property*

The Purchasing Department has determined that the County has a number of surplus items that have exceeded their useful life and/or are no longer useful for County operations. County policy requires the Purchasing Director to create a list of surplus items for presentation to the Controller and County Services Committee for their respective approvals. The Purchasing Director recommends approval of the proposed resolution. (Please note that, per County policy, County Commissioners are prohibited from purchasing any surplus County-owned personal property.)

4a. Road Department – *Resolution to Approve the College Road and Willoughby Road 4-Way Stop Traffic Control Order*

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography, and other conditions present at public road intersections. In the spirit of this mission, the Department recommends approval of a resolution to adopt a Traffic Control Order directing all motorists approaching the College Road and Willoughby Road intersection to stop prior to entering the intersection. The developer of Willoughby Estates pledged \$15,000 towards the cost of the new four-way stop control, and the remaining \$10,000 cost is included in the Road Department budget.

4b. Road Department – *Resolution to Authorize a Contract for Propane Supplied and Delivered to the Road Department*

The Road Department uses propane stored in three 1,000-gallon propane tanks to heat its Eastern District Garage. In order to assure budget stability, Road Department officials determined it would be advantageous to secure a fixed-price contract for propane purchases. Upon evaluation of proposals submitted by two contractors in response to a formal request for proposals (RFP), the Road Department recommends approval of a resolution to execute a three-year propane delivery service contract with Avery Oil and Propane at a fixed unit price of \$1.10/gallon for the first year; \$1.13/gallon for the second year; and \$1.14/gallon for the third year.

4c. Road Department – *Resolution to Authorize the Purchase of Seasonal Requirement of Liquid De-Icer Corrosion Inhibited Solution*

The Road Department requests authorization to purchase Geomelt S7 De-icing Solution from Chloride Solutions LLC for the next three winter maintenance seasons. The Road Department purchases approximately 12,000 gallons of liquid de-icing solution annually for use in winter maintenance operations. The proposal from the lowest bidder failed to meet the required anti corrosion specifications. The total cost of the proposed agreement is \$29,880.

4d. Road Department – *Resolution to Authorize the Purchase of Single Tungsten Carbide Insert Grader Blades and Junior Wing Plow Blades*

The Road Department requests authorization to purchase single tungsten carbide insert grader blades and junior wing plow blades from Valk Manufacturing Company. The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Junior wing plows have been equipped on all ICRD new truck purchases since 2012 and are used for snow removal only. The Road Department seeks Board authorization to purchase blades from Valk Manufacturing for three years at a total cost not to exceed \$115,700.

4e. Road Department – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 42 projects (see attachment for permit list).

5a. Health Department – *Resolution to Authorize a Temporary Emergency Preparedness Consultant Position*

This resolution authorizes the hire of a temporary Emergency Preparedness Consultant to assist in the development, implementation, and evaluation of a just-in-time training program for Ingham County Health Department (ICHHD) staff and volunteers regarding their role in a public health emergency involving mass prophylaxis. This position will also assist in developing, conducting, and evaluating exercises to test emergency plans and may recruit and train community partners on the closed Point of Dispensing (POD) program, identify training gaps, and develop training materials to meet unmet needs. Human Resources has approved the position description. The cost of a temporary emergency preparedness consultant is estimated at \$18,400 for 29 hours per week for 26 weeks at a cost not to exceed \$18,400. This temporary position will be filled in ICHHD's 2018 fiscal year. Funding for this temporary position was included in the FY 2018 Comprehensive Agreement with the Michigan Department of Health and Human Services for the delivery of public health services, including emergency preparedness, in the amount of \$154,800. This agreement was approved by the Ingham County Board of Commissioners in Resolution 17-293.

5b. Health Department – *Resolution to Authorize an Agreement with 340Basics for Third Party Administration Services*

This resolution authorizes an agreement with 340B Technologies, Inc. for contract pharmacy third party administrator services for the term of three years, effective October 1, 2017 through September 30, 2020, with 1-year auto renewal thereafter. 340B Technologies Inc. will be compensated at \$4.30 per administrative claim processed, with a \$2,000 monthly minimum. Funds will be available to cover the cost of the agreement via the 340B savings generated through the contract pharmacies.

5c. Health Department – *Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2017-2020*

This resolution accepts funding for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award, in an amount not to exceed \$483,774 on an annual basis from August 1, 2017 through July 31, 2020, and renews the Infectious Disease Provider Services Agreement with Michigan State University for the amount of \$48,738 for year 1 (August 1, 2017 through July 31, 2018) and in the amount of \$49,713 in year 2 (August 1, 2018 through July 31, 2019).

The funding approved in this resolution provides for the creation of a 1.0 FTE Customer Support Specialist –Ryan White (ICEA PRO Level 5) and a change in position #601070 from 1.0 FTE Nurse Case Manager –CHC (ICEA PHN Level 3) to a 1.0 FTE Senior Nurse Program Manager (ICHA PHN Level 4).

6a. Human Resources Department – *Resolution Approving a Letter of Understanding Regarding Part-Time Lobby Control Officers with Capital City Labor Program Inc. – Corrections Unit*

In 2012 a Letter of Understanding was approved with the Fraternal Order of Police, representing the Corrections Unit, regarding the creation and employment of part-time Lobby Control Officers. This position has provided an excellent opportunity for training and development of future Corrections Officers. In addition, the position has enabled Ingham County to benefit from seasoned officers wishing to continue their service to the community. Both the Sheriff and the Capitol City Labor Program seek Board approval to continue the Letter of Understanding under the negotiated terms and conditions.

6b. Human Resources Department – *Resolution to Authorize a Temporary Assignment to the Chief Deputy Treasurer Position and the Execution of the Letter of Understanding*

By way of the Human Resources Department, the Treasurer’s Office seeks temporary appointment of Elisabeth Richardson to the Chief Deputy Treasurer position. Ms. Richardson is qualified and willing to temporarily assume the role. A proposed Letter of Understanding was prepared to allow Ms. Elisabeth Richardson to receive “out-of-class” pay for assuming the additional duties and responsibilities of the position. All other benefits and contribution structures provided under the ICEA – Professional County Employees Unit contract would remain unchanged while Ms. Richardson was in the temporary role. The Human Resources Department recommends approval of the Letter of Understanding.

7a. Controller’s Office – *Resolution to Authorize Reorganization of Accounting Functions*

By design, financial administration responsibilities in County government are shared among a number of semi-autonomous divisions, particularly the Board of Commissioners and the County Treasurer. All financial team participants must understand the importance of, and strictly adhere to, established standards for quality in order to fully address shortcomings identified by the independent auditors. However, the structural blueprint of distinctiveness naturally creates challenges in continuity and efficiency. County finances are examined annually to ensure the County follows generally accepted accounting principles. Auditor notes consistently cite Ingham County for certain transgressions classified as “material weaknesses” since 2013. Despite the best efforts of all involved, material weaknesses persist. Financial administration should be restructured to reduce the possibility of material weaknesses, but done so in a manner sensitive to the semi-autonomous structure required by the Michigan Constitution and associated statutes.

The Controller recommends approval of a resolution to reassign an Accountant position from the Treasurer’s Office to Financial Services Department. The Controller also supports strategies proposed by the Treasurer to include execution of a contractual agreement with a respected former Treasurer employee to assist with accounting functions of the Treasurer’s Office over a defined time period; and to evaluate and consider securing the services of an accounting firm to assist the Treasurer’s Office with preparation of required accounting documents.

7b. Controller’s Office – *Draft County Facilities/Property Naming Policy* (Discussion)

A draft policy for naming of facilities and property is provided to initiate discussion.

8. Board of Commissioners Office – *Resolution Honoring Melanie Harris*

A resolution is offered to recognize Melanie Harris for her outstanding community service, kindness, and tireless efforts on behalf of Ingham County

Agenda Item 1

TO: Board of Commissioners County Services and Finance Committees

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Termination of the Douglas J Development Brownfield Plan

DATE: September 5, 2017

BACKGROUND

On March 26, 2013 the Board of Commissioners adopted Resolution #13-120 approving a brownfield plan for the Douglas J Redevelopment project in Meridian Charter Township. The development has not moved forward and the site plan approved for the project by Meridian Charter Township has expired.

In accordance with PA 381 of 1996 as amended, Section 14 (8) the Board of Commissioners may terminate a brownfield plan if after at least two years from the date of approval no development has occurred.

ALTERNATIVES

None

FINANCIAL IMPACTS

The County will not have to contribute TIF Capture to the proposed plan.

OTHER CONSIDERATIONS

Terminating the plan will provide more opportunities for another developer.

RECOMMENDATION

I recommend the Board of Commissioners terminate the Brownfield Plan for the Douglas J Redevelopment in Meridian Charter Township.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO TERMINATE A BROWNFIELD FOR
THE DOUGLAS J REDEVELOPMENT PROJECT**

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (resolution #01-279) pursuant to PA 381 of 1996 as amended (the ACT) in order to promote the redevelopment of environmentally distressed, functionally obsolete and/or blighted areas of the County; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #13-129 on March 26, 2013 for a Brownfield Plan for the Douglas J Redevelopment in Meridian Charter Township, Michigan; and

WHEREAS, the property included in the plan are 2138 Hamilton Road (33-02-02-21-405-101), 2148 Hamilton Road (33-02-02-21-405-005) and 4695 Okemos Road (33-02-02-21-405-009); and

WHEREAS, the developer has decided to not move forward with redevelopment on this site; and

WHEREAS, pursuant to the ACT, Section 14, (8) provides for the termination of a brownfield plan if there has been not activity for at least two years with proper notification to the public and parties involved.

THEREFORE BE IT RESOLVED, pursuant to the authority vested in the Ingham County Board of Commissioners by PA 381 of 1996 as amended in accordance with Section 14, (8) the Brownfield Redevelopment Plan for the Douglas J Redevelopment Project in Meridian Charter Township is terminated.

BE IT FURTHER RESOLVED that the Economic Development Coordinator shall send notice of Termination of the plan to the Developer, Ingham County Brownfield Redevelopment Authority, the Ingham County Treasurer, and the other taxing jurisdictions impacted by this plan.

Agenda Item 2a

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 9/05/2017
SUBJECT: AT&T Change to ASE Network on Demand

BACKGROUND

Ingham County currently uses AT&T for several of our network connections with a contract we renewed in April for one year. We have been pursuing a different method of connectivity to get better pricing and service, the one year extension has allowed us time to review, get approval, and implement. After review, there is an opportunity to change our current connectivity method to lower cost, enhance usability, and increase our flexibility.

ALTERNATIVES

Annual costs under current contract prices	\$59,000.00
Annual estimated costs with new service	\$43,000.00
Estimated 5 year savings	\$80,000.00

FINANCIAL IMPACT

The funding for the continuing \$43,000.00 annual cost will be spread to various departments based on usage as per current practice.

OTHER CONSIDERATIONS

This is one portion of the budget savings that ITD has been pursuing for FY 2018.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached contract for AT&T.



AT&T MA Reference No. 20100610-022
 AT&T Contract ID No. SDN6W4Y49S

**AT&T SWITCHED ETHERNET SERVICESM (with NETWORK ON DEMAND)
 Pricing Schedule Provided Pursuant to Custom Terms**

Please sign by 09-10-2017

Customer	AT&T
County of Ingham Street Address: 121 E MAPLE ST City: MASON State/Province: MI Zip Code: 48854-1655 Country: USA	The applicable AT&T ILEC Service-Providing Affiliate(s)
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: Deb Fett Title: CIO Street Address: 121 E MAPLE ST City: MASON State/Province: MI Zip Code: 48854-1655 Country: USA Telephone: 5176767371 Fax: Email: DFett@ingham.org Customer Account Number or Master Account Number: 1-QYV5-3571	Name: JAY VAN DUZEN Street Address: 23500 NORTHWESTERN HWY BLDG W City: SOUTHFIELD State/Province: MI Zip Code: 48075 Country: USA Telephone: 2482045881 Fax: 2484833218 Email: jv8204@us.att.com Sales/Branch Manager: Pizzuti SCVP Name: ROGERBLAKE Sales Strata: Retail-Direct Sales Region: US-MIDWEST With a copy (for Notices) to: AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Country: USA Telephone: Fax: Email: Agent Code	

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above. Customer requests that its identity be kept confidential and not be publicly disclosed by AT&T or by any regulatory commission, unless required by law.

