

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

FINANCE COMMITTEE
ANDY SCHOR, CHAIR
PENELOPE TSEBNOGLOU
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, OCTOBER 5, 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 [September 14, 2011](#) and [September 21, 2011](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office - Resolution Authorizing a Lease for the Use of Office Space at the Grady Porter Building for the [Children's Assessment Center](#)
2. Sheriff's Office - Resolution to Extend Two Current Service Agreements at the Ingham County Sheriff's Office with [Canteen Services](#)
3. Treasurer
 - a. Resolution to Provide Funding for Low Income [Tax Preparation](#)
 - b. Resolution to Provide [United Way 211](#) with Funding for Tax Foreclosure Prevention Efforts
4. Equalization/Tax Mapping - Resolution to Approve the 2011 [Apportionment](#) Report (*Report to be Distributed at the Meeting*)
5. Circuit Court/Family Division
 - a. Resolution Authorizing the Ingham County Circuit Court's Family Division to Accept an [Art Mural](#) for Display in the Veterans Memorial Courthouse/Grady Porter Building
 - b. Resolution Authorizing Acceptance of a Michigan [Drug Court](#) Grant for the Ingham County Family Dependency Treatment Court
6. Health Department
 - a. Resolution Rescinding Resolution #11-256 and Authorizing an Amended 2011-2012 [AmeriCorps](#) Grant
 - b. Resolution to Authorize Signers of [Forms](#) 855A and 855B
 - c. Resolution to Enter into a Michigan Groundwater Stewardship Program ([MGSP](#)) Clean Sweep Program Agreement with the Michigan Department of Agriculture

- d. Resolution to Adopt the Explanation of Fee Schedule Establishment and Schedule of Discounts Rationale [Policy](#)
 - e. Resolution to Authorize Agreements with the [Great Lakes Health](#) Information Exchange
 - f. Resolution to Authorize a [Lead Abatement](#) Subcontract with Environmental Testing & Consulting, Inc.
 - g. Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for [Refugee Medical Assessment](#) Services
 - h. Resolution to Authorize Acceptance of the Affordable Care Act Grants for School Based Health Centers [Capital Program](#)
 - i. Resolution to Authorize Acceptance of the [Service Area Competition](#) Grant Award from the U.S. Department of Health and Human Services
 - j. Resolution Authorizing a Grantee Agreement Between the City of Lansing and Ingham County Public Health Department for [Lead Hazard Reduction](#) Services
7. Parks Department
- a. Resolution Establishing User Fees for the Hawk Island Snow Board Hill and Combination [Snow Board/Snow Tubing Hill](#) User Fees
 - b. Resolution Authorizing the Acceptance of a \$944.35 Risk Avoidance Program (RAP) Grant Award for Parks and Recreation Alert [Frisbees](#) from the Michigan Municipal Risk Management Association (MMRMA)
 - c. Resolution Authorizing the Acceptance of a \$1,000 Risk Avoidance Program (RAP) Grant Award for a Break Away [Snow Fence](#) from the Michigan Municipal Risk Management Association (MMRMA)
 - d. Resolution Authorizing an Increase in [Admission](#) Rates for the Potter Park Zoo
8. Controller/Administrator's Office
- a. Third Quarter 2011 [Budget Adjustments](#) and Contingency Fund Update – Resolution Authorizing Adjustments to the 2011 Ingham County Budget
 - b. Resolution to Establish the Position of Ingham County 911 Central Dispatch [Director](#) within the Controller's Office

Announcements
Public Comment
Adjournment

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DEVICES OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

FINANCE COMMITTEE
September 14, 2011
Minutes

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

Members Absent: Deb Nolan

Others Present: Becky Bennett, Mary Lannoye, John Neilsen, Teri Morton, Jared Cypher, Beth Hamilton, Willis Bennett, David Easterday, Mary Sabaj, Rhonda Swayze, Michelle Rutkowski, Vince Dragonetti, Gene Wriggelsworth, Chuck Gray, Dean Sienko, William Collette, Stuart Dunnings, Allan Spyke, Donald Lehman, and others.

