

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

FINANCE COMMITTEE
ANDY SCHOR, CHAIR
PENELOPE TSERNOGLOU
DEB NOLAN
REBECCA BAHAR-COOK
BRIAN McGRAIN
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 7, 2011 AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 16, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Authorize the Ingham County Sheriff's Office to Accept the FY 2011 [SCAAP Grant](#)
2. Ingham County Office of Homeland Security and Emergency Management - Resolution to Enter into a Contract with [LRAD Corporation](#) Utilizing the FY2009 Homeland Security Grant Program Funds
3. Management Information Services/911 - Resolution to Authorize the Purchase of [Microwave Equipment](#) from AT&T for the New Ingham County 911 PSAP
4. MSU Extension - Resolution to Authorize an Agreement for Michigan State University [Extension Services](#) between Michigan State University and Ingham County
5. Health Department
 - a. Resolution to Amend the Collaborative Agreement with the [Capital Area United Way](#)
 - b. Resolution to Enter into an Agreement with [Michigan Primary Care Association](#) for Medicaid and CHIP Outreach and Enrollment Services
 - c. Resolution to Authorize an Extension of the [Temporary Reassignment](#) for Two Public Health Service Employees
 - d. Resolution to [Amend Resolution #11-255](#) to Authorize an Amended Public Health Services Agreement with the Ingham Health Plan Corporation
 - e. Resolution to Authorize [Amendment #1](#) to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - f. Resolution to Authorize an Agreement with [TeleInterpreters](#)
 - g. Resolution to Authorize a Contract with Washtenaw County Public Health to Deliver [Workshop](#) in Health Equity and Social Justice

6. Human Services Committee - Resolution to [Amend Resolution #11-363](#) Authorizing 2012 Agreements for Community Agencies
7. Management Information Services - Resolution to Approve Entering into an Agreement with [Imagsoft, Inc.](#) for Annual Maintenance of the OnBase Imaging Application
8. Fair Board - Resolution Authorizing a Contract with [Adjuvant Expos, Inc.](#) to Provide Managerial Services at the Ingham County Fairgrounds
9. Register of Deeds - Resolution [Amending Fees](#) for Accessing Documents in the Register of Deeds Office
10. Parks Department
 - a. Resolution Authorizing a Contract with [Landscape Architects & Planners](#) for the Engineering of the Hawk Island Snow Board Hill
 - b. Resolution Authorizing Approval of [Amendment #2](#) with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park
 - c. Resolution Authorizing Payment to [Zoo Miami](#) for the Care and Housing of a Black Rhino Before its Transfer to the Potter Park Zoo
 - d. Resolution Authorizing a Contract with [Borner Restoration](#) to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building
 - e. Resolution Authorizing a Contract with [Clery Fence Company](#) to Construct New Fencing in the Oryx Exhibit
11. Purchasing Department - Resolution Authorizing the Codification of Procurement Policies, and the Creation of a Revised Ingham County [Procurement Policies & Procedures Manual](#)
12. Controller/Administrator's Office - Resolution Authorizing the Controller to Make Year End [Budget Adjustments](#) and Contingency Fund Update

Announcements
Public Comment
Adjournment

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DISRUPTION DURING THE MEETING**

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

FINANCE COMMITTEE
November 16, 2011
Minutes

Members Present: Andy Schor, Penelope Tsernoglou, Deb Nolan, Rebecca Bahar-Cook, Brian McGrain, Steve Dougan, and Board Chairperson Grebner

Members Absent: None

Others Present: Teri Morton, Renee Canady, Willis Bennett, and others

The meeting was called to order by Chairperson Schor at 5:35 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 2, 2011 Minutes

The November 2, 2011 Minutes as amended:

Announcements, Page 6, 3rd paragraph, add "with volunteer boards" after the word "involved",

Comm. McGrain expressed his concern that not enough people are becoming involved **with volunteer boards** and the Commissioners should encourage involvement.

Additions to the Agenda

5a. Substitute - Resolution Authorizing the Amendment of the Low Income Park Vehicle Fee Policy and the "Free Monday" Resolutions for Vehicle Entrance Fees. **The Resolution was amended at the County Services meeting.**

6a. Substitute - Resolution Authorizing 2012 Agreements for Community Agencies. **The Resolution was amended at the Human Services meeting.**

Limited Public Comment

None.

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

1. Sheriff's Office - Resolution Authorizing Participation with the Meridian Township Police Department Highway Safety Grant
3. Human Services Committee - Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Licensing and Regulatory Affairs - Michigan Rehabilitation Services

4. Health Department
 - a. Resolution to Authorize an Amendment to the Administrative Services Agreement with Blue Cross Blue Shield for Services at the Ingham County Jail
 - b. Resolution Authorizing Extension of Training Agreement with Michigan State University Extension Services
 - c. Resolution to Amend an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program
 - d. Resolution to Authorize Contracts with Four Local Health Departments to Carry Out Social Justice Dialogue Projects
 - e. Resolution to Authorize Acceptance of Funds Related to the Development of a Patient Centered Medical Home and to Authorize a New Position

5. Parks Department
 - b. Resolution Approving a Special Deer Hunt at Lake Lansing Park-North

6. Controller/Administrator
 - a. Resolution Authorizing 2012 Agreements for Community Agencies

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

(Comm. Bahar-Cook arrived at 5:38 p.m.)

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO SUSPEND THE BOARD RULES TO ALLOW COMM. BAHAR-COOK TO VOTE ON THE MINUTES AND CONSENT AGENDA.

Comm. Bahar-Cook voted yes to approve the minutes as amended and the consent agenda.

5. Parks Department
 - a. Resolution Authorizing the Amendment of the Low Income Park Vehicle Fee Policy and the “Free Monday” Resolutions for Vehicle Entrance Fees

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING THE AMENDMENT OF THE LOW INCOME PARK VEHICLE FEE POLICY AND THE “FREE MONDAY” RESOLUTIONS FOR VEHICLE ENTRANCE FEES.

Mr. Bennett explained by changing the “free day” from Monday to Wednesday it will increase revenues, detailed his concerns of the hardship pass, and procedure of fee collections.

Comm. Nolan stated there is a budget process that should be followed and fee increases should be addressed during that process when the County fees as a whole are addressed. She stated she is bothered that there are admission fees to the parks and welcomes the “Free Monday” including when it falls on a holiday. Comm. Nolan stated it is her opinion that Hawk Island Snow Park will bring in more revenues than anticipated; therefore, does not understand why there needs to be a change at this time.

There was a discussion of entrance procedures, administrative and general costs associated with the vehicle fees to Ingham County residents and out-county residents.

Board Chairperson Grebner highlighted the discussion at the County Service meeting including adding a license plate number to the application, residency, and County policy.

Board Chairperson Grebner stated that it is his opinion that the number of hardship passes is still relatively low compared to how many people have experienced a hardship since the economic downturn of 2008, and to date the hardship passes have not put a strain on resources.

Comm. Bahar-Cook stated when considering changing policy on hardship passes she would like to see consideration given to senior citizen/retirees by providing some type of discount to them when they purchase a pass for their second vehicle.

Comm. Dougan and Board Chairperson Grebner each shared a brief history of parking fees.

MOTION CARRIED with Comm. Nolan Voting “no”.

Comm. Nolan asked that the minutes reflect the reasons for voting no are:

She appreciates that low income people can get into the parks on the “Free Monday” including when it falls on a holiday.

This sends a message that fees should be done on an annual basis during the budget process when the Committees review the County fees.

2. 55th District Court - Resolution Authorizing the Ingham County 55th District Court to Accept Two Grant Awards from the Michigan Supreme Court’s: State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MDCGP) and the Office of Highway Safety (SCAO-OHSP)

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT TWO GRANT AWARDS FROM THE MICHIGAN SUPREME COURT’S: STATE COURT ADMINISTRATIVE OFFICE-MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND THE OFFICE OF HIGHWAY SAFETY (SCAO-OHSP).

Comm. McGrain noted that the in-kind funding is through the County’s General Fund.

MOTION CARRIED UNANIMOUSLY.

6. Controller/Administrator
 - b. Resolution Approving Various Contracts for the 2012 Budget Year

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2012 BUDGET YEAR.

Ms. Morton will provide the Committee with a response to the following questions via an email before Tuesday.