Services purchased under this Pricing Schedule must be ordered and managed using the AT&T Network on Demand process described in the Network on Demand Guide available at: http://cpr.att.com/pdf/publications/NOD_Guide.pdf which is incorporated herein by reference and is subject to change by AT&T from time to time.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on Customer's bill for intrastate Services. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

For AT&T internal use only:	Contract Ordering and Billing Number (CNUM):
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WK# - Interstate-InterLATA – TBD	For AT&T Administrative Use Only Pricing Schedule No. _____ Original Effective Date: _____
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AT&T Switched Ethernet ServiceSM (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

1. SERVICE, SERVICE PROVIDER(S) and SERVICE PUBLICATION(S)

1.1 AT&T Switched Ethernet ServiceSM

Service	Service Publication (incorporated by reference)	Service Publication location
AT&T Switched Ethernet Service SM	AT&T Switched Ethernet Service Guide	http://cpr.att.com/pdf/commonEthServGuide.html

Service Providers			
AT&T Alabama	AT&T Indiana	AT&T Missouri	AT&T Tennessee
AT&T Arkansas	AT&T Kansas	AT&T Nevada	AT&T Texas
AT&T California	AT&T Kentucky	AT&T North Carolina	AT&T Wisconsin
AT&T Florida	AT&T Louisiana	AT&T Ohio	
AT&T Georgia	AT&T Michigan	AT&T Oklahoma	
AT&T Illinois	AT&T Mississippi	AT&T South Carolina	

1.2 Inside Wiring

Service	AT&T Inside Wiring
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Service Provider	Service Publication	Service Publication Location
Same as the AT&T Service Provider for the AT&T Switched Ethernet Service	AT&T Inside Wiring Service Attachment	http://cpr.att.com/pdf/service_publications/ASE_SDN_Inside_Wiring_Attachment.pdf

2. PRICING SCHEDULE TERM, EFFECTIVE DATES

Pricing Schedule Term	60 months
Start Date of Minimum Payment Period, per Service Component	Later of the Effective Date or installation of the Service Component
Rate Stabilization per Service Component	Rates as specified in this Pricing Schedule for each Service Component are stabilized until the end of its Minimum Payment Period
Pricing following the end of Minimum Payment Period	Non-stabilized prices as modified from time to time in applicable Service Publication or, if there is no such pricing, the pricing in this Pricing Schedule

3. MINIMUM PAYMENT PERIOD

Service Components	Percentage of Monthly Recurring Charge Applied for Calculation of Early Termination Charges*	Minimum Payment Period per Service Component
All Service Components	50% plus any unpaid or waived non-recurring charges	60 months

*Early termination charges shall not exceed the total amount of monthly recurring charges for the remainder of the Minimum Payment Period; refer to [Network on Demand Guide](#) for details.

4. ADDS

AT&T Switched Ethernet Service Customer Port Connections may be purchased (where available using the Network on Demand process) during the Pricing Schedule Term at the rates, terms and conditions herein.

WK# - Interstate-InterLATA – TBD	For AT&T Administrative Use Only Pricing Schedule No. _____ Original Effective Date: _____
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AT&T Switched Ethernet ServiceSM (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

5. RATES and CHARGES

5.1 AT&T SWITCHED ETHERNET SERVICE

5.1.1 Monthly Recurring Charges (MRC)

All Monthly Recurring Charge (MRC) rates are per port. The total MRC for a port is the sum of the Port Connection MRC, the Bandwidth MRC, and any associated Feature MRC(s).

Basic Port Connection MRC

Basic Port Connection Speed	MRC
100 Mbps	\$212.52
1 Gbps	\$212.52

Bandwidth MRC

If Customer changes the CIR and/or CoS configuration during the billing cycle, the Bandwidth MRC will be prorated based on the time interval for each configuration. Bandwidth may be adjusted using the Network on Demand process within the available network capacity, which may vary from time to time. All speeds may not be available at all times or at all locations. Network augmentation via traditional processes may be required before certain speeds will be available on demand. Contact your AT&T sales representative to discuss ways to increase available capacity.

Bandwidth MRC (100 Mbps and 1 Gbps Basic Port Connections)					
Committed Information Rate (CIR)	Class of Service (CoS)				
	Non Critical High	Business Critical Medium	Business Critical High	Interactive	Real Time
2 Mbps	\$146.42	\$151.47	\$181.76	\$214.58	\$232.25
4 Mbps	\$174.33	\$179.46	\$210.22	\$238.43	\$256.37
5 Mbps	\$189.60	\$198.43	\$220.47	\$242.52	\$260.15
8 Mbps	\$208.00	\$215.85	\$233.51	\$249.20	\$266.86
10 Mbps	\$218.67	\$229.25	\$264.52	\$299.79	\$320.95
20 Mbps	\$246.96	\$258.45	\$287.17	\$315.88	\$338.86
50 Mbps	\$289.88	\$303.18	\$332.76	\$362.34	\$390.44
100 Mbps	\$343.84	\$361.94	\$392.10	\$422.26	\$452.42
150 Mbps	\$488.14	\$512.36	\$535.83	\$558.94	\$599.93
250 Mbps	\$552.89	\$580.53	\$654.25	\$727.97	\$781.41
400 Mbps	\$610.70	\$641.50	\$713.99	\$786.48	\$844.47
500 Mbps	\$649.51	\$681.81	\$753.58	\$825.35	\$886.36
600 Mbps	\$750.31	\$787.47	\$870.64	\$929.04	\$994.52
1000 Mbps	\$861.35	\$905.28	\$975.60	\$1045.91	\$1121.50

WK# - Interstate-InterLATA – TBD	For AT&T Administrative Use Only Pricing Schedule No. _____ Original Effective Date: _____
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AT&T Switched Ethernet ServiceSM (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

Feature MRC

Feature	MRC
Enhanced Multicast	\$78.4

5.1.2 Non Recurring Charges (NRC)

Standard Non Recurring Charges for installation of new Customer Port Connections, per the applicable Service Publication, will be waived.

5.1.3 Additional Charges

Charges for additional Service options may apply, per Service Publication. Charges for special construction, if needed, may also apply.

5.2 AT&T INSIDE WIRING

Charges for AT&T Inside Wiring are as set forth in the Service Publication.

End of Document

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR ASE WITH NOD SERVICE FROM AT&T

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T expires in April, 2018; and

WHEREAS, currently Ingham County pays \$59,000.00 per year for network connectivity; and

WHEREAS, Innovation & Technology is recommending we switch to the Switched Ethernet Service with Network On Demand from AT&T for a period of 5 year for an estimated total cost of \$43,000.00 with potential to add other sites to the contract over time.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the approval of the ASE + NOD contract from AT&T in the amount of \$43,000.00 per year for a period of 5 years.

BE IT FURTHER RESOLVED, that the total cost will be spread to various departments based on usage as per current practice.

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

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

Agenda Item 2b

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

FROM: Deb Fett, CIO

DATE: 8/24/2017

SUBJECT: PACC/PAAM Licensing and Support Renewal

BACKGROUND

PACC/PAAM is the software that our Ingham County Prosecutor's Office relies on for case tracking, victims' rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.

Last year's costs were \$22,174.00. At the 2016 Mid-Winter Conference for the association, the membership voted to change the standard COLA increase that was the previous standard and allow a 5% increase per year to be charged in order to cover the costs associated with building a new cloud based system. (See attached letter.) This accounts for the 5% increase this year which we are unable to change.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$23,295.00 total will come from the County's LOFT Fund 636-25820-932050.

OTHER CONSIDERATIONS

The PACC/PAAM system has been used by our Prosecutor's Office for many years and is used by many of the counties in Michigan. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of \$23,295.00.

June 3, 2016

TO: Prosecuting Attorneys

FROM: Larry J. Burdick

RE: **2017 MEMBERSHIP DUES and
TECHNICAL SERVICES LICENSING AND SUPPORT FEES**

Enclosed is an invoice for your 2017 dues relating to your professional duties as a prosecuting attorney. Included in the bill is the licensing fee for your use of the PACC/PAAM case tracking systems and warrant generation process. Please remit one check to the *Prosecuting Attorneys Association of Michigan* for the total amount. This billing is being sent now so that you may choose to pay from your 2016 or 2017 budgeted funds.

PAAM Dues. Your Association voted in February 2008 to change how PAAM's dues and fees are calculated, and to adopt a 5% COLA provision to allow the dues and fees to keep pace with inflation. Upon payment, your attorneys become associate members of PAAM, and all of your employees are eligible to attend meetings and participate in Association activities and services.

NDAA Dues. The NDAA dues are based on county population, and pays for the *elected prosecuting attorney* to be a member of NDAA. Assistant Prosecuting Attorneys may be NDAA associate members for \$75 each. NDAA members will receive their own subscriptions to *The Prosecutor* magazine. Please include with your payment an additional \$75 for each APA who wishes to join or continue NDAA membership, and provide us with his/her name.

PACC/PAAM Technical Services Licensing and Support Fee. This fee is to cover licensing and distribution of applications and eManuals developed by PACC/PAAM, as well as 24/7 computer support for users of the criminal and juvenile case tracking systems. The fee entitles the county to assistance in the development, operation, and maintenance of the system. See the attached list for your reference. In addition to the annual COLA fee mentioned above, at the 2016 Mid-Winter Conference, membership approved an additional fee increase to cover the infrastructure cost associated with storing and receiving data over the internet (cloud-based) for the NextGen case/content management system currently being built.

Thank you for your prompt attention to this billing. If you have questions, contact Marcia Beatty at (517) 334-6060 ext. 803.

Enclosures

PACC/PAAM TECHNICAL SERVICES LICENSING & SUPPORT FEE

Services Provided

Adult Case Tracking System. Prepares charges, victim notices, subpoenas, pleadings, court schedules, and provides management reports for felony and misdemeanor cases.

Juvenile Case Tracking System. Prepares petitions for delinquency and abuse and neglect cases, victim notices, subpoenas, pleadings, and provides management reports.

Electronic Warrant Manual. Provides templates and charge codes for determining charges and preparing warrants.

Charging Language for Warrants. Develop the charge and sentencing and prompts for variable information in a Dynamic Load Link (DLL) file that is used for warrant generation.

Training and Support. Provides in-office and remote location training on all PACC/PAAM computer applications. Provides on-line help desk support and assistance.

Office Design and Procedures. Provides on-site assistance on efficient office design and procedures for processing cases.

Liaison with Local IT Department. Serves as a liaison between your office and the local IT department to insure that PACC/PAAM applications run efficiently on the local network.

Statewide network. Serves as the hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

Police-Prosecutor-Court Communications. Developing applications and procedures to allow for the electronic communication of case information between prosecutors and police agencies and the courts.

Victim Rights. Design victim rights letters and the processing procedures that meet the requirements of legislation. Provide the interface, procedures with the state's victim notification system (MCVNN). Help develop the notification scripts and test.

Infrastructure (Cloud). Allows internet-based storage and retrieval of data for NextGen case management system currently being built.

Committee Representation. Serve on statewide and national committees representing Michigan prosecutors.

Invoice

PROSECUTING ATTORNEYS COORDINATING COUNCIL
and
PROSECUTING ATTORNEYS ASSOCIATION OF MICHIGAN
116 W. Ottawa Street, Suite 200
Lansing, MI 48913

Invoice Number: DUES 0601 - 104
PAAM Federal I.D. Number: 38 1915 327

Ph: (517) 334-6080 Fax: (517) 334-6351

Date: June 1, 2017

To: Ms. Carol Siemon Prosecuting Attorney 303 W. Kalamazoo Lansing, MI 48933	Ship to (if different address): RECEIVED JUN 07 2017 Ingham County Prosecutor's Office
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CONTACT PERSON	PO#	Make checks payable to "PAAM" Mail to: 116 W. Ottawa St., Ste. 200, Lansing, MI 48913
Marcia Beatty		

DESCRIPTION	AMOUNT
2018 MEMBERSHIP DUES	
Prosecuting Attorneys Association of Michigan	2,077
National District Attorneys Association	767
PACC/PAAM LICENSING AND SUPPORT FEE	23,295
TOTAL DUE	\$25,139

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT

WHEREAS, Ingham County Prosecutor's Office relies on our PAAC/PAMM system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be \$23,295.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed \$23,295.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's LOFT Fund #63625820-932050.

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

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

Agenda Item 3

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: August 31, 2017
SUBJECT: Disposal of Surplus Vehicles

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain vehicles which have been replaced or have exceeded the useful life, and therefore no longer serves the County's needs.

Sealed bids will be solicited for the surplus items and the award will be made to the highest responsive bidder. If a bidder does not claim the item(s) awarded, the item will be awarded to the next highest responsive bidder. Monies received will be deposited in the General Fund or appropriate account.

Vehicles to be auctioned are identified in Attachment "A".