The meeting was called to order by Chairperson Schor at 5:33 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 17, 2011 Minutes

The August 17, 2011 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

Chuck Gray, UAW thanked the Committee that there are no new layoffs. Mr. Gray expressed his concern that clerical workers are hired in at a Step 1 while middle and upper management are be hired at a higher step.

Ms. Lannoye, Controller/Administrator provided a Technical Adjustments handout.

1. Overview of Liaison Committee Recommendations

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO ADOPT ACTION ITEMS #2 LAW ENFORCEMENT COMMITTEE RECOMMENDATIONS, #3 JUDICIARY COMMITTEE RECOMMENDATIONS, #4 HUMAN SERVICES COMMITTEE RECOMMENDATIONS, AND TO INCLUDE THE CONTROLLER'S TECHNICAL ADJUSTMENTS.

Ms. Lannoye addressed the elimination of UAW positions over the past years. Ms. Morton noted that UAW positions have been added as well.

(Board Chairperson Grebner arrived at 5:39 pm)

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan.

2. Review and Action on Law Enforcement Committee Recommendations
3. Review and Action on Judiciary Committee Recommendations
4. Review and Action on Human Services Committee Recommendations
5. Review and Action on County Services Committee Recommendations

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE CONTROLLER'S RECOMMENDATION BUDGET FOR COUNTY SERVICES.

Comm. Bahar-Cook referenced Chapter 4, page 103 of the Controller's Recommended Budget regarding the proposed administrative charges to the Zoo. She pointed out the increased charge to the Zoo for the Parks Director (10% to 40%) and stated the Zoo Board believed the increase was too high. She explained there has been a change in the Zoo Society leadership, and the current Zoo Director will be retiring at the end of January 2012, plus there is the intention of hiring a Curator. Therefore, it is not reasonable to assume that the Zoo will need the Parks Director 40% of the time. She suggested a 25% increase. She noted that Comm. Nolan asked her to bring forth these comments as well.

Mr. Bennett explained that the Parks have fewer issues than the Zoo. The work at the Zoo is magnified in comparison to the Parks because it has more than double the employees and the nature of the business with the animals and special events. He further explained that he has analyzed his time spent over the past 18 months and 40% is a legitimate number.

Ms. Lannoye informed the Committee that changing the percentage would affect the General Fund and also require a change to both the Parks Department and Zoo Budgets. There was a discussion of the General Fund, Parks and Zoo Budgets.

Comm. Schor asked if by having a new Zoo Director that would decrease the amount of work for the Parks Director. Mr. Bennett explained he will be needed during the transition period; in addition, there is the upcoming 2012 AZA Accreditation which will also require more time to be spent at the Zoo. Mr. Bennett explained it is his goal to spend less time at the Zoo but does not see that happening in 2012.

Comm. Tsernoglou asked if the 40% is over or under estimated. Mr. Bennett stated it is under estimated. There was a discussion of the costs and funds associated with the Director's and a Curator plus the hiring time lapse.

Comm. McGrain stated he believed the 40% was reasonable for the 2012 year; however, the percentage of the Director's time should be re-examined for the 2013 budget.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE CONTROLLER'S RECOMMENDED BUDGET BY ADDING A "BE IT FURTHER RESOLVED" THAT THE CONTROLLER IS DIRECTED TO RE-EXAMINE THE QUESTION OF THE PARKS DIRECTOR'S TIME IN CONNECTION WITH THE ZOO IN THE 2013 BUDGET DECISIONS.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Nolan

MOTION TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comm. Nolan

6. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO ADOPT THE STRATEGIC PLANNING INITIATIVE FUND INCLUDING THE DOCUMENT BACK SCANNING (\$50,000), CONTINUATION OF THE METRO SQUAD DEPUTY THROUGH 2012 (\$19,210), THE SHERIFF DETECTIVE POSITION (\$95,592), AND THE SHERIFF LAW ENFORCEMENT DEPUTY POSITION (\$90,310) AND ALLOCATE THE REMAINING STRATEGIC PLANNING INITIATIVE FUNDS (\$44,888) TO THE 2012 CONTINGENCY FUND.