Equalization Department, AVS, Appraisal Services
How often is this bid?

Zoo, Ayles, Tree Trimming
How often is this done and is it needed?
Is there potential to sub-contract with the City of Lansing Forestry Crew?

Animal Control, Spay/Neuter Services
Why has the expense declined?

Circuit Court, Teachout Security, Security for the Court
Why the reduction?

Prosecuting Attorney, State of Michigan, Cooperative Reimbursement Program
What is the decrease?

The Committee discussed the one time contract for the Day Center at Volunteers of America and the decline in the Sheriff's Annual Grant for Secondary Road Patrol.

MOTION CARRIED UNANIMOUSLY.

Commissioner Disclosures:

Comm. Bahar-Cook disclosed that Volunteers of America and the Greater Lansing Food Bank are clients.

Comm. McGrain disclosed that Peggy Vaughn-Payne from the Northwest Initiative serves on the Board of Directors where he is employed.

Comm. Dougan disclosed that he is on the Board of Directors of the Safety Council, at-large and not as a representative of the Board of Commissioners.

The Committee acknowledged that the Controller is on the Board of Directors for EVE.

Announcements

The 27th Annual Silver Bells in the City Celebration will be held on Friday, November 18, 2011. The parade will begin at 6:10 pm from the corner of Washington Avenue and Lenawee.

Public Comment

None.

The meeting adjourned at approximately 6:14 p.m.

Respectfully submitted,

Julie Buckmaster

DECEMBER 7, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

1. *Sheriff's Office - Resolution to Authorize the Ingham County Sheriff's Office to Accept the FY 2011 SCAAP Grant*

This resolution authorizes the Ingham County Sheriff's Office to accept the Bureau of Justice Assistance (BJS), State Criminal Alien Assistance Program (SCAAP) FY2011 grant award of \$1,917.00. These funds are provided by the federal government to partially reimburse local correction facilities for housing those aliens charged and or convicted of criminal violations (See attached memo.)

2. *Ingham County Office of Homeland Security and Emergency Management – Resolution to Enter into a Contract with LRAD Corporation Utilizing the FY 2009 Homeland Security Grant Program Funds*

This resolution authorizes entering into a contract with LRAD Corporation in the amount of twenty-three thousand eight hundred and fifty-five dollars (\$23,855.00) for the purchase of LRAD-500X (Long Range Acoustic Device) for East Lansing Police Department to be expended by April 30, 2012. This is a sole source purchase using Homeland Security Grant funds (See attached memo.)

3. *Management Information Services/911 – Resolution to Authorize the Purchase of Microwave Equipment from AT&T for the New Ingham County 911 PSAP*

This resolution authorizes the purchase of the microwave equipment and installation from AT&T in an amount not to exceed \$225,171, from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements. This will be purchased and installed on the tower at the new 911 Center as part of that project. (See attached memo.)

4. *MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County*

This resolution authorizes an umbrella agreement with MSU to provide educational services for the period of January 1, 2012 thru December 31, 2016 and the annual work plan for the 2012 fiscal year from January 1, 2012 thru December 31, 2012. For the period January 1, 2012 to December 31, 2012, the County will pay to MSU Extension \$136,191, which is the cost of the assessment of \$64,991 plus \$71,200 for additional horticulture extension educator services. Payment will be made the first month of each quarter of the county fiscal year, and these funds are included in the 2012 budget. This is an aspect of MSU Extension's restructuring, which includes the development of a standardized memorandum of agreement that will provide greater uniformity between MSU Extension and counties.

5a. Health Department – *Resolution to Amend the Collaborative Agreement with the Capital Area United Way*

This resolution extends the collaborative agreement with the Capital Area United Way (CAUW) through September 30, 2012. The amount of the amendment is \$38,051 and funds for this project were included in the Health Department's 2012 budget. Under this agreement, CAUW administers funds to support the Community Indicators Project which is a core component of the Health Department's strategy for informing the community about health status.

5b. Health Department – *Resolution to Enter into an Agreement with Michigan Primary Care Association for Medicaid and CHIP Outreach and Enrollment Services*

This resolution authorizes an agreement and Business Associate contract between the Michigan Primary Care Association (MPCA) and the Ingham County Health Department Community Health Center Network for the purpose of providing outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or CHIP (Children's Health Insurance Program). The term of this agreement will be September 12, 2011 through August 17, 2012. MPCA will pay the ICHD CHCN \$15,066 for the work outlined above and will be used to provide staff wages in completing the work.

5c. Health Department – *Resolution to Authorize an Extension of the Temporary Reassignment for Two Public Health Service Employees*

This resolution extends the temporary work assignment for two Health Department employees that was authorized in Resolution #11-117 through March 31, 2012. The Letter of Understanding expires on December 31, 2011. Ongoing personnel changes in the Health Department have delayed completion of the reorganization. The Human Resources Director and ICEA president have been consulted and support this extension.

5d. Health Department – *Resolution to Amend Resolution #11-255 to Authorize an Amended Public Health Services Agreement with the Ingham Health Plan Corporation*

This resolution amends the public health service agreement with the Ingham Health Plan Corporation (IHPC) to increase the dollar amount of services purchased from Ingham County from \$2,603,118 to \$3,103,118. The amount of funding made available to IHPC from local hospitals has increased, which enables IHPC to pay for additional health care services.

5e. Health Department – *Resolution to Authorize Amendment #1 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #1 of the 2011-2012 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2011-2012 Agreement in Resolution #11-283. The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services from \$4,397,928 to \$4,669,784 for a total increase of \$271,856. See the memorandum attached to the resolution for the specific changes in the budget. The resolution also authorizes two subcontracts under the Building Healthy Communities. The subcontracts are in support of non-motorized and healthy eating activities.

5f. Health Department – Resolution to Authorize an Agreement with TeleInterpreters

This resolution authorizes an agreement with TeleInterpreters to provide interpreter services for its limited English patients and staff. The Health Department initially contracted with TeleInterpreters in 2003 to provide interpreter services for its limited English patients and staff. The contract with TeleInterpreters, however, expired in 2007 and needs to be redone as health center and health department employees continue to use this service. The agreement with TeleInterpreters signed in 2003 limited the total amount that could be expended in a year to \$25,000. The new agreement, if authorized, would limit the total to only \$15,000. The term of this agreement shall be one year from the date it is signed and the agreement will automatically renew at the end of the term unless either party provides notice otherwise.

5g. Health Department – Resolution to Authorize a Contract with Washtenaw County Public Health to Deliver Workshop in Health Equity and Social Justice

This resolution will allow two members of the Health Department's Social Justice Team to facilitate a four-day workshop on Health Equity and Social Justice for staff and community members convened by Washtenaw County Public Health. The Ingham County Health Department will be reimbursed \$6,500 for the delivery of this workshop, which will cover the cost of travel and a consulting fee. These funds will be used to support the future work of the Social Justice Project.

7. Management Information Services – Resolution to Approve Entering into an Agreement with Imagesoft, Inc. for Annual Maintenance of the OnBase Imaging Application

This resolution authorizes a one year maintenance agreement with Imagesoft Inc. for imaging maintenance services in an amount not exceed \$96,945. The costs have increased from the current year contract because we have added several new departments. Please see memo from Tom Shewchuk for additional information.

8. Fair Board – Resolution Authorizing a Contract with Adjuvant Expos, Inc. for Managerial Services at the Ingham County Fair

This resolution would appoint Patrick Buchen as the Fair Manager. Mr. Buchen's appointment was recommended by the interview panel and the Fair Board. The Controller is recommending that instead of hiring Mr. Buchen as a county employee that the Board authorize a two year contract in the base amount of \$80,000 per year without of course any fringe benefits. In addition, Mr. Buchen would be eligible for performance incentives not to exceed \$7,500 at the end of the first year and \$15,000 at the end of the second year. The Fair Board would determine the exact qualifications for the performance incentives, subject to approval by the Controller. The total costs of the contract would not exceed budgeted amounts.

9. Register of Deeds – Resolution Resolution Amending Fees for Accessing Documents in the Register of Deeds Office

The Board authorized a contract with Fidlar Products by Resolution #11-179. The contract established certain access fees for selected public records. These fees were never formally approved by the Board. This resolution formally adopts the fees retroactively and prospectively. These fees will be reviewed on an annual basis as part of the county wide fee evaluation process.