I respectfully request approval of the resolution.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles will be auctioned off through a sealed competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list, and County departments will be allowed to view surplus items for usefulness before the public auction.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

2017 SURPLUS LISTING
Attachment "A"

Year Make Model	Color	Mileage	VIN #
1997 Dodge 3500 4X4 Diesel Truck	Green	187,538	1B6MF36D8VJ576095
Department:	Additional Information		
Drain	Dead battery and oil leak in front end of engine.		

Year Make Model	Color	Mileage	VIN #
1997 F-150 4X2 Truck	Green	140,939	1FTDF17W1VLB15938
Department:	Additional Information		
Drain	Battery and electrical problems in the steering column		

Year Make Model	Color	Mileage	VIN #
1995 F-150 4X2 Gas Truck	Green	156,843	1FTDF15Y85LB77823
Department:	Additional Information		
Drain	Battery problems.		

Year Make Model	Color	Mileage	VIN #
2010 Dodge Grand Caravan	Silver	141,823	2D4RN5D19AR169419
Department:	Additional Information		
Youth Center	Transmission issues, damage to the passenger side, some rust on the hood and rear wheel wells, passenger rear tire loses air, parts from middle seat fell off, and part of roof rack is in the vehicle.		

Year Make Model	Color	Mileage	VIN #
2010 Dodge Grand Caravan	White	150,280	2D4RN5D11AR145714
Department:	Additional Information		
Youth Center	Has had previous bodywork on front fender. Some minor scratches. Repair costs are becoming excessive.		

Year Make Model	Color	Mileage	VIN #
1999 Chevy/Omaha Truck / Light duty	Orange	189,700	1GBHC34ROXF034147
Department:	Additional Information		
Road	The truck runs, is in fair condition, rusty, and lift box does work.		

Year Make Model	Color	Mileage	VIN #
1996 Ford / Omaha Truck (F-350)	Orange	208,056	1FDJF37H3TEB57024
Department:	Additional Information		
Road	Truck runs okay, poor condition, rusty, exhaust leaks, emission light on, and lift box does work well.		

Year Make Model	Color	Mileage	VIN #
2002 GMC Sierra Pickup	Orange	228,625	1GTEC14WX2Z312276
Department:	Additional Information		
Road	Truck runs, poor condition, transmission leaks, and rusty.		

Year Make Model	Color	Mileage	VIN #
2009 Chevy Impala	White	Unknown, dead battery	2G1WS57M191317628
Department:	Additional Information		
Potter Park Zoo	Dead battery, flat front tire and decal glue remains on a large part of the vehicle.		

Year Make Model	Color	Mileage	VIN #
2009 Chevrolet Impala	White	Unknown due to crash	2G1WS57M091314719
Department:	Additional Information		
Sheriff's Office	Crashed front end – vehicle had to be towed to lot because it is undriveable		

Year Make Model	Color	Mileage	VIN #
1999 Chevrolet 1500 Truck	White	161,699	1GCEK14VXE207893
Department:	Additional Information		
Facilities	Broken frame.		

Year Make Model	Color	Mileage	VIN #
2016 Ford Fusion	Silver	15,407±	1FA6POH75G5110682
Department:	Additional Information		
Sheriff's Office	Rear ended – towed because it is undriveable		

Year Make Model	Color	Mileage	VIN #
1995 Cadillac Eldorado	Maroon	Unknown, dead battery	1G6EL12YOSU615474
Department:	Additional Information		
Sheriff's Office	Forfeiture. No visible rust, flat tires, dead battery, and has been sitting for some time.		

Year Make Model	Color	Mileage	VIN #
2000 Dodge Neon	Silver	Unknown, dead battery	1B3ES46C8YD610033
Department:	Additional Information		
Sheriff's Office	Forfeiture. Poor exterior finish, dead battery and has been sitting for some time.		

Year Make Model	Color	Mileage	VIN #
1998 Chevy Cavalier	Blue	170,675	1G1JF52T9W7104485
Department:	Additional Information		
Sheriff's Office	Forfeiture. Poor exterior finish, flat tires has been sitting for some time.		

Year Make Model	Color	Mileage	VIN #
1991 GMC Jimmy	Blue	179,251	1GKDT13ZXM2547607
Department:	Additional Information		
Sheriff's Office	Forfeiture. Rusty vehicle, flat tires, and has been sitting for some time.		

Year Make Model	Color	Mileage	VIN #
1992 Dodge Dakota Pickup	Blue/Silver	177,844	1B7FL26XXNS501295
Department:	Additional Information		
Sheriff's Office	Forfeiture. Minor rust, flat tires, and has been sitting for some time.		

Year Make Model	Color	Mileage	VIN #
2004 Buick LeSabre	Gold	203,842	1G4HP52K244113162
Department:	Additional Information		
Road	Brake problems, front end worn, need struts, and body is very rusty.		

Year Make Model	Color	Mileage	VIN #
2004 Chevy Impala	Gold	159,481	2G1WH52K049450055
Department:	Additional Information		
Road	Transmission slipping, needs struts, and has a rusty body.		

Year Make Model	Color	Mileage	VIN #
1996 FORD LGT CONV "F" Truck	Orange	181,713	1FDJF37H1TEB57023
Department:	Additional Information		
Road	No keys. This vehicle runs rough, has emission problems, bad exhaust, and a rusted out cab. The Omaha dump box does work.		

Year Make Model	Color	Mileage	VIN #
1991 Chevy GMT-400 Truck	Orange	221,000	1GCFC24Z4ME165533
Department:	Additional Information		
Road	1991 Chevy W/T (work truck) 2500. Electrical problems, body rust, and battery will not stay charged.		

Year Make Model	Color	Mileage	VIN #
2007 Dodge Ram Truck	Blue	Unknown, defective engine.	3D6WG46D17G785152
Department:	Additional Information		
Road	Defective engine and front plow.		

Year Make Model	Color	Mileage	VIN #
2003 Chevy Trailblazer	Black	133,441	1GNND13S342218138
Department:	Additional Information		
Parks	Transmission slipping, ABS system not working properly, problem with 4-wheel drive, and several check engine issues. The body and frame are in average condition.		

Year Make Model	Color	Mileage	VIN #
2002 Chevy Tahoe	White	159,121	1GNEK13Z32J329747
Department:	Additional Information		
SO/Parks	Transmission slips, engine light on, brakes are bad, and v-joints are bad.		

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: August 31, 2017

SUBJECT: College Road and Willoughby Road Four (4) Way Stop Traffic Control Order

For the County Services Committee meeting agenda of September 19, 2017
For the Finance Committee meeting agenda of September 20, 2017
For the BOC meeting agenda of September 26, 2017

The Ingham County Road Department has performed rigorous engineering studies of the College Road and Willoughby Road intersection since 2008, due to congestion and operational complaints. The studies, performed in accordance with Section 2B.07 of the Michigan Manual of Uniform Traffic Control Devices, showed that the intersection was close, but did not warrant a change from the present two-way stop control to four-way stop control.

In April 2016, a 270 unit housing complex named Willoughby Estates was proposed west of the intersection, which staff predicts will add the traffic volume required to warrant four-way stop control at the College Road and Willoughby Road intersection. That being the case, staff pushed for the developer of Willoughby Estates (Wieland) to fund part of the costs for the four-way stop control. The developer pledged \$15,000 towards the estimated \$25,000 cost of the new four-way stop installation, which includes stop signs, stop ahead advance warning signs, and installation of a (flashing) intersection control beacon. The remaining \$10,000 of costs are included in the Road Department's, Sign & Signal Shop budget.

Installation of traffic control devices to control intersection traffic, stop signs in this case, requires issuance of a Traffic Control Order, pursuant to MCL 257.71, which states:

“Traffic control order” means an order officially establishing the location of traffic control devices and traffic control signals on the highways of this state by the authority having jurisdiction over such highway and filed with the county clerk of the county traversed by such highway. A certified copy thereof shall be prima facie evidence in all courts of the issuance of such order.”

The reason for this memo is to recommend issuance of a traffic control order directing all motorists approaching the College Road and Willoughby Road intersection to stop prior to entering the intersection and request authorization for the Board Chairperson to sign and date said traffic control order. After a proper traffic control order is filed with the County Clerk, Road Department staff will install the appropriate stop signs, advance warning signs, and intersection control beacon at the intersection.

Approval of the attached resolution is recommended.

INGHAM COUNTY ROAD DEPARTMENT
301 BUSH STREET, P.O. BOX 38
MASON, MICHIGAN 48854

TRAFFIC CONTROL ORDER

DATE: August 31, 2017
TRAFFIC CONTROL ORDER #: S-01-17-01

TYPE OF ORDER:	FOUR-WAY STOP		
ROAD NAME:	COLLEGE ROAD	TOWNSHIP:	ALAIEDON
SECTION:	7 & 18	INTERSECTION / TERMINI:	WILLOUGHBY ROAD

BY ACTION OF THIS TRAFFIC CONTROL ORDER, THE INTERSECTION OF COLLEGE ROAD AND WILLOUGHBY ROAD IS HEREBY DESIGNATED AS A FOUR-WAY (4-WAY) STOP INTERSECTION, REQUIRING TRAFFIC FROM ALL DIRECTIONS TO STOP PRIOR TO ENTERING THE INTERSECTION.

ALL PREVIOUS TRAFFIC CONTROL ORDERS FOR THE INTERSECTION ARE HEREBY RESCINDED.

APPROVED BY RESOLUTION OF THE BOARD OF INGHAM COUNTY COMMISSIONERS ON:

September 26, 2017

Date

Recommended by:

Robert H. Peterson, P.E.
County Highway Engineer

Date

William M. Conklin, P.E.
Managing Director

Date

Sarah Anthony, Chairperson
County Board of Commissioners

Date

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE
COLLEGE ROAD AND WILLOUGHBY ROAD 4-WAY STOP
TRAFFIC CONTROL ORDER**

WHEREAS, the Ingham County Road Department recently has performed rigorous engineering studies of the College Road and Willoughby Road intersection since 2008, due to congestion and operational complaints; and

WHEREAS, said engineering studies, performed in accordance with Section 2B.07 of the Michigan Manual of Uniform Traffic Control Devices, showed that the intersection was close, but did not warrant a change from the present two-way stop control to four-way stop control; and

WHEREAS, a 270 unit housing complex named Willoughby Estates is under construction, west of the intersection, which staff predicts will add the traffic volume required to warrant four-way stop control at the College Road and Willoughby Road intersection; and

WHEREAS, the developer of Willoughby Estates pledged \$15,000 towards the cost of the new four-way stop control at the College Road and Willoughby Road intersection. The remaining \$10,000 of costs are included in the Road Department's, Sign & Signal Shop budget; and

WHEREAS, Road Department staff believes that the public could benefit from addition of stop signs for northbound and southbound College Road, resulting in an 4-way stop condition at the intersection; and

WHEREAS, the new stop signs would be supplemented with stop ahead advance warning signs, and installation of a (flashing) intersection control beacon; and

WHEREAS, installation of stop signs to control intersection traffic requires issuance of a Traffic Control Order, pursuant to MCL 257.71.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves issuance of a traffic control order directing all motorists approaching the College Road and Willoughby Road intersection to stop prior to entering the intersection and request authorization for the Board Chairperson to execute and date the traffic control order

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes installation of the appropriate stop signs, advance warning signs, and intersection control beacon at the intersection, per the approved traffic control order.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Tom Gamez Jr., Director of Operations ICRD
DATE: August 14, 2017
SUBJECT: ITB No.144-17: Propane supplied to the Road Department's Eastern Garage

The purpose of this correspondence is to support the attached resolution, to have propane supplied and delivered to the ICRD, Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895.

The Road Department requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year.

The Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other road maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third year for this contract.

Bids from qualified and experienced vendors for the purpose of supplying and delivering propane to the Road Department were solicited and evaluated by the Ingham County Purchasing Department per ITB # 144-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest qualified local bidder, Avery Oil & Propane Mason, Michigan. 48854

The lowest bid was submitted by a non-local vendor (Crystal Flash Inc.) for \$50,550. A registered local vendor (Avery Oil & Propane) submitted a bid that was within 10% of \$50,550. Avery Oil & Propane qualifies and has agreed to utilize the local preference policy. The Purchasing dept. has verified Avery Oil & Propane can adjust their bid to match the \$50,550 low bid.

Therefore approval of the attached resolution is recommended, to authorize a 3 year contract with a 2 year renewal option to Avery Oil & Propane Mason, Michigan 48854, with an estimated 3 year cost of \$50,550.00. Plus \$75.00 per hour on labor for any required repairs.