There was a discussion of future endeavors with the City of Lansing and the City of East Lansing.

Comm. McGrain asked for a brief presentation on each item.

Mr. Easterday explained that money is available in the CIP fund and they have begun work with ImageSoft. He further explained scanning will begin with the domestic and asbestos cases followed by the juvenile and criminal cases. He noted that there would be a request for scanning again in 2013. Board Chairperson Grebner explained that the request for scanning funds will not be a continuing stream in the future.

Sheriff Wriggelsworth thanked the Controller and staff for the streamlined budget this year. He explained that the State and County calendars do not line up by 3 months; the requested amount is for the remainder of the year. He further explained that the grant will not be renewed and in 2013 he will request full funding for the position.

Sheriff Wriggelsworth overviewed the uses and need of a detective and a deputy. He made note that the deputy position is a Law Enforcement Position, and not a Road Patrol Position. Board Chairperson Grebner asked if additional funds would be needed for equipment. Sheriff Wriggelsworth stated no because of the layoffs there is equipment available. Sheriff Wriggelsworth asked if he may hire for the approved Z-List positions without requesting a hiring freeze waiver.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE CONTROLLER'S RECOMMENDED BUDGET BY ADDING IN THE GENERAL APPROPRIATIONS BUDGET RESOLUTION A "BE IT FURTHER RESOLVED" THAT THROUGH THE Z-LIST ITEMS APPROVED IN THE CONTROLLER'S RECOMMENDED BUDGET THAT THE HIRING FREEZE FOR THOSE POSITIONS IS AUTOMATICALLY WAIVED AND APPROVED.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Nolan

MOTION TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comm. Nolan

7. Adoption of Finance Recommended Budget

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET, INCLUDING THE CONTROLLER'S TECHNICAL ADJUSTMENTS AND STRATEGIC PLANNING INITIATIVE FUNDS.

Board Chairperson Grebner noted the Commissioners are drawing down reserves and this can't be done forever, but currently it is safe to spend the money. Ms. Lannoye stated currently there are adequate reserves.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:09 p.m.

Respectfully submitted,

Julie Buckmaster

FINANCE COMMITTEE
September 21, 2011
Minutes

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

Members Absent: Deb Nolan

Others Present: Mary Lannoye, Deb Brinson, Jill Rhode, Chuck Gray, Willis Bennett, Mr. Johnston, Rick Terrill, Dean Sienko, Renee Canady, and others.

The meeting was called to order by Chairperson Schor at 5:34 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Additions to the Agenda

2b. Late - Prosecuting Attorney's Office – Resolution Authorizing a Contract with State of Michigan Department of Community Health, Crime Victim Services Commission for Continuation of Its Victims of Crime Act (VOCA) Program.

8d. Pulled – Parks Department – Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and Request for Funds to Cover the Lake Lansing Park-North Acquisition Project Shortage

8g. Amended – Parks Department – Resolution Authorizing a Budget Adjustment to the Potter Park Zoo 2011 Capital Improvement Rhino Project.

BE IT FURTHER RESOLVED, that the Board authorizes an increase in the Granger Construction contract **resulting** in a total amount not to exceed \$1,335,826 and an increase in the contract with Ehresman Associates **resulting** in a total amount not to exceed \$154,000.

9a. Substitute – Controller/Administrator's Office – Resolution Authorizing 2012 Agreements for Juvenile Justice Community Agencies

Limited Public Comment

None.