10a. Parks Department – Resolution Authorizing a Contract with Landscape Architects & Planners for the Engineering of the Hawk Island Snow Board Hill

The Board has previously authorized a contract with this firm for the tubing hill at Hawk Island. This resolution would authorize a \$10,000 contract for engineering services related to the Hawk Island Snowboarding Hill. Funds are available in the project budget.

10b. Parks Department – Resolution Authorizing Approval of Amendment #2 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park

This resolution extends the project completion deadline from December 31, 2011 to June 30, 2012.

10c. Parks Department – Resolution Authorizing Payment to Zoo Miami for the Care and Housing of a Black Rhino Before its Transfer to the Potter Park Zoo

Delays in the Rhino construction project resulted in the Miami Zoo having to care for the Black Rhino for an extended period of time. Parks staff has negotiated a \$7,500 payment to the Miami Zoo to compensate them for their extended services. The resolution also authorizes the appropriate line item transfers.

10d. Parks Department – Resolution Authorizing a Contract with Borner Restoration to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building

The resolution authorizes an agreement with Borner in an amount not to exceed \$7,500. Three written quotes were received and Borner was the low bid. Funds are available in the Zoo Capital improvement budget.

10e. Parks Department – Resolution Authorizing a Contract with Clery Fence Company to Construct New Fencing in the Oryx Exhibit

The resolution authorizes a contract with Clery Fence in an amount not to exceed \$7,065. The pen housing the aggressive male Oryx is too small and must be expanded. Three companies responded with written quotes, and Clery was the low bid. Funds are available in the Zoo Capital Improvement Budget.

11. Purchasing Department – Resolution Authorizing the Codification of Procurement Policies, and the Creation of a Revised Ingham County Procurement Policies and Procedure Manual

Please bring the packet that was distributed at the last County Services Committee meeting. We will send a copy of that packet to all committee members electronically, and we will also send an updated summary of the proposed changes in procurement policies under separate cover.

12. Controller/Administrators Office – Resolution Authorizing the Controller to Make Year End Adjustments and Contingency Fund Update

This resolution will authorize the Controller to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2011 Budget. Also included is an update of contingency fund spending so far this year.

OTHER:

6. Human Services Committee – Resolution to Amend Resolution #11-363 Authorizing 2012 Agreements for Community Agencies

This resolution increases the 2012 Community Agency appropriation to the National Council on Alcoholism/Lansing Regional Area, Inc. from \$10,000 to \$17,000 to address essential facilities repair and maintenance issues. There are sufficient funds available in the community agency budget to take this action, as the Board of Commissioners has previously allocated \$171,595 of the \$185,720 available in the 2012 budget, leaving \$14,125 remaining. The Controller's Office is taking a neutral position on this resolution.

M E M O R A N D U M

TO: Law Enforcement Committee
Finance Committee

FROM: Major Joel Maatman

DATE: November 7, 2011

RE: Acceptance of the FY 2011 SCAAP Grant

This resolution requests permission for the Ingham County Sheriff's Office to accept the FY 2011 SCAAP grant in the amount of \$1,917.00.

There are no financial implications for accepting this grant for the county as the grant requires no matching funds.

This is an annual grant Ingham County Sheriff's Office receives from the Bureau of Justice Assistance program.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO ACCEPT THE
FY 2011 SCAAP GRANT**

WHEREAS, the Ingham County Sheriff's Office submits a yearly grant application to the Bureau of Justice Assistance (BJA), State Criminal Alien Assistance Program (SCAAP); and

WHEREAS, the purpose of this grant is to reimburse local correction facilities for housing those alien's charged and or convicted of criminal violations; and

WHEREAS, the Ingham County Sheriff's Office was granted for FY 2011, \$1,917.00 by the Bureau of Justice Assistance (BJS), State Criminal Alien Assistance Program (SCAAP) Grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to accept the Bureau of Justice Assistance (BJS), State Criminal Alien Assistance Program (SCAAP) FY2011 grant award of \$1,917.00.

BE IT FURTHER RESOLVED, that the Controller/administrator is authorized to amend the Ingham County Sheriff's Office 2011 budget in accordance with this resolution.

Agenda Item 2

TO: Law Enforcement Committee
Finance Committee

FROM: Sergeant Robert Ott, Ingham County Office of Homeland Security & Emergency Management

DATE: November 7, 2011

RE: Resolution to Enter into a Contract with LRAD Corporation Utilizing the FY2009
Homeland Security Grant Funds

Ingham County has accepted the FY 2009 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing. The City of Lansing is the Fiduciary Agent and has authorized the use of the FY 2009 HSGP funds and will reimburse Ingham County. The projects that'll be funded have been reviewed and approved by the Ingham County Local Planning Team (LPT). The LRAD Corporation is a sole source provider for the LRAD-500X. The Long Range Acoustic Device (LRAD) for the East Lansing Police Department, is a device with two primary functions; 1) Directional sound system that is able to project clear voice communications over long distances and can penetrate objects such as vehicles and buildings; 2) It can also produce a long chirp/shrill sound that is capable of dispersing large crowds or a barricaded individual. This will be used by the cooperative tactical team (East Lansing Special Response Team) to make an emergency notification/evacuation notice in the even of a terrorist attack. The LRAD may also be used in a search and rescue, critical infrastructure and perimeter protection, and enforcing security zones. Utilizing the LRAD will increase the safety of the officers and the public in the area of response. Total cost of the LRAD-500X is \$23,855.00.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH LRAD CORPORATION UTILIZING THE
FY2009 HOMELAND SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2009 Homeland Security Grant Program (HSGP); and

WHEREAS, the Ingham County Board of Commissioners previously authorized entering into a contract with the City of Lansing, to be the fiduciary agent for the FY 2009 Homeland Security Grant Program (HSGP); and

WHEREAS, vendor has been identified for this grant project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with LRAD Corporation in the amount of Twenty three thousand eight hundred and fifty-five dollars (\$23,855.00) for the purchase of LRAD-500X (Long Range Acoustic Device) for East Lansing Police Department to be expended by April 30, 2012.

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

Agenda Item 3

To: Ingham County Board of Commissioners
From: Tom Shewchuk
CC: John Neilsen
Date: November 20, 2011
Re: Microwave Equipment Purchase for the new Ingham County 911 PSAP

Dear Commissioners,

Ingham County will be constructing a new 911 PSAP radio tower in order to establish communications to the existing radio network in Ingham County. As a requirement for the communications, microwave equipment and installation is required. The microwave equipment is available from AT&T through the State of Michigan Co-operative contract and I am requesting approval for the purchase of the equipment in preparation once the radio tower is constructed.

AT&T performed a site visit to Ingham County to review our current configuration and discuss our requirements with MIS, Bryce Alford (Radio Tech for Ingham County), Jeff Kludy (Radio Tech for the City of Lansing) and Brian Johnson of the Harris Corporation. The proposal has also been reviewed by our 911 consultant.

A refresh of the original proposal was recently completed and the cost of the microwave equipment and installation is \$204,701.20. I am asking for a 10% contingency that will bring the final cost not to exceed \$225,171.32 and will be paid from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.

Sincerely,

Tom

Agenda Item 3

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF MICROWAVE EQUIPMENT FROM AT&T
FOR THE NEW INGHAM COUNTY 911 PSAP**

WHEREAS, Ingham County will be constructing a new radio tower at the new integrated 911 PSAP to establish communications to the existing Ingham County radio system; and

WHEREAS, microwave equipment is required to establish this connection and needs to be ordered in preparation for the construction of the tower; and

WHEREAS, AT&T performed a site visit to Ingham County in order to review our current configuration and the purchase of this equipment qualifies under the State of Michigan contract number 071B3001358; and

WHEREAS, Ingham County, the City of Lansing, Harris Corporation and our 911 consultant has reviewed the proposal; and

WHEREAS, the proposed cost for the microwave equipment is \$204,701.20 and a 10% contingency is being recommended for a total cost not to exceed of \$225,171.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of the microwave equipment and installation from AT&T in the amount not to exceed \$225,171.00 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$225,171.00 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements for this project.