First year of the contract \$1.10 per an Gallon of propane
Second year of the contract \$1.13 per an Gallon of propane
Third year of the contract \$1.14 per an Gallon of propane

TO: Tom Gamez, Director of Operations
 FROM: James Hudgins, Director of Purchasing
 DATE: July 28, 2017
 RE: Memorandum of performance for ITB No. 144-17: Propane for Eastern Garage

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing propane to the Eastern Garage location for the Ingham County Road Department for a period of three years with an option for a two-year extension.

The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	11	6
Vendors responding	4	3

The following grid is a summary of the vendors’ costs:

Vendor Name	Local Pref.	Grand Total for 3 Years	Annual Inspection	Repair Cost
Crystal Flash Inc.	No, Grand Rapids	\$50,550.00	No Cost	\$85.00/HR
Avery Oil & Propane Inc.	Yes, Mason	\$51,750.00	No Cost	\$75.00/HR

Lansing Ice & Fuel and Swan Fuel Services provide unresponsive bids. Each provided fractional costs when whole cent costs were required in the RFP.

Avery Oil, a local vendor, is within 10% of the low bidder, Crystal Flash Inc, and is willing to match Crystal Flash’s cost in accordance with the local Purchasing Preference Policy.

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

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

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



3700 Rives Eaton Road
Rives Junction, Michigan 49277
Phone (517) 569-3366
Fax (517) 569-3454

402 North Street, P.O. Box 163
Mason, Michigan 48854
Phone (517) 676-9611
Fax (517) 676-9642

100 E. Russell Rd., P.O. Box 55
Tecumseh, MI 49286
Phone (517) 423-6602
Fax (517) 423-6603

Ingham County Purchasing Dept
Attention: Bobbie Mayes
121 E. Maple St.
Mason, MI 48854

August 2, 2017

Bobbie,

Avery oil & Propane, Inc. will match the low bid on "packet # 144-17" in accordance with Ingham Counties local purchasing preference policy. The price/gallon year 1 \$1.10, year 2 \$1.13 and year 3 \$1.14.

Thank You

A handwritten signature in cursive script that reads 'Fritz Schinck'.

Fritz Schinck
Avery Oil & Propane, Inc

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR
PROPANE SUPPLIED AND DELIVERED TO THE ROAD DEPARTMENT**

WHEREAS, the Ingham County Road Department (ICRD) requires propane to be supplied and delivered to the Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895; and

WHEREAS; the ICRD requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year; and

WHEREAS, the Purchasing Department recently released bid packet #144-17 and received sealed, competitive bid proposals for these services for the next 3 year period with a 2 year renewal option, beginning from date of service contract execution; and

WHEREAS, bids for supplied and delivered propane for the Eastern Garage were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of ICRD staff, to award the contract to the lowest qualified local bidder Avery Oil & Propane Mason, Michigan 48854; and

WHEREAS, the lowest bid was submitted by a non-local vendor (Crystal Flash Inc.) for \$50,550. A registered local vendor (Avery Oil & Propane) submitted a bid that was within 10% of \$50,550. Avery Oil & Propane qualifies and has agreed to utilize the local preference policy. The Purchasing dept. has verified Avery Oil & Propane can adjust their bid to match the \$50,550 low bid; and

WHEREAS, the Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this contract.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Avery Oil & Propane Mason, Michigan 48854 for propane supplied and delivered to Road Department per bid packet #144-17 with a total estimated cost of \$50,550 for the three year period, with a 2 year renewal option. Plus \$75.00 per hour on labor for any required repairs, beginning from date of service contract execution.

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 on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: August 31, 2017

SUBJECT: ITB No.146-17: De-Icing Corrosion Inhibited Solution.

The purpose of this correspondence is to support the attached resolution to purchase Geomelt S7 De-icing Solution from Chloride Solutions LLC located in Webberville, Michigan, for the next 3 winter maintenance seasons.

The Road Department annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations.

Bids for liquid de-icing solution were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #146-17, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase liquid de-icing solution on an as-needed, unit price basis from Chloride Solutions LLC.

The Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this agreement;

Chloride Solutions LLC with their product of Geomelt S7, is the lowest qualifying bid which meets the standards required from ITB #146-17. The De-Icing Solution is to be delivered to all three district garage locations.

The lowest bidder, Michigan Chloride Sales product - Mineral well brine, failed to meet the required anti corrosion specifications. Mineral well brine is a liquid chloride solution without the corn steep or equivalent anti corrosion additives. As a result their bid was disqualified.

Therefore approval of the attached resolution is recommended to authorize a 3 year agreement to Chloride Solutions LLC. 672 N. M-52 Webberville, Mi. 48892, at a cost not to exceed \$29,880

It is therefore the recommendation of the Purchasing Department, with the concurrence of ICRD staff, to award this to the lowest qualified bidder Chloride Solutions LLC, for a 3 year agreement.

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: August 23, 2017

RE: Memorandum of performance for ITB No. 145-17: Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Blades.

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades and junior wing plow blades for their plow trucks for a period of three years with an option for a two-year extension.

The RFP was advertised in the Lansing State Journal, The Chronicle and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	2
Vendors responding	8	0

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

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

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

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

SUMMARY OF VENDORS COSTS

VENDOR NAME	LOCAL PREF	Estimated Quantity Per Year - Grader Blade	Grader Blade (Per Blade) Year 1	Grader Blade (Per Blade) Year 2	Grader Blade (Per Blade) Year 3	Estimated Quantity Per Year - Wing Plow Blade	Wing Plow Blade (Per Blade) Year 1	Wing Plow Blade (Per Blade) Year 2	Wing Plow Blade (Per Blade) Year 3	Total Bid Price
Valk Manufacturing Company	No, New Kingstown, PA	250 (+/-)	\$129.76	\$138.96	\$147.28	50 (+/-)	\$76.00	\$78.00	\$80.00	\$115,700.00
Nordik Blades	No, Abestos, Quebec Canada	250 (+/-)	\$137.48	\$151.23	\$165.35	50 (+/-)	\$68.25	\$75.08	\$82.58	\$125,060.50
Truck & Trailer Specialties Inc.	No, Howell, MI	250 (+/-)	\$154.44	\$160.62	\$167.04	50 (+/-)	\$84.56	\$87.94	\$91.46	\$133,723.20
Chemung Supply Corp.	No, Elmira, NY	250 (+/-)	\$141.12	\$148.17	\$155.58	50 (+/-)	No Bid	No Bid	No Bid	\$111,217.50
Shults Equipment Inc.	No, Ithaca MI	250 (+/-)	\$145.86	No Bid	No Bid	50 (+/-)	\$83.78	No Bid	No Bid	\$40,654.00
Tupes of Saginaw	No, Saginaw MI	250 (+/-)	\$151.00	No Bid	No Bid	50 (+/-)	\$82.50	No Bid	No Bid	\$41,875.00
Winter Equipment Company	No, Willoughby, OH	250 (+/-)	\$180.72	No Bid	No Bid	50 (+/-)	No Bid	No Bid	No Bid	\$45,180.00
Michigan CAT	No, Eaton County MI	250 (+/-)	\$186.02	\$186.02	\$186.02	50 (+/-)	No Bid	No Bid	No Bid	\$139,515.00
St. Regis Culvert Inc.	No, Eaton County MI	250 (+/-)	\$197.12	No Bid	No Bid	50 (+/-)	\$101.50	No Bid	No Bid	\$54,355.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
SEASONAL REQUIREMENT OF LIQUID DE-ICER
CORROSION INHIBITED SOLUTION**

WHEREAS, the Road Department annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations; and

WHEREAS, the Purchasing Department recently released bid packet #146-17 and received sealed, competitive bid proposals for De-Icing Corrosion Inhibited Solution for a 3 year period, beginning from date of agreement execution; and

WHEREAS, bids for liquid de-icing solution were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award this agreement to the lowest qualified bidder and purchase liquid de-icing solution on an as-needed, unit price basis from Chloride Solutions LLC; and

WHEREAS, the Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of Geomelt S7 liquid de-icing solution on an as-needed, unit price basis from Chloride Solutions LLC. 672 N. M-52 Webberville, Mi. 48892.

BE IT FURTHER RESOLVED, the Purchasing Department is hereby authorized to execute purchase orders with Chloride Solutions LLC, to purchase De-Icing Corrosion Inhibited Solution as needed and budgeted, on behalf of the County.

Memorandum

To: Ingham County Board of Commissioners

From: Tom Gamez Jr., Director of Operations, Ingham County Road Department

Date: 8/28/2017

Re: ITB #145-17 Single tungsten carbide insert grader blades and junior wing plow blades

The purpose of this correspondence is to support the attached resolution, to have single tungsten carbide insert grader blades and junior wing plow blades supplied and delivered to the ICRD, for the next 3 year period, beginning from date of service agreement execution.

The Road Department periodically needs to replace the cutting edges of the underbody plow blades and on the side wing plows for winter and gravel road maintenance. The Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other road maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third year for this agreement.

The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Junior wing plows have been equipped on all ICRD new truck purchases since 2012 and are used for snow removal only.

Bids from qualified and experienced vendors for the purpose of supplying and delivering tungsten insert grader blades and junior wing plow blades to the Road Department for a 3 year period, were solicited and evaluated by the Ingham County Purchasing Department per ITB #145-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest qualified bidder Valk Manufacturing Company.

It is therefore the recommendation of the Purchasing Department, with the concurrence of ICRD staff, to award this to the lowest qualified bidder for a 3 year agreement to Valk Manufacturing Company.

Therefore approval of the attached resolution is recommended, to authorize a 3 year agreement to Valk Manufacturing Company P.O. Box 428, 66 East Main Street, New Kingstown, Pa 17072, at a cost not to exceed \$115,700.

TO: Tom Gamez, Director of Operations
FROM: James Hudgins, Director of Purchasing
DATE: August 23, 2017
RE: Memorandum of performance for ITB No. 145-17: Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Blades.

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades and junior wing plow blades for their plow trucks for a period of three years with an option for a two-year extension.

The RFP was advertised in the Lansing State Journal, The Chronicle and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	2
Vendors responding	8	0

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

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
SINGLE TUNGSTEN CARBIDE INSERT GRADER BLADES AND JUNIOR WING PLOW BLADES**

WHEREAS, the Road Department periodically needs to replace the cutting edges of the underbody plow blades and on the side wing plows for winter and gravel road maintenance; and

WHEREAS, the Purchasing Department recently released bid packet #145-17 and received sealed, competitive bid proposals for single tungsten carbide insert grader blades and junior wing plow blades for a 3 year period, beginning from date of agreement execution; and

WHEREAS, bids for single tungsten carbide insert grader blades and junior wing plow blades were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award the agreement to the lowest qualified bidder Valk Manufacturing Company P.O. Box 428, 66 East Main Street, New Kingstown, Pa 17072; and

WHEREAS, the Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of the Road Department required supply of tungsten insert grader blades and junior wing plow blades for three years from Valk Manufacturing Company P.O. Box 428, 66 East Main Street, New Kingstown, Pa 17072, at a cost not to exceed \$115,700.

BE IT FURTHER RESOLVED, the Purchasing Department is hereby authorized to execute purchase orders with Valk Manufacturing Company to purchase single tungsten carbide insert grader blades and junior wing plow blades as needed and budgeted, on behalf of the County.