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

1. Sheriff's Office - Resolution to Contract with the Mid Michigan Crime Stoppers Program

2. Prosecuting Attorney's Office - Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding

3. Health Department
 - a. Resolution to Authorize a Letter of Understanding with the Ingham Intermediate School District for Early On Services
 - b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program
 - c. Resolution to Authorize a 2011-2012 Agreement with the City of Lansing
 - d. Resolution to Authorize a 2011-2012 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process
 - e. Resolution to Renew a Lease Agreement for the Healthy Smiles Dental Center at 2815 S. Pennsylvania Ave., Suite 203, Lansing MI
 - f. Resolution to Authorize the Ingham County Health Department to Enter into a No Cost Agreement with Sparrow Laboratories
 - g. Resolution to Authorize Administrative Support Services Agreements with County Health Plans

6. Facilities
 - b. Resolution to Rescind Resolution #08-061 and Re-Establish a Policy and Guidelines for Use of County Facilities and Solicitation on County Property

8. Parks Department
 - c. Resolution Authorizing the Establishment of User Fees for Disc Golf Disc Rental and Replacement at Burchfield Park
 - e. Resolution Authorizing Discounted Soldan Dog Park Entrance Fee for Owners of Service Animals
 - f. Resolution Authorizing an Amendment of the 2011 Potter Park Capital Improvement Budget

9. Controller/Administrator's Office
 - a. Resolution Authorizing 2012 Agreements for Juvenile Justice Community Agencies
 - b. Resolution to Approve the Renewal of the Annual Maintenance for FX Services Software Maintenance for the Ingham County EDACS Radio System from the Harris Corporation
 - c. Resolution to Approve Entering into a 3-Year Agreement with AT&T for the Purchase of Two T-1 Circuits from the Ingham County Data Center to the City of Lansing 911 PSAP
 - d. Resolution Authorizing Contracts with Lansing and East Lansing for 911 Center FY 2011/2012 Operations

10. Prosecutor's Office – Resolution Authorizing a Contract with State of Michigan Department of Community Health, Crime Victim Services Commission for Continuation of Its Victims of Crime Act (VOCA) Program.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

4. Special Transportation Millage - Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 Through December 31, 2015

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING THE SECOND AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2011 THROUGH DECEMBER 31, 2015

Board Chairperson Grebner stated now is the time for the County to negotiate with CATA.

Board Chairperson Grebner stated that he intends to bring forth a proposal for 2012 increasing .12 mils for the continuation of CATA's special transportation as a result the special transportation millage rate would increase to .60 mils. It was noted that Ingham County has the highest transportation millage in the State along with the best services. CATA does not deny services on a routine basis. He noted that without the increase CATA will not be able to support the current services.

Board Chairperson Grebner stated that there should be discussions in regard to the internal efficiencies at CATA. The Committee discussed Route 1, usage, hours of service and the design of the bus stops.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

5. Housing Commission - Resolution Authorizing Transfer from General Fund Reserve for Contingency to Cover Community Development Block Grant (CDBG) Deficit for Fiscal Year Ending September 30, 2011 in the Amount of \$40,000

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING TRANSFER FROM GENERAL FUND RESERVE FOR CONTINGENCY TO COVER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DEFICIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2011 IN THE AMOUNT OF \$40,000.

Mr. Johnston, Housing Commission Executive Director, explained a situation in Grand Ledge that was not completed, and stated that this was the first job that had not come to fruition. He provided examples of successes in Ingham County.

Mr. Johnston stated they have not had to come to the County in the past because they have been able to fund the program with their own endeavors. He explained the Housing Commission philosophy that if administration can be added from other communities without expanding the staff it alleviates the burden of coming back to the County for money.

Comm. McGrain asked if the money would be recaptured. Mr. Johnston stated that this would not be a loan and there is no way of paying it off. He explained that they are working on setting up a contingency fund for any future unforeseen problems. He also noted MSDA has reduced their contribution so there is less of a buffer; therefore, they are doing more with less.