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

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

MEMORANDUM

To: Human Services and Finance Committees

From: Don Lehman, MSU Extension District 8 Coordinator

Date: November 22, 2011

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2012, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

For the period January 1, 2012 to December 31, 2012, the County shall pay to MSUE \$136,191, which is the cost of the assessment plus any additional personnel costs. The Assessment Fee consists of \$64,991 (\$115,269 minus County Paid 4-H staff salary & fringe amount of \$50,278) and \$71,200 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

We are asking Ingham County to enter into an umbrella agreement with MSU to provide educational services for the period of January 1, 2012 thru December 31, 2016 and the annual work plan for the 2012 fiscal year from January 1, 2012 thru December 31, 2012.

DL/lg
Enclosures

Introduced by the Human Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY**

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into an umbrella agreement with MSU Extension to provide educational services from January 1, 2012 through December 31, 2016.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes entering into an annual Work Plan that includes a county assessment of \$136,191 with MSU Extension for the period of January 1, 2012 through December 31, 2012 for delivery of Extension services and education.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: November 21, 2011

RE: Resolution to Amend the Collaborative Agreement with the Capital Area
United Way

Ingham County has had a collaborative agreement with the Capital Area United Way (CAUW) since 2005 under which the CAUW administers funds to support the Community Indicators Project which is a core component of the Health Department's strategy for informing the community about health status. The Department, along with Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD) and CAUW, all contribute funds to the Community indicators Project. A significant aspect of this project is the administration of the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey). This survey of the adult population of Ingham, Eaton, and Clinton counties, it is an important source of data on health behaviors, outcomes, healthcare status and other matters of health and wellness.

The current agreement expired on September 30, 2011. I am requesting authorization to amend the contract to extend the agreement through September 30, 2012. The amount of the amendment is \$38,051 and funds for this projected were anticipated in our 2012 budget. This amount is precisely the same as the previous year.

Other funding partners on this initiative, BEDHD and MMDHD, have submitted their share of the funding for this project to the CAUW, but data collection will not resume until Ingham County Health Department has done the same.

The BRF&SC Survey allows us to continue monitoring the health and well-being of our residents and utilize the resources of our department more effectively. Consequently, I recommend adoption of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH
THE CAPITAL AREA UNITED WAY**

WHEREAS, the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey) measures a number of health indicators and quality of life indices including: chronic diseases, cigarette and alcohol use, obesity and physical activity, neighborhood safety, and safe walking routes; and

WHEREAS, information from the BRF&SC Survey is used to gauge the number of uninsured, access to primary care dental care which are central to the Commissioner's goal of promoting access to care; and

WHEREAS, data from the BRF&SC Survey are central to the Community Indicators Project, a core component of the Department's strategy for informing the community about health status; and

WHEREAS, Ingham County and the Capital Area United Way executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution 05-148 and amended in Resolutions 06-205, 07-154, 08-239, 09-197 and 10-023 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the Capital Area United Way has coordinated funding from Barry-Eaton District Health Department, Mid-Michigan District Health Department, and Ingham County Health Department to administer the BRF&SC Survey; and

WHEREAS, this resolution authorizes an amendment to the agreement with CAUW and enable data collection to continue; and

WHEREAS, the amendment shall extend the agreement through September 30, 2012; and

WHEREAS, the amendment will increase the amount of the contract by \$38,051; and

WHEREAS, the Health Officer has advised that the Ingham County funds to support this collaboration are included in the Health Department's 2012 budget and has recommended that Ingham County enter into a collaborative agreement with the Capital Area United Way.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the Capital Area United Way to coordinate the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey).

BE IT FURTHER RESOLVED, that the amendment shall extend the agreement through September 30, 2012, in an amount not to exceed \$38,501.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendment after approval by the County attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: November 21, 2011

RE: Authorization Request to Enter into Agreement with Michigan Primary Care Association for Medicaid and CHIP Outreach and Enrollment Services

This is a recommendation to authorize an agreement with the Michigan Primary Care Association (MPCA) to provide outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or the Children's Health Insurance Program (Medicaid/CHIP). The purpose of this funding is to increase the number of children who are enrolled in Medicaid/CHIP. MPCA determined that 44% of the currently eligible but uninsured children in Michigan were dropped out of Medicaid/CHIP during the previous year. Michigan has one of the best "take up" rates in the country but is on the bottom half of the list in retention. To overcome this problem, MPCA received a grant from the Children's Health Insurance Program Reauthorization Act (CHIPRA) to contract with Federally Qualified Health Centers throughout Michigan, including the Ingham County Health Department's Community Health Center Network (ICHD CHCN), to focus on ensuring that families understand how and when to apply for coverage and to remind families to reapply for coverage as their renewal date approaches.

This agreement will require a Business Associate Contract, which will allow for the secure exchange of beneficiary information for the Medicaid/CHIP patients served by the ICHD CHCN. ICHD CHCN staff will provide quality on-site and over-the-phone assistance to clients (children) in relation to their redetermination applications for Medicaid/CHIP including completing redetermination applications, answering redetermination questions and facilitating redetermination troubleshooting. Staff will also provide initial on-site enrollment assistance to clients (children) who are uninsured or fail to complete their redetermination application to ensure continuity in coverage.

The term of this agreement will be September 12, 2011 through August 17, 2012. MPCA will pay the ICHD CHCN \$15,066 for the work outlined above and will be used to provide staff wages in completing the work.

The Health Officer and the Ingham Community Health Center Board of Directors recommend approval of this agreement and Business Associate Contract.

Consequently, I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement and Business Associate Contract with the Michigan Primary Care Association for the purpose of providing outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or CHIP.

Attachment

c: Debra A. Brinson, w/attachment
John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment
Jayson Welter, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH MICHIGAN PRIMARY CARE ASSOCIATION FOR MEDICAID AND CHIP OUTREACH AND ENROLLMENT SERVICES

WHEREAS, the Ingham County Health Department Community Health Center Network (ICHD CHCN) requests authorization to enter into an agreement with the Michigan Primary Care Association (MPCA) to provide outreach and enrollment services to children who are uninsured or fail to complete their redetermination application for Medicaid or the Children's Health Insurance Program (Medicaid/CHIP); and

WHEREAS, MPCA received grant funding through the Children's Health Insurance Program Reauthorization Act (CHIPRA) to contract with Federally Qualified Health Centers throughout Michigan, including the ICHD CHCN, to focus on ensuring families understand how and when to apply for coverage and to remind families to reapply for coverage as their renewal date approaches; and

WHEREAS, this agreement requires a Business Associate Contract, which will allow for the secure exchange of beneficiary information for the Medicaid/CHIP patients served by the ICHD CHCN; and

WHEREAS, ICHD CHCN staff will provide quality on-site and over-the-phone assistance to clients (children) in relation to their redetermination applications for Medicaid/CHIP including completing redetermination applications, answering redetermination questions and facilitating redetermination troubleshooting; and

WHEREAS, ICHD CHCN staff will also provide initial on-site enrollment assistance to clients (children) who are uninsured or fail to complete their redetermination application to ensure continuity in coverage; and

WHEREAS, the term of this agreement shall be September 12, 2011 through August 17, 2012; and

WHEREAS, MPCA will pay the ICHD CHCN \$15,066 for the work outlined above and will be used to provide staff wages in completing the work; and

WHEREAS, the Health Officer recommends that the Board of Commissioners adopt the attached resolution and authorize an agreement and Business Associate Contract with the Michigan Primary Care Association for the purpose of providing outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or CHIP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement and Business Associate contract with the Michigan Primary Care Association for the purpose of providing outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or CHIP.

BE IT FURTHER RESOLVED, the term of the agreement will be from September 12, 2011 through August 17, 2012.

BE IT FURTHER RESOLVED, the Michigan Primary Care Association will pay the Ingham County Health Department ICHD CHCN \$15,066 to provide these services and will be used to provide staff wages in completing the work.

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

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée B. Canady, Ph.D., Health Officer

DATE: November 21, 2011

RE: Resolution to Authorize an Extension of the Temporary Reassignment for Two Public Health Services Employees

Attached is a resolution to extend the temporary work assignment for two Health Department employees that was authorized in Resolution #11-117. The Letter of Understanding expires on December 31, 2011.