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 the 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 September 5, 2017 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: September 5, 2017

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2017-476	CONSUMERS ENERGY	ELECTRIC / OH	JOLLY RD & MERIDIAN RD	ALAIEDON	1
2017-477	COMCAST	CABLE / UG	FERNWOOD LN & CEDAR ST	DELHI	25
2017-478	COMCAST	CABLE / UG	DELMAR DR & FAIRLANE DR	MERIDIAN	29
2017-480	ONONDAGA TOWNSHIP	SPECIAL EVENT	VARIOUS	ONONDAGA	
2017-481	CONSUMERS ENERGY	GAS/SEWER	VANNETER RD & ROWLEY	WILLIAMSTOWN	36
2017-482	CONSUMERS ENERGY	ELECTRIC / UG	PARK LAKE RD & HASLETT RD	MERIDIAN	8
2017-483	CONSUMERS ENERGY	ELECTRIC / UG & OH	JOLLY OAK RD & JOLLY RD	MERIDIAN	33
2017-491	EVERSTREAM	CABLE / UG	BENNETT RD & OKEMOS RD	MERIDIAN	28, 33
2017-492	CONSUMERS ENERGY	GAS	SHADOW RIDGE	MERIDIAN	29
2017-493	CONSUMERS ENERGY	GAS	WAVERLY RD & SAGINAW ST	LANSING	13
2017-494	AT & T	CABLE / UG	PARK LAKE RD & HASLETT RD	MERIDIAN	4
2017-495	MERIDIAN TOWNSHIP	SPECIAL EVENT	BENNETT RD & HULETT RD	MERIDIAN	32
2017-502	CONSUMERS ENERGY	GAS	VARIOUS	MERIDIAN	
2017-503	CONSUMERS ENERGY	GAS, ELECTRIC	EIFERT RD & HOLT RD	DELHI	16
2017-505	COMCAST	CABLE / UG	ENGLISH OAK DR & SOVEREIGN DR	DELHI	2
2017-506	DEMARIA BUILDING CO	WATERMAIN	ATRIUM DR & HULETT RD	ALAIEDON	5
2017-507	JACKSON & LANSING RAILROAD	DETOUR	VARIOUS	LESLIE	
2017-508	CONSUMERS ENERGY	GAS	ROSEMARY ST & SAGINAW ST	LANSING	18
2017-511	CONSUMERS ENERGY	ELECTRIC / UG	CHIMNEY OAKS DR & MERIDIAN RD	MERIDIAN	25
2017-512	COMCAST	CABLE / UG	WILOUGHBY RD & PINE TREE RD	DELHI	11
2017-513	CONSUMERS ENERGY	ELECTRIC / OH	VARIOUS	VARIOUS	
2017-514	KATHLEEN FARRELL	CURB REPLACEMENT	PEBBLESTONE DR	MERIDIAN	27
2017-516	CONSUMERS ENERGY	GAS	WILLIAMSTON RD & DAKIN RD	INGHAM	22
2017-518	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2017-522	JAMES EDWARD BUILDERS	SANITARY	TOWNER RD & MARSH RD	MERIDIAN	3
2017-527	CONSUMERS ENERGY	GAS	DEPOT ST & HOLT RD	DELHI	14
2017-528	CITY OF LANSING	SANITARY	WOOD ST	LANSING	11
2017-531	CONSUMERS ENERGY	GAS	SYLVAN AVE & WAVERLY RD	LANSING	7
2017-532	CONSUMERS ENERGY	GAS	DEERFIELD AVE & IONIA ST	LANSING	18
2017-534	CONSUMERS ENERGY	GAS	CHESTER RD & HOMER ST	LANSING	11
2017-535	CONSUMERS ENERGY	GAS	TIMBER DR & WILLOW ST	LANSING	7
2017-536	CONSUMERS ENERGY	GAS	BONNY VIEW DR & DELL RD	DELHI	11
2017-537	CONSUMERS ENERGY	GAS	HARVEY DR & ROWLEY RD	WILLIAMSTOWN	35

2017-543	CONSUMERS ENERGY	GAS	ZIMMER RD	WILLIAMSTOWN	34
2017-544	RONALD SHOEMAKER	LAND DIVISION	TOWNER RD & MARSH RD	MERIDIAN	3
2017-547	CONSUMERS ENERGY	GAS	HOLT RD & OKEMOS RD	ALAIEDON	20
2017-548	CONSUMERS ENERGY	GAS	ARBOR DR ELMWOOD DR	MERIDIAN	26
2017-549	CONSUMERS ENERGY	GAS	THORBURN ST & COLLEGE RD	DELHI	14
2017-550	CONSUMERS ENERGY	GAS	LAKE DR & OAKPARAK TR	MERIDIAN	2
2017-551	CONSUMERS ENERGY	GAS	TACOMA DR & YUMA TR	MERIDIAN	27
2017-552	CONSUMERS ENERGY	GAS	FOREST HILLS DR & DOBIE RD	MERIDIAN	27
2017-553	CONSUMERS ENERGY	GAS	HEATHER DR & ROSELAND AVE	MERIDIAN	17

MANAGING DIRECTOR: _____

TO: Board of Commissioners Human Services/County Services/Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 5, 2017
SUBJECT: Hire Temporary Emergency Preparedness Consultant
For the meeting agendas of September 18, 2017 & September 20, 2017

BACKGROUND

Attached is a resolution to authorize the hire of a temporary Emergency Preparedness Consultant to assist in the development, implementation, and evaluation of a just-in-time training program for Ingham County Health Department (ICHHD) staff and volunteers regarding their role in a public health emergency involving mass prophylaxis. This position will also assist in developing, conducting, and evaluating exercises to test emergency plans and may recruit and train community partners on the closed Point of Dispensing (POD) program, identify training gaps, and develop training materials to meet unmet needs.

Ingham County's Human Resources Department has approved the position description. The cost of a temporary emergency preparedness consultant is estimated at \$18,400 for 29 hours per week for 26 weeks at a cost not to exceed \$18,400. This temporary position will be filled in ICHHD's 2018 fiscal year.

ALTERNATIVES

Not applicable.

FINANCIAL IMPACT

Funding for this temporary position was included in the FY 2018 Comprehensive Agreement with the Michigan Department of Health and Human Services for the delivery of public health services, including emergency preparedness, in the amount of \$154,800. This agreement was approved by the Ingham County Board of Commissioners in Resolution 17-293.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to hire a temporary Emergency Preparedness Consultant.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A TEMPORARY EMERGENCY PREPAREDNESS CONSULTANT POSITION

WHEREAS, the Michigan Department of Health and Human Services has provided Ingham County Health Department with a FY 2018 Comprehensive Agreement for the delivery of public health services, including emergency preparedness, in the amount of \$154,800; and

WHEREAS, upon recommendation of the Health Officer, this agreement was approved by the Board of Commissioners in Resolution #17-293; and

WHEREAS, a temporary Emergency Preparedness Consultant is desirable to meet the needs of developing a comprehensive just-in-time training program for Ingham County Health Department employees and volunteers regarding their role in a public health emergency involving mass prophylaxis as well as recruiting and training community partners to be Closed Point of Dispensing (POD) partners to dispense medication to their residents or clients; and

WHEREAS, the Human Resources Department has approved the position description; and

WHEREAS, the cost of a temporary Emergency Preparedness Consultant is estimated at \$18,400 for 29 hours per week for 26 weeks; and

WHEREAS, the temporary Emergency Preparedness Coordinator position will be filled in the department's 2018 fiscal year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the hiring of one temporary Emergency Preparedness Consultant position for 29 hours per week for 26 weeks at a cost not to exceed \$18,400.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Controller/Administrator to make the appropriate budget adjustments.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 31, 2017
SUBJECT: *Authorization to Enter an Agreement with 340Basics for 3rd Party Administration Services*
For the meeting agenda of September 18, 2017 & September 20, 2017

BACKGROUND

Ingham County Health Department sought proposals from experienced and qualified providers of 340B contract pharmacy third party administration and management services. Third party administrator services are utilized to assure compliance when offering contract pharmacy services through the 340B drug purchasing program. Six vendors responded, and their *submissions were evaluated based on the criteria established in the RFP. Based on that evaluation, it is the recommendation to award the bid to the highest scoring vendor, 340B Technologies Inc. (D.B.A. 340Basics), whose proposal exceeded the criteria by demonstrating exceptional performance in compliance expertise and provided the best overall value for their services.*

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

340B Technologies Inc. offered the third lowest cost per transaction, at \$4.30 per administrative claim processed, with a \$2,000 monthly minimum. Funds will be available to cover the cost of the agreement via the 340B savings generated through the contract pharmacies.

OTHER CONSIDERATIONS

The Ingham Community Health Center Board of Directors supports the recommendation to award the bid for contract pharmacy third party administrator services to 340B Technologies, Inc.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the County to enter an agreement with 340B Technologies, Inc. for contract pharmacy third party administrator services for the term of three years, effective October 1, 2017 through September 30, 2020, with 1-year auto renewal thereafter.

TO: Russ Kolski, Deputy Health Officer
Ann Scott, Strategic Project and Implementation Manager

FROM: James Hudgins, Director of Purchasing

DATE: July 19, 2017

RE: Memorandum of performance for RFP No. 126-17: 340B Contract Pharmacy
Third Party Administration Services

Per your request, the Purchasing Department sought proposals from experienced and qualified providers of 340B contract pharmacy third party administration and management services for the purpose of entering into a contract with the County for these services.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	23	0
Vendors responding	6	0

The following grid is a summary of the vendors’ costs:

VENDOR NAME	LOCAL PREF	COSTS AS READ AT BID OPENING
AMERICAN HEALTHCARE ADMINISTRATIVE SERVICES	No, CA	\$1.90/ 2-way match
PHARMACEUTICAL STRATEGIES GROUP LLC (PSG)	No, TX	\$3.50/paid claim adjudicated fee
340B TECHNOLOGIES INC	No, NJ	\$4.30/Administrative Claim
RX STRATEGIES INC	No, FL	\$4.95/eligible prescription
WELLPARTNER INC	No, OR	\$5.50/Administrative fee
CAPTURE RX	No, TX	\$6.50/approved claim

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH 340BASICS FOR THIRD PARTY
ADMINISTRATION SERVICES**

WHEREAS, Ingham County Health Department sought proposals from experienced and qualified providers of 340B contract pharmacy third party administration and management services; and

WHEREAS, third party Administrator services are utilized to assure compliance when offering contract pharmacy services through the 340B drug purchasing program; and

WHEREAS, six vendors responded, and their *submissions were evaluated based on the criteria established in the RFP; and*

WHEREAS, *based on that evaluation, it is the recommendation to award the bid to* 340B Technologies Inc. (D.B.A. 340Basics), whose proposal scored highest and exceeded the criteria by demonstrating exceptional performance in compliance expertise and provided the best overall value for their services; and

WHEREAS, 340B Technologies Inc. offered the third lowest cost per transaction at \$4.30 per administrative claim processed, with a \$2,000 monthly minimum; and

WHEREAS, funds will be available to cover the cost of the agreement via the 340B savings generated through the contract pharmacies; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the recommendation to award the bid for contract pharmacy third party administrator services to 340B Technologies, Inc.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes Ingham County to enter an agreement with 340B Technologies, Inc. for contract pharmacy third party administrator services.

BE IT FURTHER RESOLVED that the terms of agreement shall be for three years, effective October 1, 2017 through September 30, 2020, with 1-year auto renewal thereafter at \$4.30 per administrative claim processed, with a \$2,000 monthly minimum.

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

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

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 31, 2017
SUBJECT: *Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2017-2020*
For the meeting agenda of September 18, 2017 & September 20, 2017

BACKGROUND

Ingham County Health Department (ICHD) and U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) have had a contract since 2012, authorized by Resolution #12-347, to provide family-centered care involving outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS. The current award funding ended July 31, 2017. ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to WICY living with HIV in the Ingham County service area for the period of August 1, 2017 through July 31, 2020. ICHD has been notified of an award of new Part D funding for its Community Health Centers based Infectious Disease Program. As part of the funded proposal, a new position, Customer Support Specialist –Ryan White (ICEA PRO Level 5) was created to replace the services that were provided via contract with LAAN. Also, position #601070, Nurse Case Manager – CHC (ICEA PHN Level 3) has had an update to job duties and responsibilities which is factored to a ICHA PHN Level 4 and also a title change to Senior Program Manager.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

HRSA will provide funding in an amount not to exceed \$483,774 on an annual basis from August 1, 2017 through July 31, 2020. This funding will continue to cover the current WICY Part D staff, supplies, equipment, and patient information materials and the Infectious Disease Provider Services Agreement with Michigan State University to be renewed at a 2% annual increase, for the amount of \$48,738 in Year 1(August 1, 2017 through July 31, 2018) and in the amount of \$49,713 in Year 2 (August 1, 2018 through July 31, 2019).

The Customer Support Specialist – Ryan White position that will be created is at a cost factored at ICEA PRO Level 5 (\$43,525.30 to \$52,250.85) and the position change of the Nurse Case Manager –CHC (ICEA PHN Level 3) at \$56,296.29 to \$67,582.52 to the Senior Nurse Program Manager (ICEA PHN Level 4) at \$58,939.57-\$70,745.47. Costs associated with the position changes are covered through the WICY Part D funding award and through the amended Ryan White Part B award for FY 2017 and FY 2018, as accepted in the Comprehensive Agreement with Michigan Department of Health and Human Services.

OTHER CONSIDERATIONS

The Ingham Community Health Center Board of Director supports the acceptance of the HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award and associated position changes.

Human Resources has completed a review of the job responsibility and duties and factored the level recommended. Union approval of the proposed changes was also received.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award, in an amount not to exceed \$483,774 on an annual basis from August 1, 2017 through July 31, 2020, and to renew the Infectious Disease Provider Services Agreement with Michigan State University for the amount of \$48,738 for year 1 (August 1, 2017 through July 31, 2018) and in the amount of \$49,713 in year 2 (August 1, 2018 through July 31, 2019).