Ms. Rhode explained the expenditures and revenue sources. She noted that the expense was for staff time only not the Grand Ledge project itself. Ms. Lannoye stated that a receivable was set up for this project anticipating the administration fees, and staff time was to be funded by the administration fee.

Mr. Johnston explained that they receive more community development projects than other counties in the state because of the capacity to help others.

Comm. Tsernoglou stated she would like more information on the process. Mr. Johnston stated they administer grants to rehab rental properties specializing in downtown neighborhoods. He noted that they work with the owners of the properties.

There was a discussion of other Communities and their grant funding.

Board Commissioner Grebner stated that projects should be taken on with the assumption that some could fail and there should be a reserve. He gave a brief history of the Housing Commission.

Mr. Johnston stated he would bring a series of presentations to update the Committee on what is being done at the Housing Commission, as well as, changes.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

6. Facilities

- a. Resolution Authorizing a Contract with Graham Construction Corporation for County Wide Sidewalk and Parking Lot Repairs

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH GRAHAM CONSTRUCTION CORPORATION FOR COUNTY WIDE SIDEWALK AND PARKING LOT REPAIRS.

It was clarified that that concrete is the material being used for the sidewalks and curbs, and not parking lots.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

7. Financial Services - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2012 and Authorizing Letters of Agreement with Bargaining Units

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2012 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS.

Ms. Lannoye stated there is a pending bill in the State Legislature that limits public employer's health care contributions that has not yet become law, but, it is possible. She explained the County will be in compliance with the 80/20 Cap, nevertheless, may need to come back to the Committee to revise the language in the Resolution to opt out of the dollar amount cap.

Comm. Schor stated that it may be possible to amend the Resolution on the Board Floor if the bill is passed before the Regular Meeting.

Ms. Rhode highlighted the employee contribution increases. Comm. Dougan asked Ms. Rhode to email the employee rate change sheet. Ms. Rhode agreed.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

8. Parks Department
 - a. Resolution Authorizing a Budget Adjustment to Complete the Shift Door Replacement – Feline House Project and Entering into a Contract with Laux Construction

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO COMPLETE THE SHIFT DOOR REPLACEMENT – FELINE HOUSE PROJECT AND ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION.

Comm. Dougan asked why this was so far off the original estimate. Mr. Hudgins stated that several zoos were contacted for information, and the zoo in Cincinnati was considered a good indicator of cost. Mr. Hudgins further stated that Clark Trombley Randers Engineering agreed.

There was proper advertising, twenty-four vendors were contacted, and two vendors responded with bids which came in significantly above the estimate. The County Staff and Clark Trombley Randers Engineering were stunned. There were four other vendors that chose not to bid for various reasons.

Comm. Dougan expressed his concern that there were limited bids.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

- b. Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain City Parks

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF LANSING AND INGHAM COUNTY FOR MAINTENANCE OF CERTAIN CITY PARKS.

Comm. Dougan stated that he will be voting “no”.

Mr. Bennett stated that he has inspected all the parks with the city of Lansing staff. He explained that 3 parks will be swapped with 3 different parks which are smaller and require less mowing.

MOTION CARRIED with Comm. Dougan Voting “no”. Absent: Comm. Nolan

- g. Resolution Authorizing a Budget Adjustment to the Potter Park Zoo 2011 Capital Improvement Rhino Project

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE POTTER PARK ZOO 2011 CAPITAL IMPROVEMENT RHINO PROJECT.

Comm. Dougan asked what the actual increase was for Granger Construction and Ehresman Associates. Ms. Lannoye stated for Granger Construction \$4,826 in terms of the overall project and \$16,500 for the construction delay.

Ms. Lannoye explained the contract with Ehreman and Associates is based on them receiving a percentage of the construction costs. She further explained that they would receive a consultant fee of about \$2,000 more for the design.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Announcements

Comm. Schor stated that he may not be at the first meeting in October and will notify Comm. Tsernoglou in such case.