Ongoing personnel changes in the Health Department have delayed completion of the reorganization. We are recommending an extension through March 31, 2012. The Human Resources Director and ICEA president have been consulted and support this extension.

c: Travis Parsons, Human Resources Director, w/attachment
John Jacobs w/attachment
Rich Estill, ICEA President, w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION OF THE TEMPORARY REASSIGNMENT FOR TWO PUBLIC HEALTH SERVICE EMPLOYEES

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

WHEREAS, in resolution #11-117 the Board of Commissioners authorized the assignment of two positions in the Health Department to temporary grades; and

WHEREAS, ongoing personnel changes at the Health Department have delayed completion of a reorganization which would have permitted the positions to revert to their original grade; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an extension of the temporary reassignment of duties and responsibilities; and

WHEREAS, the Human Resources Director and the ICEA County Professionals have been consulted and support the extension.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an extension of the following temporary compensation changes until March 31, 2012.

<u>Position No.</u>	<u>Current Grade</u>	<u>Temporary Grade</u>
601135	ICEA Pro 05	ICEA Pro 07
601042	ICEA Pro 09	ICEA Pro 10

BE IT FURTHER RESOLVED, that the Letter of Understanding be amended to extend the temporary assignment through March 31, 2012.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: November 21, 2011

RE: Amendment to Resolution #11-255

The Ingham Health Plan Corporation (IHPC) annually contracts with Ingham County to purchase public health services provided to low income residents by the Health Department. The Board of Commissioners authorized this year's agreement with IHPC in resolution #11-255.

Subsequently, the amount of funding made available to IHPC from local hospitals has increased, which enables IHPC to pay for additional health care services.

The IHPC proposes to purchase services for up to \$3,103,118 as opposed to the \$2,603,118 originally proposed. The higher rate is within the parameters anticipated in our 2012 budget.

I recommend that the Board of Commissioners adopt the amended resolution and authorize the revised agreement with the Ingham Health Plan Corporation

Attachment

c: John Jacobs w/attachment
Deb Brinson w/attachment
Robin Reynolds w/attachment
Jayson Welter w/attachment
Holly Wilson w/attachment
Carolyn Redman w/attachment
Carolyn Brown w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #11-255 TO AUTHORIZE AN AMENDED PUBLIC HEALTH SERVICES AGREEMENT WITH THE INGHAM HEALTH PLAN CORPORATION

WHEREAS, in Resolution #11-255 the Ingham County Board of Commissioners authorized a Public Health Services agreement under which the Ingham Health Plan Corporation will purchase health care services from the Ingham County Health Department; and

WHEREAS, the Ingham Health Plan Corporation has subsequently agreed to pay an increased amount for services for the period of October 1, 2011 through September 30, 2012; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment to the Public Health Services Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends resolution #11-255 and authorizes a Public Health Services Agreement, for up to \$3,103,118 with the Ingham Health Plan Corporation, through which the Corporation will purchase from Ingham County the following public health services:

Public Health Nursing
Adult Dental
Outreach and Enrollment
Support for the Ingham Community Health Center Network

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #11-255 remain unchanged.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée B. Canady, Ph.D., Health Officer

DATE: November 21, 2011

RE: Resolution to Authorize Amendment #1 to the 2011-2012 CPBC Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #1 of the 2011-2012 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2011-2012 Agreement in Resolution #11-283.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services from \$4,397,928 to \$4,669,784 for a total increase of \$271,856. The Amendment makes the following specific changes in the budget:

1. Increases support for the Breast and Cervical Cancer Control program to \$385,126 (an increase of \$40,000).
2. Reduces certain support for the Regional Epidemiologist to \$5,000 (a decrease of \$5,000).
3. Increases Building Healthy Communities funds to \$20,694 (an increase of \$4,694).
4. Adds \$5,250 to the Complete Streets raising it to \$20,250.
5. Reduces the Family Planning /BCCCP Joint Project to \$ 8,250 (a decrease of \$4,125).
6. Increases Family Planning Services support to \$391,752 (an increase of \$18,780)
7. Increases the Highly Targeted Based HIV Prevention project to \$52,968 (an increase of \$26,484).
8. Adds \$68,750 to the HIV/AIDS Mental Health Initiative taking it to \$137,500 total.
9. Raises HIV Prevention funding to \$87,190 (an increase of \$43,595).
10. Adds \$6,100 in funds for Safe Routes to School which now totals \$10,975.
11. Raises Sexually Transmitted Disease (STD) funding to \$24,656 (an increase of \$12,328)
12. Adds funding in the amount of \$25,000 for tobacco retailer inspections.
13. Adds funding in the amount of \$30,000 for an oral sealant program.

The resolution also authorizes two subcontracts under the Building Healthy Communities. The subcontracts are in support of non-motorized and healthy eating activities.

These adjustments were anticipated in our FY 2012 budget. I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1
TO THE 2011-2012 COMPREHENSIVE PLANNING,
BUDGETING AND CONTRACTING AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2011-2012 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall increase from \$4,397,928 to \$4,669,784 for a total increase of \$271,856.

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

1. Increases support for the Breast and Cervical Cancer Control program to \$385,126 (an increase of \$40,000).
2. Reduces certain support for the Regional Epidemiologist to \$5,000 (a decrease of \$5,000).
3. Increases Building Healthy Communities funds to \$20,694 (an increase of \$4,694).
4. Adds \$5,250 to the Complete Streets raising it to \$20,250.
5. Reduces the Family Planning /BCCCP Joint Project to \$ 8,250 (a decrease of \$4,125).
6. Increases Family Planning Services support to \$391,752 (an increase of \$18,780)
7. Increases the Highly Targeted Based HIV Prevention project to \$52,968 (an increase of \$26,484).
8. Adds \$68,750 to the HIV/AIDS Mental Health Initiative taking it to \$137,500 total.

9. Raises HIV Prevention funding to \$87,190 (an increase of \$43,595).
10. Adds \$6,100 in funds for Safe Routes to School which now totals \$10,975.
11. Raises Sexually Transmitted Disease (STD) funding to \$24,656 (an increase of \$12,328)
12. Adds funding in the amount of \$25,000 for tobacco retailer inspections.
13. Adds funding in the amount of \$30,000 for an oral sealant program.

BE IT FURTHER RESOLVED, that the following subcontracts are authorized with the following organizations up to the amount listed for the period October 1, 2011 through September 30, 2012:

- 1) City of Lansing - up to \$7,500 for the installation of bike racks and signage
- 2) One Love Global - up to \$4,500 to expand healthy food options at Gene's Quick Shop, 3127 Turner Street, Lansing.
- 3) South Lansing Community Development Association – up to \$28,578 to expand community garden sites in South Lansing and to integrate gardening with the food assistance system.

BE IT FURTHER RESOLVED, that the Health Officer, Dr. Renée Branch Canady, Ph.D., and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit the grant documents for Amendment #1 of the 2011-2012 CPBC electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2012 Budget as required to implement this resolution.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée B. Canady, PhD., Health Officer

DATE: November 14, 2011

RE: Resolution to Authorize an Agreement with TeleInterpreters

As a Federally Qualified Health Center, the Ingham County Health Department's Community Health Center Network (CHCN) is required to provide services, which are culturally and linguistically appropriate for the diverse populations they serve (Section 330 of the Public Health Service Act (42 USCS §254b)). In addition, as a Local Health Department, Title VI and Department of Health and Human Services regulations, 45 C.F.R. Section 80.3(b)(2), require recipients of Federal financial assistance from HHS to take reasonable steps to provide meaningful access to Limited English Proficient (LEP) persons. Health centers and health departments are expected to develop methods that ensure participation of the diverse cultures within their community, including participation of persons with limited English-speaking ability.

For this reason, the Ingham County Health Department contracted with TeleInterpreters in 2003 to provide interpreter services for its limited English patients and staff. Currently, the Health Department, including the community health centers, spends an average of \$700 per month on interpreter services through TeleInterpreters.

The contract with TeleInterpreters, however, expired in 2007 and needs to be redone as health center and health department employees continue to use this service. The agreement with TeleInterpreters signed in 2003 limited the total amount that could be expended in a year to \$25,000. Experience has taught us that this is higher than it needs to be. A new agreement, if authorized, would limit the total to only \$15,000.