Also, I recommend that the position changes, as reflected in the funding award budget, are also approved: the creation of the Customer Support Specialist –Ryan White (ICEA PRO Level 5) and the change in position #601070 from Nurse Case Manager –CHC (ICEA PHN Level 3) to Senior Nurse Program Manager (ICHA PHN Level 4).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN, AND YOUTH (PART D) FUNDING AWARD FOR 2017-2020

WHEREAS, Ingham County Health Department (ICHD) and U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) have had a contract since 2012, authorized by Resolution #12-347, to provide family centered care involving outpatient and ambulatory care for women, infants, children and youth (WICY Part D) with HIV/AIDS; and

WHEREAS, the current award funding ends July 31, 2017; and

WHEREAS, ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to WICY living with HIV in the Ingham County service area for the period of August 1, 2017 through July 31, 2020; and

WHEREAS, ICHD has been notified of an award of new Part D funding for its Community Health Centers based Infectious Disease Program with HRSA providing funding in an amount not to exceed \$483,774 on an annual basis from August 1, 2017 through July 31, 2020; and

WHEREAS, this funding will continue to cover the current WICY Part D staff, supplies, equipment, and patient information materials; and

WHEREAS, this funding will support the Infectious Disease Provider Services Agreement with Michigan State University to be renewed at a 2% annual increase, for the amount of \$48,738 in Year 1 (August 1, 2017 through July 31, 2018) and in the amount of \$49,713 in Year 2 (August 1, 2018 through July 31, 2019); and

WHEREAS, As part of the funded proposal, a new position, Customer Support Specialist –Ryan White (ICEA PRO Level 5) was created to replace the services that were provided via contract with LAAN; and

WHEREAS, the funded proposal also includes a change for position #601070, Nurse Case Manager –CHC (ICEA PHN Level 3) to update job duties and responsibilities which is factored to a ICHA PHN Level 4 and also a title change to Senior Program Manager; and

WHEREAS the Ingham Community Health Centers Board of Directors supports the acceptance of this award of Ryan White D funding through HRSA and the associated position changes; and

WHEREAS, The Ingham Community Health Center Board of Director supports the acceptance of the HRSA for the Ryan White Title IV Women, Infants, Children, and Youth (Part D) funding award and the associated position changes; and

WHEREAS, Human resources has completed a review of the job responsibility and duties and factored the level recommended. Union approval of the proposed changes was also received; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed \$483,774 on an annual basis from August 1, 2017 through July 31, 2020.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the acceptance of HRSA funding award for the Ryan White Title IV Women, Infants, Children, and Youth (Part D), in an amount not to exceed \$483,774 on an annual basis from August 1, 2017 through July 31, 2020.

BE IT FURTHER RESOLVED, that the Infectious Disease Provider Services Agreement with Michigan State University is renewed at a 2% annual increase, for the amount of \$48,738 in Year 1(August 1, 2017 through July 31, 2018) and in the amount of \$49,713 in Year 2 (August 1, 2018 through July 31, 2019).

BE IT FURTHER RESOLVED, the creation of a 1.0 FTE Customer Support Specialist –Ryan White (ICEA PRO Level 5) at \$43,525.30 to \$52,250.85 is authorized.

BE IT FURTHER RESOLVED, that the change in position #601070 from 1.0 FTE Nurse Case Manager –CHC (ICEA PHN Level 3) at \$56,296.29 to \$67,582.52 to a 1.0 FTE Senior Nurse Program Manager (ICHA PHN Level 4) at \$58,939.57 to \$70,745.47 is authorized.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2018 Budget in order to implement this resolution.

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

TO: Board of Commissioners - County Services Committee
FROM: Travis Parsons, Human Resources Director
DATE: September 1, 2017
SUBJECT: LOU – CCLP Corrections Unit
County Services September 19th Agenda

BACKGROUND

In 2012, Ingham County and the Ingham County Sheriff entered into a Letter of Understanding with the Fraternal Order of Police, representing the Corrections Unit, regarding the creation and employment of part-time Lobby Control Officers.

This position has provided an excellent opportunity for training and development of future Corrections Officers. In addition, the position has enabled Ingham County to benefit from seasoned officers wishing to continue their service to the community.

The Corrections unit is now represented by the Capitol City Labor Program, Inc. The program for part-time Lobby Control Officers and the flexibility it has provided to the Sheriff's Office has been very successful. The Letter of Understanding outlines the wages and fringe benefits different from those provided to the full-time Corrections Officers.

The parties are interested in maintaining the agreement, as updated by the attached Letter of Understanding with Capitol City Labor Program, Inc.

ALTERNATIVES

Without this program, the Sheriff's Office would need to seek less flexible alternate resources at a greater expense.

FINANCIAL IMPACT

The proposed LOU continues to provide a less expensive alternative for Jail Lobby Control.

OTHER CONSIDERATIONS

This LOU is an undated version of the out of date LOU establishing the part-time Lobby Control classification that had been in place since 2012.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and CCLP regarding the part-time Lobby Control Officers.

LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LABOR PROGRAM, INC. -
CORRECTIONS UNIT

WHEREAS, the COUNTY OF INGHAM and the INGHAM COUNTY SHERIFF (hereinafter referred to as the "Employer") and Capitol City Labor Program, Inc. (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Corrections Unit for the period January 1,2015, through December 31,2017; and

WHEREAS, the parties agreed as part of a tentative agreement dated February 17 and February 18, 2009 and ratified by the Employer on June 23, 2009, to the creation and employment of part-time Lobby Control Officers who are intended to be compensated with wages and fringe benefits different from those previously agreed upon for the full-time Corrections Officers; and

WHEREAS, the parties set out the terms and conditions of employment surrounding part-time Lobby Control Officers in a Letter of Understanding for implementation; and

WHEREAS, the parties wish to amend the Agreement subject to the changes detailed below.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. **Hour Worked.** The only hours included for the purpose of wages and fringe benefits under this Letter of Understanding are the hours worked in the position of Lobby Control Officer. Hours worked on other positions have no impact on the wages and benefits provided under this Letter of Understanding unless in conflict with the status of the law.
2. **Wages.** The wage rate shall be the respective hourly rate of a Step 1 Corrections Officer.
3. **Overtime.** Part-time Lobby Control Officers shall not be eligible for daily or weekly overtime. Rather, part-time Lobby Control Officers shall be eligible for overtime for all hours worked after 160 hours in a two consecutive payroll period or a 28day established cycle consistent with the posted schedule.
4. **Call Back.** A Part-time Lobby Control Officer who has left work and is called back shall be guaranteed a total of one and on-half hours of work at the regular rate of pay. There shall be no premium rate of pay for part-time Lobby Control Officers who are "called back".
5. **Longevity.** There shall be no longevity pay for part-time Lobby Control Officers.

6. **Holiday Pay.** The lobby will be closed for all Federal and County recognized holidays, however in the event Part-time Lobby Control Officers do work a holiday, the Part-time Lobby Control Officers shall receive the premium holiday rate of one and one-half times the hourly wage rate for all hours worked on a holiday recognized by the Union contract. There shall be no holiday pay or holiday bonus paid beyond the aforementioned holiday premium for working on a holiday.
7. **Sick Time.** Sick time shall be prorated under the terms of the Union contract only where the part-time Lobby Control Officer works more than 1,040 hours in a calendar year. In that event, sick time shall accrue on all hours worked after the threshold requirement of 1,040 hours worked.
8. **Vacation.** Vacation (annual leave) shall be prorated under the terms and conditions of the Union contract only where the part-time Lobby Control Officer works more than 1,040 hours in a calendar year. In that event, vacation (annual leave) shall accrue on all hours worked after the threshold requirement of 1,040 hours worked.
9. **Pension.** In accordance with Section 6 of the MERS Plan Document and the MERS Adoption Agreement, part-time Lobby Control Officers regularly working a minimum of 10 eight hour work days per month for 3 months or more (consecutive or nonconsecutive) in a calendar year, shall be a member of the MERS Retirement System unless excluded from membership in accordance with subsection (2) or (3) of the Plan.
10. **Funeral Leave.** Part-time Lobby Control Officers shall receive one (1) employer paid day for attendance at a funeral in the immediate family as defined by the Union Contract.
11. **Jury Duty.** Part-time Lobby Control Officers who are summoned for jury duty shall receive Employer payment of wages lost for hours scheduled to work as a result of actively reporting to jury duty.
12. **Personal Leave.** There shall be no personal leave.
13. **Education Bonus.** There shall be no education bonus.
14. **Health Insurance.** Eligibility to participate in the Ingham County Health Insurance Program shall be based on the policy for part-time employees. An employee may participate if they are regularly scheduled to work a minimum of 1,040 hours per calendar year. The premium for the Employer and Employee shall be the annual premium schedule for part-time employees. (This eligibility standard complies with the current status of the Affordable Care Act, which allows for a 12 month look-back period to be designated by the Employer and establishes a standard of the employee being regularly schedule to work more than an average of 29 hour per week, 1508 hours in 12 months.)

15. **Dental and Vision Insurance.** Part-time Lobby control Officers shall not receive dental or vision insurance coverage.
16. **Uniforms.** Uniforms mandated by the Employer shall be provided by the Employer.
17. **Union Dues.** The Union shall determine dues.
18. **Probationary Period.** Part-time lobby Control Officers shall be subject to a 12 month probationary period consistent with the Union contract.
19. **Schedule.** The schedule for part-time Lobby Control Officers shall be posted 28 days in advance. However, there shall be no minimum notice requirement for changes to the posted schedule. The Employer agrees to give as much notice regarding the changes to the posted schedule as possible.
20. **Seniority.** Seniority shall accrue within the classification of part-time Lobby Control Officer. There shall be no bumping or other seniority rights outside of the classification of part-time Lobby Control Officer.
21. **Drug Testing Protocol.** The protocol shall be the same as established in the Union contract. Part-time Lobby Control Officers are subject to the Drug-Free Work Place Policy Statement.
22. **Lunch/Breaks/Restroom Relief.** Part-time Lobby Control Officers shall receive the same terms and conditions as Corrections Officers assigned to work Post.
23. **Shift Bid.** Part-time Lobby Control Officers shall have a right to bid on shifts based on seniority within the classification of part-time Lobby Control Officer.
24. **Grievance Procedure.** Part-time Lobby Control Officers shall have the right to utilize the Grievance Procedure as set forth in the Union contract.
25. **Light Duty.** The Employer reserves the right to use lobby control as a light duty assignment for the Corrections Officer classification. At any given time, the Employer will maintain two light duty positions for Corrections Officers.
26. **Restriction of Classification.** The Employer agrees that it will not assign part-time Lobby Control Officers to perform any other function of a Corrections Officer, including but not limited to, hospital guard, transports, Jail security, etc.

COUNTY OF INGHAM

**CAPITOL CITY LABOR PROGRAM,
INC.**

Sarah Anthony, Chairperson Date
Board of Commissioners

Tom Krug, Executive Director Date

SHERIFF OF INGHAM COUNTY

Sheriff Scott Wriggelsworth Date

Jack Bonner Date

APPROVED AS TO FORM FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____
Bonnie G. Toskey

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A LETTER OF UNDERSTANDING REGARDING
PART-TIME LOBBY CONTROL OFFICERS WITH
CAPITAL CITY LABOR PROGRAM INC. – CORRECTIONS UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Labor Program Inc. for the period January 1, 2015 through December 31, 2017; and

WHEREAS, in 2012 the parties entered into a Letter of Understanding regarding the creation and employment of part-time Lobby Control Officers; and

WHEREAS, the parties desire to continue a Letter of Understanding; and

WHEREAS, representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge Labor Program Inc. met and conferred over terms and conditions of employment; and

WHEREAS, the provisions of the updated Letter of Understanding have been approved by the County Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding between Ingham County and the Ingham County Sheriff and the Capitol City Labor Program, Inc.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

Agenda Item 6b

TO: Board of Commissioners County Services and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: September 5, 2017
SUBJECT: Temporary Chief Deputy Treasurer
County Services September 19th meeting agenda and Finance Committee September 20th meeting agenda

BACKGROUND

Due to unforeseen circumstances, the Treasurer's Office needs to temporarily appoint Elisabeth Richardson to the Chief Deputy Treasurer position. Ms. Richardson is qualified and willing to temporarily assume the role.

ALTERNATIVES

There are no viable alternatives to meet the unique demands of the vacant position on a temporary basis.