Public Comment

None.

The meeting adjourned at approximately 6:20 p.m.

Respectfully submitted,

Julie Buckmaster

OCTOBER 5, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. *Prosecuting Attorney's Office - Resolution Authorizing a Lease for the Use of Office Space at the Grady Porter Building for the Children's Assessment Center*

This resolution authorizes an annual lease with Shiawassee Council for Child Abuse Prevention at the cost of one dollar (\$1.00) and in return for providing Ingham County residents with the Children's Assessment Center Program services.

The leased space will be 160 square feet on floor 3R of the Grady Porter Building, effective October 1, 2011 through September 30, 2012, and will automatically renew year to year unless either party terminates with sixty day written notice.

The purpose of a Children's Assessment Center is to provide a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County. The investigation and prosecution of these cases are handled differently than a traditional criminal case. Ingham County does not have a current functioning Child Assessment Center. However many partners have put this proposal together including:

- 1) Sparrow Hospital has agreed to donate space at St. Lawrence campus for an Ingham County Assessment Center at no cost.
- 2) Michigan State University Police Department has donated the equipment for the assessment center.
- 3) The Shiawassee Council for Child Abuse Prevention Board has agreed to allow their current director, Rhonda Ihm, be the acting director for the assessment center.
- 4) The State of Michigan has awarded a VOCA grant to the Shiawassee Council for Child Abuse Prevention on behalf of the Ingham County Children's Assessment Center Program to pay for a Crisis Counselor position that can provide information and assistance to Ingham County families effective October 1, 2011.

(See attached memo.)

There is the possibility of future grants containing funds for office space rental.

2. *Sheriff's Office - Resolution to Extend Two Current Service Agreements at the Ingham County Sheriff's Office with Canteen Services*

This resolution will authorize contract extensions for two Service contracts between Canteen Services and the Sheriff's Office under the same terms and conditions as the existing contracts and also establishes a common ending date of February 29, 2012.

1) Canteen Inmate Commissary Contract:

Canteen Services will pay the County a commission of 37% based on annual sales for all products sold to inmates.

The contract provides for Canteen to maintain two Inmate money deposit kiosk at the Jail. Canteen will charge \$3.00 for each kiosk transaction with \$1.50 returned to the Inmate Commissary fund.

These funds go back into the inmate benefit fund at the Jail. Generally the products inmates are able to purchase through this agreement include: stationary and supplies; candy, cookies, crackers, and personal hygiene items.

This vendor and proposal was selected after a RFP process in 2008.

2) Canteen Services Contract to manage the kitchen and laundry services at the Jail:

The cost of this service is based on meals served (includes inmate meals, laundry, officer meals, and coffee) and a tiered billing rate (.96 to .98 cents per meal) based on the Census of the Jails population.

<u>Census</u>	<u>Per Meal Cost</u>
0-649	\$.98
650- 674	\$.97
675-and above	\$.96

This vendor and proposal was selected after an RFP process in 2009. (See the attached memo.)

3(a). Treasurer - *Resolution to Provide Funding for Low Income Tax Preparation*

This is an annual request to provide \$11,000 to the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium, to support its tax free preparation service for low to moderate income citizens. The payment would be charged against the Delinquent Tax Revolving Fund (DTRF).

3(b). Treasurer - *Resolution to Provide Funding to the United Way for 211 Services*

This is an annual request to provide \$5,000 to the United Way to support its 211 call center. The payment would be charged against the DTRF.

4. Equalization/Tax Mapping - *Resolution to Approve the 2011 Apportionment Report (Report to be Distributed at the Meeting)*

This resolution will approve the millages to be apportioned and spread on taxable valuations of real and personal property within the county, as required by State Law.