The Health Officer and the Ingham County Community Health Center Board recommend that the Board of Commissioners approve the attached resolution to enter into a new agreement with TeleInterpreters.

c: Debra Brinson, w/ attachment
Barbara Watts Mastin, w/attachment
John Jacobs, w/ attachment
Jayson Welter, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TELEINTERPRETERS

WHEREAS, as a Federally Qualified Health Center, the Ingham County Health Department's Community Health Center Network (CHCN) is required to provide services, which are culturally and linguistically appropriate for the diverse populations they serve (Section 330 of the Public Health Service Act (42 USCS §254b)); and

WHEREAS, per Title VI and Department of Health and Human Services regulations, 45 C.F.R. Section 80.3(b)(2), Local Health Departments, as recipients of Federal financial assistance from HHS, are required to take reasonable steps to provide meaningful access to Limited English Proficient (LEP) persons; and

WHEREAS, health systems and health departments are expected to develop methods that ensure participation of the diverse cultures within their community, including participation of persons with limited English-speaking ability; and

WHEREAS, the Ingham County Health Department has successfully used TeleInterpreters since 2003 to provide interpreter services for its patients and staff; and

WHEREAS, the last contract with TeleInterpreters expired in 2007; and

WHEREAS, the Ingham County Health Department and the Ingham County Community Health Center Board recommends that the Ingham County Board of Commissioners authorize an agreement between the Ingham County Health Department and TeleInterpreters.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with TeleInterpreters for language interpreter services.

BE IT FURTHER RESOLVED, that the total amount of this agreement shall not exceed \$15,000 per year.

BE IT FURTHER RESOLVED, that the term of this agreement shall be one year from the date it is signed.

BE IT FURTHER RESOLVED, the agreement will automatically renew at the end of the term unless either party provides notice otherwise.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2012 budget in to implement this resolution

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD., MPA Health Officer

DATE: November 2, 2011

RE: Recommendation to Authorize an Agreement with Washtenaw County Public Health

The Ingham County Health Department (ICHHD) Social Justice Project has developed significant expertise in health equity and social justice. This expertise has received broad recognition at the state and national level. Given the increasing number of requests from external departments for training or consultation on social justice issues, it has been recommended that we bill for these services when appropriate.

The attached resolution will allow two members of Health Department's Social Justice Team to facilitate a four-day workshop on Health Equity and Social Justice for staff and community members convened by Washtenaw County Public Health (WCPH). WCPH will pay ICHD \$6,500 for the delivery of this workshop, which will cover the cost of travel (\$237.00) and a negotiated consulting fee of \$6,263. These funds will be used to support the future work of the Social Justice Project.

I recommend that the Board of Commissioners authorize a contract with Washtenaw County.

Introduced by the Human Services and Finance Committees of:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH
WASHTENAW COUNTY PUBLIC HEALTH TO DELIVER
WORKSHOP IN HEALTH EQUITY AND SOCIAL JUSTICE**

WHEREAS, in 2008 the Ingham County Health Department (ICHD) developed the capacity to provide four-day workshops in health equity and social justice through its Social Justice Project, funded through grants from the W.K. Kellogg Foundation; and

WHEREAS, Washtenaw County Public Health (WCPH) has expressed an interest in entering into a contractual relationship with ICHD to provide a four-day workshop to its staff and community members; and

WHEREAS, WCPH has agreed to compensate ICHD for the delivery of this workshop at a cost of \$6,500, which will include reimbursement of travel to Ann Arbor for the four days of the workshop on October 31, and November 1, 7, and 8, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Service Contract between WCPH and ICHD for ICHD to provide a four-day Health Equity and Social Justice at a cost of \$6,500.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the contract after review by the County Attorney.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #11-363 AUTHORIZING 2012 AGREEMENTS FOR
COMMUNITY AGENCIES**

WHEREAS, the 2012 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #11-199; and

WHEREAS, the Human Services and Finance Committees recommended an FY 2012 allocation of \$10,000 for the National Council on Alcoholism/Lansing Regional Area, Inc. to provide housing for homeless Ingham County residents; and

WHEREAS, the National Council on Alcoholism/Lansing Regional Area, Inc. has refined its scope of work to address essential facilities repair and maintenance issues; and

WHEREAS, addressing these facilities repair and maintenance issues necessitates an additional appropriation of \$7,000 over what was authorized in Resolution #11-363.

THEREFORE BE IT RESOLVED, that Resolution #11-363 is hereby amended to reflect the FY 2012 Community Agency allocation for the National Council on Alcoholism/Lansing Regional Area, Inc. to be \$17,000.

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

Ingham County Management Information Services

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

**121 E. Maple Street, Mason, MI 48854
Phone: (517) 676-7373 FAX: (517) 676-7396**

To: Board of Commissioners
From: Tom Shewchuk
CC: John Neilsen
Date: November 20, 2011
Re: Resolution – Imagesoft Annual Maintenance Agreement

Dear Commissioners,

Every year Ingham County departments continue to expand the utilization of our OnBase Imaging platform. This year MIS and Veterans Affairs implemented OnBase and next year the Circuit Court, Probate Court, and the Sheriff's Office will follow. As a result, our annual maintenance costs will continue to increase accordingly. In 2011 our annual maintenance costs were \$83,272.81 and in 2012 our total costs are \$96,944.69.

The reason for the increase in annual maintenance cost is as follows:

- The Prosecuting Attorney's Office purchased 16 additional licenses, 2 Kofax Capture licenses and services for 2 additional scanners
- The OnBase license maintenance cost increased from 18.5% to 19%
- Imagesoft maintenance stayed at 18%
- MIS and the VA office implemented OnBase

This annual agreement is essential to the maintenance of our OnBase environment and I am requesting the approval of the funds.

Thank you in advanced for your consideration. Please feel free to contact me at 517-676-7371.

Sincerely,

Tom

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH IMAGESOFT, INC. FOR ANNUAL MAINTENANCE OF THE ONBASE IMAGING APPLICATION

WHEREAS, Ingham County utilizes the OnBase Imaging application in the Prosecuting Attorney's Office, Friend of the Court, Family Support Unit, MIS, and Veteran's Affairs; and

WHEREAS, this application and custom software was implemented by Imagesoft and requires annual support for issues and maintenance; and

WHEREAS, two additional departments began utilizing the OnBase software in 2012 and the Circuit Court, Probate Court, and the Sheriff's Office will be implementing projects in 2012; and

WHEREAS, the total cost for annual maintenance in 2012 is \$96,944.69; and

WHEREAS, the 2011 pricing was \$83,272.81 and new costs for MIS and Veteran's Affairs equal \$646.00 and additional licenses/services have been added throughout the year to the system reflecting in an increase of \$13,671.88.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a 1-year maintenance agreement with Imagesoft, Inc. for the purpose of on-going OnBase maintenance and support at total annual cost of \$96,944.69 to be paid from the LOFT fund (Acct# 4525820932050).

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 and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Mary Lannoye, Controller/Administrator
RE: Contract with Adjuvant Expos for Managerial Services at the Ingham County Fairgrounds
DATE: November 30, 2011

This resolution authorizes a two-year contract with Adjuvant Expos Inc. to provide management at the Ingham County Fairgrounds. The position of Fair Manager has been vacant for several months. The position was posted following the 2011 Fair, and applications were received. An interview panel was established, and several candidates were interviewed. Mr. Patrick Buchen was selected by the interview panel to fill the vacant position as Fair Manager.

Mr. Buchen has indicated his preference to forgo the benefits of being a county employee and accept a contractual arrangement. The attached resolution approves such an arrangement with a base compensation level of \$80,000 per year, with incentive bonus of up to \$7,500 at the end of first year and up to \$15,000 at the end of the 2nd year. The qualifications for the incentive bonuses will be determined by the Fair Board subject to approval by the Controller. The total cost of the contract will not exceed \$87,500 in the first year, and \$95,000 in the second year. These amounts are less than what it would cost the County to employ a full time Fair Manager.

Mr. Buchen will be expected to fulfill all duties as detailed in the job description for the Fair Manager, and acknowledge that the duties would require hours worked that are roughly equivalent to full time employment.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH ADJUVANT EXPOS, INC. TO PROVIDE
MANAGERIAL SERVICES AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the position of Fair Manager is currently vacant; and

WHEREAS, the Ingham County Fair Board working with the Ingham County Human Resources Department solicited applications and interviewed candidates; and

WHEREAS, the Ingham County Fair Board has selected Patrick Buchen to be the new Fair Manager; and

WHEREAS, through ongoing discussions with Mr. Buchen, it has been determined that a contractual arrangement for his services would be most beneficial.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Adjuvant Expos, Inc. to provide management at the Ingham County Fairgrounds for the time period of January 1, 2012 through December 31, 2013.