FINANCIAL IMPACT

In accordance with the Letter of Understanding, Ms. Elisabeth Richardson, Accountant, would receive "out-of-class" pay for assuming the additional duties and responsibilities of the position. All other benefits and contribution structures provided under the ICEA – Professional County Employees Unit contract would remain unchanged while Ms. Richardson was in the temporary role.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the temporary assignment of the Chief Deputy Treasurer duties and responsibilities and approval of the corresponding Letter of Understanding.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A TEMPORARY ASSIGNMENT TO THE CHIEF DEPUTY TREASURER POSITION AND THE EXECUTION OF THE LETTER OF UNDERSTANDING

WHEREAS, due to unforeseen circumstances and the need for continuity of operations, the Treasurer seeks to temporarily transfer the job duties of the Chief Deputy Treasurer to the Accountant position, occupied by Elisabeth Richardson; and

WHEREAS, Ms. Elisabeth Richardson is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the Accountant position is represented by Ingham County Employees' Association – Professional Employees Unit (ICEA); and

WHEREAS, the County has recognized the need to adjust the employee's salary for temporarily assuming the assigned additional duties and responsibilities during this period; and

WHEREAS, the Ingham County Board of Commissioners, the Ingham County Treasurer and the ICEA are agreeable to this temporary arrangement, as reflected in the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Letter of Understanding, outlining the terms and conditions of the temporary assignment.

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

LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
INGHAM COUNTY TREASURER (Employer)
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION -
PROFESSIONAL EMPLOYEES UNIT (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the Accountant classification, extending through December 31, 2017; and

WHEREAS, the Treasurer seeks to temporarily assign Elisabeth Richardson, an ICEA Accountant working in the Treasurer's Office, to perform the job duties and responsibilities of the position of Chief Deputy Treasurer on a temporary basis; and,

WHEREAS, Ms. Elisabeth Richardson is qualified for and willing to temporarily assume these job duties and responsibilities on an interim basis.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The parties agree that Elisabeth Richardson, shall be temporarily assigned to perform the job duties and responsibilities of the position of Chief Deputy Treasurer, effective from September 25, 2017, for an indefinite duration but no longer than December 31, 2017.
2. The parties agree that while Ms. Elisabeth Richardson is temporarily assigned to perform the duties of Chief Deputy Treasurer, Ms. Richardson's annual salary level shall be adjusted from her current ICEA Pay Grade 7, Step 4 level (\$59,176.92) to the MCF Pay Grade 10, Step 2 level (\$64,495.82).
3. The parties agree that while Ms. Richardson is temporarily assigned to perform the Chief Deputy Treasurer job duties and responsibilities on an temporary basis, Ms. Richardson shall continue to accrue union seniority, all other economic fringe benefits and contribution structures, provided in accordance with the terms of the ICEA, Professional Employees Unit, Collective Bargaining Agreement.
4. The parties agree that this Agreement is intended to be temporary in duration, to be effective from September 25, 2017, no later than December 31, 2017, unless extended in writing by mutual agreement of the parties.

COUNTY OF INGHAM:

INGHAM COUNTY EMPLOYEES'
ASSOCIATION:

Sarah Anthony, Chairperson Date
Ingham County Board of Commissioners

Desiree Cook, President Date

Eric Schertzing, Treasurer Date

Jeffrey S. Donahue, Date
ICEA Counsel

Elisabeth Richardson Date

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

Bonnie G. Toskey

CONTROLLER’S POST-AUDIT ANALYSIS AND RECOMMENDATION

ABSTRACT

By design, financial administration responsibilities in County government are shared among a number of semi-autonomous divisions, particularly the County Board of Commissioners and the County Treasurer. All financial team participants must understand the importance of, and strictly adhere to, established standards for quality in order to fully address shortcomings identified by the independent auditors. However, the structural blueprint of distinctiveness naturally creates challenges in continuity and efficiency. County finances are examined annually to ensure the County follows generally accepted accounting principles. Auditor notes consistently cite Ingham County for certain transgressions classified as “material weaknesses” since 2013. Despite the best efforts of all involved, material weaknesses persist. Financial administration should be restructured to reduce the possibility of material weaknesses, but done so in a manner sensitive to the semi-autonomous structure required by the Michigan Constitution and associated statutes.

The Controller is bound by statute to regularly examine the books and accounts of the county and to report findings to the Board of Commissioners (MCL 46.13b). In keeping with the spirit of that obligation, this narrative does not intend to assign blame for past shortcomings. It instead centers on identified challenges within the financial reporting framework of Ingham County government and offers a solution designed to address underlying issues. These suggested solutions recognize the Constitutional and statutory authorities of the County Treasurer and do not incorporate personnel decisions reserved exclusively to the Treasurer. To that end, the Controller recommends reassignment of a Senior Lead Accountant position from the Treasurer’s Office to Financial Services Department. The Controller also supports strategies proposed by the Treasurer to include execution of a contractual agreement with a respected former Treasurer employee to assist with accounting functions of the Treasurer’s Office over a defined time period; and to evaluate and consider securing the services of an accounting firm to assist the Treasurer’s Office with preparation of required accounting documents.

REVIEW OF COUNTY ORGANIZATION STRUCTURE

The County Board of Commissioners (Board) and the County Treasurer perform key functions in administration of County finances. Responsibilities of the Board (and by extension the County Controller and Financial Services Department) are separate and distinct from the County Treasurer. Provided below is a brief review of significant Constitutional and statutory roles and responsibilities essential to the financial administration function.

Board of Commissioners

The Board is the central policy-making body for county government with authority over most facets of the county. The Board establishes rules and regulations (policies) in reference to the management of county business concerns as the Board considers necessary and proper (MCL 46.11(m)). Each year Commissioners are compelled to pass a general appropriations act, or spending policy, for all County funds. The general appropriations act approved by the Board sets forth the amounts appropriated to defray expenditures and meet liabilities for the ensuing fiscal year (MCL 141.436). Boards must appropriate the funds necessary to permit county executive officers to carry out their statutorily mandated duties at a serviceable level. A serviceable level is not the optimal level, but is rather the level of funding which permits the duties to be carried out in a barely adequate manner (*Calahan v Wayne County Board of Commissioners*, 1979).

The Board possesses authority to prescribe and fix the salaries and compensation of employees of the county not otherwise fixed by law (MCL 46.11 (g)). Likewise, the Board may remove an officer or agent appointed by the Board if the officer or agent is incompetent to execute properly the duties of the office (MCL 46.11(n)).

The County Controller is appointed by and reports to the Board. The position is established by statute as the chief accounting officer of the county and has “charge and supervision of the accounts and accounting of every office, officer and department of the county, the whole or any part of the expense of which are borne by the county.” By way of the Financial Services Department, the Controller is responsible for assuring that a system of accounting is installed and properly kept in strict accord with the provisions of law, and may “prescribe and direct the keeping of such other accounts and records and the making of such reports as in his

judgment are necessary to properly record and report the financial transactions of the county.” All county officers or employees are compelled to furnish such information as the Controller shall require. The Controller maintains the general ledger that shows the assets and liabilities of the county. The Controller may not create any liability in excess of the appropriations made by the Board (MCL 46.13b).

County Treasurer

The office of County Treasurer is established by the Michigan Constitution as an elected, four-year term position (Mich. Const. art. VII §4). Michigan statute requires that the Treasurer appoint a deputy who, in the absence of the Treasurer, may perform all the duties of the office of Treasurer. The Treasurer may revoke deputy appointments at any time, and may employ other personnel as necessary upon approval by the Board (MCL 48.37). It is the Treasurer’s duty to receive all moneys that belong to the County “from whatever source they may be derived.” Monies received by the Treasurer for County use must be paid by the Treasurer only upon order of the Board (MCL 48.40). The Treasurer must produce all books and accounts, and all vouchers relating to same, as may be directed by the Board (MCL 48.41).

ISSUE IDENTIFICATION

Auditing is an accounting term that refers to the examination of financial practices to ensure that they follow generally accepted accounting principles and to spot real or potential problems. This helps detect errors, fraud and specific performance trends. An audit performed by an independent company, such as Plante & Moran, lets anyone who works with the County (i.e., bond buyers and granting agencies) know organizational bookkeeping practices are sound and consistent with various statutory requirements.

Auditor comments included in comprehensive annual financial reports (CAFRs) since 2013 have consistently cited Ingham County for certain transgressions classified as “material weaknesses.” A *material weakness* is deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of government financial statements will not be prevented, or detected and corrected on a timely basis (GFOA, 2011). Such weaknesses are typically addressed within a year or two, but some identified in the four most recent CAFRs persist. Many consistently identified weaknesses pertain to the quality

of work products generated during the fiscal year ahead of the annual audit. In some instances, auditors note that required documents and information were simply not available.

The CAFR is presented by independent auditors to the Board of Commissioners Finance Committee each year. Commissioners have questioned the causes for delay in receiving information, expressed concern about identified deficiencies, and stated a desire to ensure that the same issues would not continue to occur (Finance Committee, 2016).

Following is a summary list of general fund material weakness conditions and causes from 2013 to 2016. Other audit comments not specifically related to the general fund were not considered for this issue paper.

Condition

Cause

A lack of proper oversight and execution resulted in differences and adjustments to cash and investment-related balances, special assessment receivables, and property tax receivables and revenue (2016-001).

There was a lack of sufficient oversight in order to properly execute certain financial transactions and reconcile certain financial information to the general ledger.

Bank balances were not reconciled to the County's general ledger in a timely manner throughout the year (2015-001).

The County did not have an internal control process in place to reconcile the bank accounts in a timely manner.

The County was not able to provide certain information related to property taxes, including tax levy amounts and receivables, TIF captures, MTT adjustments, and tax settlement information that reconciles to the general ledger (2015-003).

The County, including the Treasurer's office, has experienced staffing restructuring and reassignments over the past several years, resulting in the responsibilities being divided over different staff who are not entirely familiar with the property tax process.

December 31, 2014 bank balances were not properly reconciled to the County's general ledger balances (2014-001).

The County does not have an internal control process in place to accurately reconcile the bank accounts.

December 31, 2013 bank balances were not properly reconciled to the County's general ledger balances (2013-001).

The County does not have an internal control process in place to accurately reconcile the bank accounts.

In addition to official financial statement audit findings provided in the federal awards supplement for 2016, auditors provided a detailed list of specific issues that led to additional challenges in their quest to complete the CAFR (Brickey, 2017).

- Bank reconciliations required multiple edits by auditors in order to reconcile to the general ledger and in order to be correct
- Numerous accounts were not listed on original bank reconciliation summary provided to auditors
- County staff did not effectively communicate about differences (and resolving those differences) resulting in extra audit time
- Auditors provided assistance with GASB 40 footnote disclosures
- Auditors did not receive TIF capture information until May 15 resulting in testing delays
- Various Emails, calls and discussions were necessary in coordinating approach and obtaining information necessary to complete the audit.

The Uniform Budgeting and Accounting Act and the Revised Municipal Finance Act require that a copy of the audit report be filed with the state treasurer within six months after the end of the fiscal year (MCL 141.427(4) and MCL 141.2303(1)). Auditors and internal finance personnel expressed serious concern about the County’s ability to meet this statutory deadline for the 2016 audit. Although compliance was ultimately achieved, incomplete/missing documents and untimely absences raised doubt about the County’s ability to complete the audit by the statutory June 30 deadline.

<u>Action</u>	<u>Completion Date</u>
Audit Filed with State Treasurer	June 23
Statement to Government Finance Officers Association	June 23
Qualifying Statements Filed (County, Building Authority, Brownfield)	June 23
Annual Local Unit Fiscal Report (F65) Submitted	June 26
Act 51 Performance Report Submitted	June 26
Single Audit Filing with Federal Clearing House	June 26
Disclosure Statement Filed by Bond Advisor	June 27

ANALYSIS AND RECOMMENDATION

All financial team participants must understand the importance of, and strictly adhere to, the established standards for quality. Employees must be individually attentive for and addresses even small errors or mistakes. Supervisors must willingly accept the role of “mentor” to seek improvement in work quality.

Extraordinary steps have been taken since 2013 by the audit team and internal finance professionals to communicate concern about deficiencies in a business-appropriate manner using common business channels (e.g. Email, telephone, meetings, etc.). Important information has been regularly conveyed in an accurate, timely manner (including communication of negative, difficult or sensitive messages) in order to assure maximum preparation for the annual audit.

In order for employee skills to remain current, special care should be taken to ensure the timely and effective implementation of new accounting standards. Ongoing training should be provided to ensure that appropriate staff are aware of authoritative guidance as it evolves. Every attempt should be made to ensure that such training is provided consistently even when the government experiences fiscal stress or tough economic times (GFOA, 2011). Nearly \$42,000 was recorded in the general ledger for Treasurer’s Office training and professional development from 2013 through 2016. After presentation of audit findings for fiscal year 2014, annual training allocations were supplemented with an additional \$50,000 targeted to “assist in the structure of bank reconciliation and the implementation of County general ledger pooled cash system” (Resolution 15-243). Disappointingly, audit findings in 2015 and 2016 again cited deficiencies in the targeted areas.