5(a). Circuit Court/Family Division - *Resolution Authorizing the Ingham County Circuit Court's Family Division to Accept an Art Mural for Display in the Veterans Memorial Courthouse/Grady Porter Building*

This resolution authorizes entering into a gift agreement with the Lansing Art Council and to accept and display the "Nonviolence" mural in the Veterans Memorial Courthouse/Grady Porter Building. It also expresses their appreciation to Leslie Donaldson and Katie Robiadek of the Lansing Art Council, to Erika Majors and Brian Snyder, Professional Muralists, and to all the youth who shared their artistic talent to create the "Nonviolence" mural.

The plan is for the mural to hang in several different locations of the Veterans Memorial Courthouse/Grady Porter Building to provide maximum exposure of the art object.

5(b). *Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court*

This resolution would authorize accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court. This is the second year of this grant program in the amount of \$53,000. This grant will continue a Special Part Time Family Dependency Treatment Court Program Assistant Grant position without benefits at a UAW B pay grade.

In addition, two subcontracts are authorized for the duration of the grant period. Dr. Kathleen Burns Jager, PH.D., LMFT, LLP will provide therapeutic parenting time at a cost of \$63.00 per hour, not to exceed \$13,230. The National Council on Alcoholism will provide cognitive behavioral therapy/relapse prevention programming at a cost of \$25.00 per person, per session, not to exceed \$13,000. (See attached memo.)

6(a). *Health Department - Resolution Rescinding Resolution #11-256 and Authorizing an Amended 2011-2012 AmeriCorps Grant*

This resolution authorizes an amended 2011-2012 AmeriCorps Grant to accept additional funds and authorize two additional AmeriCorps placements. One week after the Board of Commissioners authorized the acceptance of a 2011-2012 AmeriCorps grant in the amount of \$145,125 (Resolution #11-256), the Health Department, on behalf of the Power of We Consortium, received notice it had been awarded an amended grant of \$172,025 to provide for the addition of two FTE AmeriCorps members, or a total of 12.79 FTE AmeriCorps members.

6(b). *Health Department - Resolution to Authorize Signers of Forms 855A and 855B*

This resolution authorizes the following positions to sign forms 855 A and B:

- Health Officer
- Community Health Center Network Deputy Health Officer/Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer

As an FQHC, the Health Department's Community Health Center Network (ICHD CHCN) can obtain enhanced reimbursement through Medicaid and Medicare. To obtain enhanced reimbursement, Forms 855 A and 855 B must be completed and filed every time the ICHD CHCN establishes, changes, or terminates a health center location. If the ICHD CHCN does not file Form 855 A or 855 B when needed, it will lose its ability to obtain enhanced reimbursement.

6(c). *Health Department - Resolution to Enter into a Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture*

This resolution authorizes a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture to allow Ingham County Health Department to continue to collect pesticides from any end-user of pesticides who resides in the state of Michigan. The term of the agreement shall be October 1, 2011 through September 30, 2012. The Michigan Department of Agriculture has agreed to pay Ingham County up to \$15,000.

6(d). *Health Department - Resolution to Adopt the Explanation of Fee Schedule Establishment and Schedule of Discounts Rationale Policy*

This resolution establishes the methodology for establishing an annual schedule of fees for the Community Health Center Network. This policy ensures that no one will be denied service. It also guarantees that no one will be turned over to a collection agency for non-payment. As both a Federally Qualified Health Center (FQHC) and a Title X (Family Planning) operation, the Community Health Center Network of the Health Department is required to ensure access to care by establishing a schedule of discounts for persons unable to pay a full fee, including nominal or no fees for services provided to the poorest of the populations served. The Ingham County Health Department Community Health Board of Directors as the Ingham County Board of Commissioners' co-applicant board has approved adoption of the attached policy.