BE IT FURTHER RESOLVED, Adjuvant Expos Inc. will make the services of Patrick Buchen available for the performance of all duties as detailed in the job description for the Fair Manager.

BE IT FURTHER RESOLVED, Adjuvant Expos will be compensated \$80,000 annually, to be paid in 12 equal monthly installments, with a performance incentive bonus of up to \$7,500 at the end of first year and up to \$15,000 at the end of the 2nd year.

BE IT FURTHER RESOLVED, the qualifications for the incentive bonuses will be determined by the Fair Board subject to approval by the Controller.

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING FEES FOR ACCESSING DOCUMENTS
IN THE REGISTER OF DEEDS OFFICE**

WHEREAS, the Ingham County Board of Commissioners has adopted an Enhanced Access to Public Records Policy whose intent is to provide a reasonable methodology for recovering necessary costs for providing access to selected public records in the various forms available through technological enhancements; and

WHEREAS, the method for accessing these records in the Ingham County Register of Deeds Office was amended with the implementation of the new record management software approved by the Board of Commissioners by Resolution #11-179; and

WHEREAS, remote access is being provided by three different Fidlar products; AVA provides information that is more than 30 days old; Tapestry provides up to date information; and Laredo provides information on a subscription basis; and

WHEREAS, the fees associated with accessing documents in the Register of Deeds Office through the AVA and Tapestry products were amended at the time of the implementation of the new software system on September 7, 2011, and the fees associated with accessing documents through the Laredo product will be amended effective January 1, 2012.

THEREFORE BE IT RESOLVED, that, in accordance with the Ingham County Enhanced Access to Public Records Policy established by Resolution #00-198, the fees for enhanced access to records in the Ingham County Register of Deeds Office are amended as follows:

- 1) For the AVA product, the charge per print will be \$1.10. The AVA product will collect the print fee via credit card and Fidlar will manage the billing and reimburse Ingham County \$1.00 per print
- 2) For the Tapestry product, the charge per individual search will be \$5.95 and \$1.00 per copy. Ingham County will be reimbursed \$2.25 for the search and \$0.50 per copy.
- 3) For the Laredo product, fees will be charged as follows to companies desiring services on a subscription basis:

Subscription	Subscriber Cost	Minute Overage	Fidlar Charge to County
0 – 250 minutes	\$50/month	\$0.20	\$30/month , \$0.10/minute overage
251 – 1000 minutes	\$100/month	\$0.15	\$55/month , \$0.075/minute overage
1001 – 3000 minutes	\$200/month	\$0.12	\$90/month , \$0.06/minute overage
Unlimited	\$250/month	No overage	\$103/month, no overage

BE IT FURTHER RESOLVED, that these fees will be reviewed for possible adjustment on an annual basis as part of the county wide fee evaluation.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: November 21, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Contract with Landscape Architects & Planners
For the Engineering of the Hawk Island Snow Board Hill

This resolution authorizes a contract with Landscape Architects & Planners, Inc. of Lansing, Michigan for engineering services relating to the construction of the Hawk Island Snow Boarding Hill in an amount not to exceed \$10,000.00.

The development of Hawk Island County Park was listed as a top priority in the Ingham County Parks Master Plan. It was determined that the location of Hawk Island County Park was ideal for the development of a snow tubing hill due to the proximity of the park to the majority of the population of Ingham County and in the summer of 2011 a group of citizens presented the idea of a snow board hill on the back side of the snow tubing hill. Board of Commissioner Resolution #11-159 authorized the transfer of \$35,000 from the Heart of Michigan Trail for the construction of a snow board hill at Hawk Island, and directed the Controller to recoup the cost.

In Board of Commissioner Resolution # 10-367 Landscape Architects and Planners was approved to perform the engineering services for the Hawk Island Tubing Hill and is willing to continue to provide engineering services for the Snow Boarding Hill. Landscape Architects and Planners have the necessary experience to perform the services to complete the Snow Boarding Hill and Parks Department staff recommends entering into a contract for these services.

Bids were reviewed by the Ingham County Purchasing Department and it was determined that Landscape Architects & Planners, Inc. met all specifications and requirements and has extensive experience in park amenities design. The \$10,000 cost will be taken from the \$35,000 authorized by the Board of Commissioners in Resolution #11-159 (line item #450-75600-818000-71000).

The Parks & Recreation Commission supported this contract authorization with the passage of a resolution at their November meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH LANDSCAPE ARCHITECTS & PLANNERS
FOR THE ENGINEERING OF THE HAWK ISLAND SNOW BOARD HILL**

WHEREAS, the development of Hawk Island County Park was listed as a top priority in the Ingham County Parks Master Plan; and

WHEREAS, it was determined that the location of Hawk Island County Park was ideal for the development of a snow tubing hill due to the proximity of the park to the majority of the population of Ingham County and in the summer of 2011 a group of citizens presented the idea of a snow board hill on the back side of the snow tubing hill; and

WHEREAS, Board of Commissioner Resolution #11-159 authorized the transfer of \$35,000 from the Heart of Michigan Trail for the construction of a snow board hill at Hawk Island, and directed the Controller to recoup the cost; and

WHEREAS, in Board of Commissioner Resolution # 10-367 Landscape Architects and Planners was approved to perform the engineering services for the Hawk Island Tubing Hill and is willing to continue to provide engineering services for the Snow Boarding Hill; and

WHEREAS, Landscape Architects and Planners have the necessary experience to perform the services to complete the Snow Boarding Hill and Parks Department staff recommends entering into a contract for these services; and

WHEREAS, bids were reviewed by the Ingham County Purchasing Department and it was determined that Landscape Architects & Planners, Inc. met all specifications and requirements and has extensive experience in park amenities design; and

WHEREAS, the \$10,000 cost will be taken from the \$35,000 authorized by the Board of Commissioners in Resolution #11-159 (line item #450-75600-818000-71000).

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Landscape Architects & Planners, Inc. of Lansing, Michigan for engineering services relating to the construction of the Hawk Island Snow Boarding Hill in an amount not to exceed \$10,000.00.

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

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: November 21, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing Amendment #2 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park

This resolution authorizes Amendment #2 to the Agreement with the Department of Natural Resources to improve the Fishing Dock at Burchfield Park and extends the project period completion deadline from December 31, 2011 to June 30, 2012.

Board of Commissioner Resolution #09-295 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund improvements to the fishing dock at Burchfield Park. The Parks Department was given approval from the Michigan Department of Natural Resources at the end of July 2011 to commence with the building the boardwalk.

Although Parks staff has made the boardwalk a priority since receiving the approval in July they are unable, due to the approach of the winter season, to complete the ADA sidewalk and the fish structure until the spring of 2012.

The Parks & Recreation Commission supported this extension with the passage of a resolution at their November meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING APPROVAL OF AMENDMENT #2
WITH THE DEPARTMENT OF NATURAL RESOURCES TO IMPROVE
THE FISHING DOCK AT BURCHFIELD PARK**

WHEREAS, Board of Commissioner Resolution #09-295 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund improvements to the fishing dock at Burchfield Park; and

WHEREAS, the Parks Department was given approval from the Michigan Department of Natural Resources at the end of July 2011 to commence with the building the boardwalk; and

WHEREAS, although Parks staff has made the boardwalk a priority since receiving the approval in July they are unable, due to the approach of the winter season, to complete the ADA sidewalk and the fish structure until the spring of 2012; and

WHEREAS, the Ingham County Parks & Recreation Commission desires to complete the project as proposed in order to continue to provide recreational opportunities to the residents of Ingham County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves Amendment #2 of the agreement with the Department of Natural Resources extending the project period completion deadline from December 31, 2011 to June 30, 2012.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Amendment after approval as to form by the County Attorney.

INGHAM COUNTY PARKS DEPARTMENT

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(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: November 21, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing Payment to Zoo Miami for the Care and Housing of a Black Rhino before its Transfer to Potter Park Zoo

This resolution authorizes payment in the amount of \$7,500 be made to the Zoo Miami for the care and housing of the Black Rhino before its transfer to the Potter Park Zoo. In addition, this resolution authorizes the transfer of Potter Park Zoo Millage funds from the approved 2011 Potter Park Zoo budget, including \$4,000 from the maintenance line item, 258-69200-740000-31000 and \$3,500 from the telephone line item 258-69200-921050-31200 for a total of \$7,500 to the Potter Park Zoo contractual service line item 258-69200-818000-31000.