Required knowledge, skills and abilities for all County personnel are quoted in individual job descriptions, and essential functions are clearly enumerated. While governments are encouraged to document their considerations in determining whether persons responsible for accounting and reporting functions have the knowledge and skills to appropriately apply generally accepted accounting principles in that capacity, ultimately, it is the responsibility of the independent auditor to make that judgment about the government’s management (GFOA, 2011). In the most recent CAFR Federal Awards Supplement, auditors very specifically noted “a lack of

sufficient oversight in order to properly execute certain financial records and reconcile certain financial information to the general ledger” (Plante & Moran, 2016).

Despite the best efforts of all involved, material weaknesses persist. A complicated organization structure that spreads financial reporting responsibility over two departments certainly adds a barrier to organizational efficiency. Competing department priorities and deadlines can easily disrupt workflow which results in a negative impact on the quality of work. Inconsistent work product standards often lead to confusion and miscommunication which can result in costly delays.

The quality of work products produced throughout the fiscal year determines whether accounting records will be in an auditable condition and whether accurate supporting documentation and reconciliations will be provided. With two-thirds of the fiscal year already complete, it is imperative that the County take immediate action to assure readiness for the 2017 audit. However, the County’s financial position dictates a goal of budget neutrality in addressing challenges in financial reporting and administration.

The job description of the Senior Lead Accountant position assigned to the Treasurer’s Office includes components important to successful financial management:

- Analyses financial records of banks
- Balances daily receipts
- Reconciles monthly trial balances, bank statements, tax collections, delinquent tax fund balances, and trust and agency accounts
- Forecasts annual revenues and expenses in order to prepare the departmental budget request to the Board of Commissioners
- May assist with bank reconciliations, including deposits and disbursements made by county departments, investments, deposit accounts, and checking accounts
- Assists with the annual audit by pulling data, testing financial data for verification, and providing other support
- Performs a variety of other functions related to accounting operations

Transferring one Senior Lead Accountant from the Treasurer's office to the Financial Services office will help to assure proper execution of certain financial records and reconciliation of certain financial information to the general ledger. Accessible expert guidance will be available to the employee from other professional accounting staff throughout the year. Reassignment of these duties to Financial Services has an added advantage of freeing the Treasurer's Office to focus on other Constitutional and statutory functions. Physical relocation of a work station from the Mason Courthouse to the Hilliard Building can occur in a single day with advance notice. Collective bargaining status will not change under this scenario and the proposal satisfies the budget-neutrality goal.

The foundation of the County accounting network is the general ledger. Internal accounting personnel and auditors would have greater trust in activity recorded in the general ledger if every transaction was posted timely and reconciled on a daily basis. This may be the greatest justification for the reorganization proposal. Day-to-day accounting practices must assure cash and investment-related balances, special assessment receivables, and property tax receivables and revenue are properly reported. The following actions will occur each day under the proposed reorganization plan in order to meet these criteria:

1. All bank activity will be posted to the general ledger on a daily basis and reconciled to activity at the bank.
2. Financial Services staff will provide correct account numbers prior to a receipt being posted to the general ledger. Many deposits are routinely recorded into holding accounts and later moved to the actual revenue accounts because of complexities associated with the chart of accounts. A single source providing account number verification will minimize the chance of mistakes at this vital step.
3. All outgoing wire transfers will be reviewed by a second person prior to actual payment. This added step should reduce the chance of repeated mistakes.
4. All required wire transfers will be made in a timely basis and recorded on the general ledger at the time of payment.

5. Relocation of the Senior Lead Accountant will promote greater efficiency through elimination of near-constant communication between offices regarding voided checks, printing checks, processing payroll and posting adjustment entries.
6. The transferred Senior Lead Accountant would be able to post corrections to the general ledger. Currently, all entries made by other Departments (with the exception of the Health Department Accountants) are reviewed and then posted by Financial Service accountants. This would be a material time savings for both the Treasurer and Financial Services staff.
7. The Financial Services Department will review all receipts deposited in January and early February and record them back to the previous fiscal year, if needed. It is imperative at year end that all activity be recorded in the correct fiscal year. The Financial Services Department has detailed instructions and procedures to insure activity is accounted for correctly.
8. Addition of the Senior Lead Accountant to the Financial Services Department will help to assure the County is ready to close all funds prior to initiation of the annual audit. Non-material adjustments will not be permitted (or necessary) after mid-February.
9. The Senior Lead Accountant will help assure all working papers will receive a consistent level of review and verification for each audit (the County undergoes many audits each year). Necessary working papers will be ready at the start of each audit with assurance that they are complete, correct and agree with the general ledger activity.
10. The Financial Services Department prepares the entire annual financial statement with exception of cash and investment footnotes which are prepared by the Treasurer's Office. Additional resources provided by the Senior Lead Accountant will allow the Financial Services Director to become more involved in preparation of cash and investment footnotes to increase the likelihood of their timely completion.

In addition to enhancements described above, Financial Services personnel pledge to help train Treasurer's Office personnel on the County's accounting software, account numbers and working paper design. Direct interactive training of all employees will lead to a mutual understanding of work expectations.

The Controller recommends that the Finance Committee consider this reorganization proposal at the earliest opportunity. County policy requires standing committee discussion of reorganization proposals, followed by formal consideration of adoption at a future meeting (Board of Commissioners, 2014). Discussion with the Finance Committee could occur at the regular meeting scheduled for September 20, followed immediately by consideration of a resolution to approve reorganization plan. The Board of Commissioners would then be asked to make a final determination at their regular meeting scheduled for September 26.

REFERENCES

- Brickey, W., CPA (2017, July 20). Ingham County 2016 Audit Issues [Email to T. Dolehanty]. Plante & Moran PLLC, Detroit, MI.
- Calahan v. Wayne County Board of Commissioners, 286 N.W.2d 62 (Mich. 1979)
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- Government Finance Officers Association (2011, October). *Internal control deficiencies in audits*. Retrieved from www.gfoa.org
- Ingham County Board of Commissioners (2014). *General Administrative, Management and Operations Policy No. 220: Reorganization Procedure*. Mason, MI: Author
- Mich. Const. art. VII §4
- Plante & Moran PLLC (2016). *Federal Awards Supplemental Information* (p. 10). Mason, MI: Ingham County Financial Services Department.
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- Revised Municipal Finance Act, 2001 Act 34, MCL 141.2303
- Revised Statutes of 1846, MCL 48.35 – 48.48
- Stites, R. (2016, July 20). *Meeting of the Finance Committee, R. Bahar-Cook presiding*. Mason, MI: Ingham County Board of Commissioners
- Uniform Budgeting and Accounting Act, 1968 Act 2, MCL 141.421 – 141.440(a)

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE REORGANIZATION OF ACCOUNTING FUNCTIONS

WHEREAS, financial administration responsibilities in County government are shared among a number of semi-autonomous divisions, particularly the County Board of Commissioners and the County Treasurer; and

WHEREAS, auditor notes consistently cite Ingham County for certain accounting transgressions classified as “material weaknesses” since 2013, and despite the best efforts of all involved, material weaknesses persist; and

WHEREAS, financial administration should be structured to reduce the possibility of material weaknesses, but done so in a manner sensitive to the semi-autonomous structure required by the Michigan Constitution and associated statutes; and

WHEREAS, by way of the Financial Services Department, the Controller/Administrator is responsible for assuring that a system of accounting is installed and properly kept in strict accord with the provisions of law; and

WHEREAS, reassignment of an Accountant position from the Treasurer’s Office to Financial Services Department will advance day-to-day accounting practices that assure cash and investment-related balances, special assessment receivables, and property tax receivables and revenue are properly reported; and

WHEREAS, the Treasurer’s Office would benefit from temporary assistance provided by a respected former Treasurer employee to assist with accounting functions of the Treasurer’s Office over a defined time period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes permanent reassignment of Accountant position number 253010 from the Treasurer’s Office to Financial Services Department.

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary adjustments from contingency to provide funding for temporary assistance provided to the Treasurer’s Office in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that the Controller and/or Financial Services Director shall periodically report to the Finance Committee about progress made toward improvements to day-to-day accounting practices.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments to implement this resolution and the Board Chairperson is authorized to sign the appropriate documents on behalf of Ingham County after approval as to form by the County Attorney.

Facilities and Equipment
Management
Policy No. _____

Facility and Property Naming

Approved: _____
Resolution No. _____

The purpose of this policy is to establish guidelines related to the naming or renaming of Ingham County facilities and property. The Ingham County Board of Commissioners shall have final authority to name or rename County-owned facilities and property.

- A. General Naming Policy. It is the County’s policy to encourage the naming of County facilities and property which identifies:
 - 1. The neighborhood and community in which the facility is located
 - 2. The function and usage of the facility or property.
 - 3. A significant historical feature or event.
 - 4. An individual or group, living or deceased, who has made exceptional contributions to Ingham County, such as:
 - a. Donating or contributing a significant amount for the acquisition and/or development of the property or facility.
 - b. Providing a direct and significant contribution benefiting the public as a community leader.

- B. Renaming a Facility or Property. County facilities or property may be renamed only if the current name does not have a geographical, historical, or other significance. Facilities named for individuals should not be changed unless the continued use of his/her name for the facility would not be in the best interest of the County. Facilities named by deed restriction or other legally binding obligation cannot be considered for renaming unless allowed by the deed or other restriction. The procedure for renaming a facility or property shall be the same as for originally naming a facility or property.

- C. Naming Individual Rooms or Areas. Individual rooms or areas may be given a name that is different from that of the overall facility. The policy for naming such a room or area shall be the same as for naming the entire facility or property.

D. Naming Criteria. The following descriptions should be avoided when naming or renaming a County-owned facility or property:

1. Cumbersome, corrupted or modified names, profane, discriminatory or derogatory names relating to age, race, religion, creed, national origin, sex, color, marital status, disability, sexual orientation, political affiliation or other similar categories.
2. Names that cause confusion due to duplication or that sound too similar to existing named locations in surrounding areas.
3. Names of companies whose business is substantially derived from the sale of alcohol, tobacco, firearms, pornography, and/or other practices considered unsuitable or inappropriate.
4. The re-use of former facility names other than for a reconstruction of the same facility in the same location.
5. Names that would result in the overt commercialization of a County-owned facility or property.

E. Procedure for Naming a Facility or Property. All requests for naming or renaming a County-owned facility or property must be submitted to the Director of the Board of Commissioners and contain detailed justification for the request.

1. Naming requests must provide clear evidence that the individual to be honored has made a significant contribution to the Ingham County community.
2. All naming requests will be forwarded to the County Services Committee for review at a regularly scheduled meeting within 30 days.
3. The County Services Committee may initiate naming or renaming a County-owned facility or property.
4. If the County Services Committee agrees to advance a naming request petition, then a hearing shall be scheduled to take public comment on the proposal at a regularly scheduled meeting of the Board of Commissioners. A notice of intent to name a County-owned facility or property shall be posted in public places and published in a newspaper of record. The notice shall be published at least two weeks in advance of the hearing and shall include the day, time and location of the public hearing.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MELANIE HARRIS

WHEREAS, the Ingham County Women's Commission presents the Lucile E. Belen Award to Melanie Harris; and

WHEREAS, Melanie was nominated for her indomitable work ethic while serving her community; and

WHEREAS, she works tirelessly in her retirement as a volunteer for the Holt Community Arts Council Board, a local organization that seeks to improve the quality of life for the citizens of Holt; and

WHEREAS, Melanie has worked as a graphic designer for several area non-profit organizations creating logos, designing posters and making community connections for print needs helping them to develop brands and gain support with new, improved public images; and

WHEREAS, she has also served Ingham County as a member of the Fenner Nature Foundation Board, volunteers for the Capital Area Humane Society and participates in her neighborhood watch program; and

WHEREAS, Melanie has demonstrated that she is a key citizen in township activities, sharing information and advocating for positive developments in the community; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize women from Ingham County who do extraordinary things; and

WHEREAS, women strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulate Melanie Harris as the recipient of the Ingham County Women's Commission's Lucile E. Belen Award.

BE IT FURTHER RESOLVED, that the Board joins the Women's Commission in applauding Melanie Harris for her outstanding community service, kindness, and tireless efforts on behalf of Ingham County and wishes her the best in all of her future endeavors.