The Potter Park Zoo renovated the existing Black Rhino exhibit to enhance the visitor experience and provide suitable habitat for the animals housed there. Delays in the projects construction resulted in the Zoo Miami caring for the male Black Rhino for an extended period of time. The Zoo Miami agreed to the extension of care for the Black Rhino with compensation for services provided. Initially Zoo Miami requested \$15,000 for animal care, Potter Park Zoo staff negotiated the fee with Zoo Miami, and as a courtesy to the Potter Park Zoo agreed to accept payment of \$7,500.

This resolution was supported by both the Zoo Board and the Parks & Recreation Commission at their November meetings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PAYMENT TO ZOO MIAMI FOR THE CARE AND HOUSING OF
A BLACK RHINO BEFORE ITS TRANSFER TO THE POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo renovated the existing Black Rhino exhibit to enhance the visitor experience and provide suitable habitat for the animals housed there; and

WHEREAS, delays in the projects construction resulted in the Zoo Miami caring for the male Black Rhino for an extended period of time; and

WHEREAS, the Zoo Miami agreed to the extension of care for the Black Rhino with compensation for services provided; and

WHEREAS, the Zoo Miami initially requested \$15,000 for animal care, Potter Park Zoo staff negotiated the fee with Zoo Miami, and as a courtesy to the Potter Park Zoo agreed to accept payment of \$7,500; and

WHEREAS, this resolution was supported by both the Zoo Board and the Parks & Recreation Commission at their November meetings.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes payment in the amount of \$7,500 be made to the Zoo Miami for the care and housing of the Black Rhino.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the transfer of Potter Park Zoo Millage funds from the approved 2011 Potter Park Zoo budget, including \$4,000 from the maintenance line item, 258-69200-740000-31000 and \$3,500 from the telephone line item 258-69200-921050-31200 for a total of \$7,500 to the Potter Park Zoo contractual service line item 258-69200-818000-31000.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.

INGHAM COUNTY PARKS DEPARTMENT

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(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: November 21, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Contract with Borner Restoration to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building

This resolution authorizes entering into a contract with Borner Restoration for the purchase, installation, and repair of concrete/gunite surfaces in the exhibits within the Feline/Primate Building in an amount not to exceed \$7,500. Funds have been identified within Potter Park Millage funds and approved in the Potter Park Capital Improvement Budget line item 258-69900-977000-1006Z to complete such repairs.

The existing exhibits within the Feline/Primate Building are in need of repair. Providing routine repairs to the concrete/gunite surfaces will allow the exhibits to be maintained more easily and cost efficiently.

Written quotes were requested with three companies responding. Borner Restoration of Lansing, Michigan submitted the low bid in an amount not to exceed \$7,500.

This resolution was supported by the Zoo Board and the Parks & Recreation Commission at their November meetings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH BORNER RESTORATION TO PROVIDE REPAIRS TO THE CONCRETE/GUNITE SURFACES IN THE FELINE/PRIMATE BUILDING

WHEREAS, the existing exhibits within the Feline/Primate Building are in need of repair; and

WHEREAS, the Potter Park Zoo wishes to continue to provide attractive exhibits for guests to enjoy; and

WHEREAS, providing routine repairs to the concrete/gunite surfaces will allow the exhibits to be maintained more easily and cost efficiently; and

WHEREAS, funds have been identified within Potter Park Millage funds and approved in the Potter Park Capital Improvement Budget line item 258-69900-977000-1006Z to complete such repairs; and

WHEREAS, written quotes were requested with three companies responding; and

WHEREAS, Borner Restoration of Lansing, Michigan submitted the low bid in an amount not to exceed \$7,500.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Borner Restoration for the purchase, installation, and repair of concrete/gunite surfaces in the exhibits within the Feline/Primate Building in an amount not to exceed \$7,500.

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

INGHAM COUNTY PARKS DEPARTMENT

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(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: November 21, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing Entering into a Contract with Clery Fence Company to Construct New Fencing in the Oryx Exhibit

This resolution authorizes entering into a contract with Clery Fence for the purchase and installation of fencing in the Oryx Exhibit at the Potter Park Zoo in an amount not to exceed \$7,065.

Animal staff at the Potter Park Zoo have determined that the male Oryx bull pen is too small to properly manage this aggressive Oryx bull. The Potter Park Zoo has a large exhibit and building that currently houses other Oryx and several Ostrich, with the male Oryx separated in a small bull pen by himself. The bull pen is used for breeding purposes and is not large enough to allow the male to pursue the female Oryx for breeding.

Funds from the Potter Park Zoo millage have been identified in the 2011 Potter Park Capital Improvement Budget line item 258-69900-977000-1106Z to expand the male Oryx bull pen area.

Written quotes were requested with three local companies responding. The Clery Fence Company submitted the low bid in the amount of \$7,065.

The Zoo Board and the Parks & Recreation Commission supported entering into this contract at their November meetings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH CLERY FENCE COMPANY TO
CONSTRUCT NEW FENCING IN THE ORYX EXHIBIT**

WHEREAS, animal staff at the Potter Park Zoo have determined that the male Oryx bull pen is too small to properly manage this aggressive Oryx bull; and

WHEREAS, the Potter Park Zoo has a large exhibit and building that currently houses other Oryx and several Ostrich, with the male Oryx separated in a small bull pen by himself; and

WHEREAS, the bull pen is used for breeding purposes and is not large enough to allow the male to pursue the female Oryx for breeding; and

WHEREAS, funds from the Potter Park Zoo millage have been identified in the 2011 Potter Park Capital Improvement Budget line item 258-69900-977000-1106Z to expand the male Oryx bull pen area; and

WHEREAS, written quotes were requested with three local companies responding; and

WHEREAS, the Clery Fence Company submitted the low bid in the amount of \$7,065.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Clery Fence for the purchase and installation of fencing in the Oryx Exhibit at the Potter Park Zoo in an amount not to exceed \$7,065.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CODIFICATION OF PROCUREMENT POLICIES, AND THE
CREATION OF A REVISED INGHAM COUNTY PROCUREMENT POLICIES & PROCEDURES
MANUAL**

WHEREAS, Resolutions No. 78-372, No. 80-309 and other policies adopted by the Board of Commissioners have served as the foundation for purchasing matters in Ingham County; and

WHEREAS, the Board of Commissioners believes that those procurement policies and procedures need to periodically be codified and restated given reflecting changes in professional standards and practices; and

WHEREAS, the Board of Commissioners believes that a unified purchasing policy is in keeping with its strategic objective of delivering cost effective services to county departments; and

WHEREAS, the Board of Commissioners has reviewed the new Ingham County Procurement Policies & Procedures Manual prepared by the Purchasing Department and approved as to form by County Legal Counsel.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby adopt the following Procurement Policies & Procedures Manual.

BE IT FURTHER RESOLVED, that Resolution No. 78-372 and No. 80-309 are hereby rescinded, and that any other provisions or other resolutions which are inconsistent with this Resolution are hereby rescinded.

BE IT FURTHER RESOLVED, the Director of Purchasing shall periodically make procurement policy recommendations to the Board for consideration and approval.

BE IT FURTHER RESOLVED, that copies of the Procurement Policies & Procedures Manual shall be made available to all County offices and departments.

MEMORANDUM

November 21, 2011

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2011 Budget. The General Fund budget will be adjusted to the amount of \$74,489,092 for the fourth quarter of 2011.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$367,022. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$431,431.

Should you have any questions or require any additional information, please don't hesitate to contact me.

Agenda Item 12

2011 CONTINGENCY

Adopted Contingency Amount	\$431,431
R10-356: Contract for Cost Allocation Software Development	(11,000)
R10-364: Unallocated Community Agency Funding	7,667
R11-134: 1 st Quarter Adjustment	(21,076)
R11-270: Housing Commission CDBG Grant Deficit	(40,000)
Current Contingency Amount	\$367,022

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END
BUDGET ADJUSTMENTS**

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

THEREFORE BE IT RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2011 Ingham County General Fund budget at \$74,489,092.