6(e). *Health Department - Resolution to Authorize Agreements with the Great Lakes Health Information Exchange*

This resolution authorizes agreements with the Great Lakes Health Information Exchange (GLHIE) at a cost not to exceed \$65,000 that will allow the secure exchange of electronic health information. The agreements include: 1) A Registration Agreement, 2) A Subscription Agreement and 3) A Data Exchange Agreement. The Registration Agreement announces the Health Department's intent to license providers to exchange health information through GLHIE. The Subscription Agreement provides GLHIE with the information they need about who will be exchanging data. The Data Exchange Agreement specifies the terms and conditions under which data are to be exchanged including authorization, security, prohibited uses, limitations of liability, indemnification and dispute resolution. The Data Exchange Agreement has attached schedules including a Business Associate Agreement and Service Level Agreement, among others.

6(f). *Health Department - Resolution to Authorize a Lead Abatement Subcontract with Environmental Testing & Consulting, Inc.*

This resolution authorizes a subcontract with Environmental Testing & Consulting, Inc. for \$16,600, to provide inspection services for between 35-40 pre-qualified houses for the purpose of identifying lead hazards as part of the MDCH/HUD grant requirements. The agreement period will be from October 1, 2011 through September 30, 2012.

6(g). *Health Department - Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services*

This resolution authorizes an agreement with the Michigan Department of Human Services (DHS) to Deliver Refugee Screening Services for the period October 1, 2011 through September 30, 2012. DHS will pay Ingham County a maximum of \$372,000 per year and this revenue is included in the 2012 budget.

6(h). *Health Department - Resolution to Authorize Acceptance of the Affordable Care Act Grants for School Based Health Centers Capital Program*

This resolution accepts \$499,599 to conduct the following projects: Alteration and Renovation of Willow Health Center, Alteration and Renovation of Otto Community Health Center and an Equipment Project. The project period is from July 1, 2011 through June 30, 2013. To accomplish the activities approved in this grant, the Health Department may need to use the services of an Architect/Engineer and/or a construction company. The County's approved policy for procuring services will be followed.

6(i). *Health Department - Resolution to Authorize Acceptance of the Service Area Competition Grant Award from the U.S. Department of Health and Human Services*

This resolution authorizes acceptance of the Service Area Competition Grant Award, which continues the funding period of the Ingham County Health Department's (ICHD) Health Center Cluster Award through October 31, 2015. This award will provide \$597,252 from 3/1/11-10/31/11 and then \$904,751 per year for the remaining four years to support the continued operations of the ICHD's Community Health Center Network and related staff.

6(j). *Health Department - Resolution Authorizing a Grantee Agreement Between the City of Lansing and Ingham County Public Health Department for Lead Hazard Reduction Services*

This resolution authorizes an agreement to provide lead hazard reduction services in support of the City's Community Development Program. This service is similar to the one the Bureau of Environmental Health delivers under their existing Lead Safe Program Grant with Michigan Department of Community Health (MDCH). The proposed agreement with the City is for up to \$50,000 to remediate 10 housing units. The resolution also authorizes the .75 FTE Sanitarian II position delivering these services to become full time (1.0 FTE). Funding from the proposed agreement is based on the cost recovery formula (\$110.00 / hr) already approved and included in the county fee schedule, and therefore it will cover the cost of the additional .25 FTE.

7(a). *Parks Department - Resolution Establishing User Fees for the Hawk Island Snow Board Hill and Combination SnowBoard/Snow Tubing Hill*

The resolution would establish the new user fees. Please see attached memo and resolution for a listing of the specific fees.

7(b). *Parks Department - Resolution Authorizing the Acceptance of \$944.35 Risk Avoidance Program (RAP) Grant Award for Parks and Recreation Alert Frisbees from the Michigan Municipal Risk Management Association (MMRMA)*

MMRMA will provide a grant of \$944 to distribute Frisbees to Parks visitors, indicating a contact number to report vandalism or unsafe areas in county parks. The grant funds will reimburse the Ingham County Parks Department for 80% of the cost of the Frisbees.

7(c). *Parks Department - Resolution Authorizing the Acceptance of a \$1,000 RAP Grant Award for a Break Away Snow Fence from MMRMA*

MMRMA will provide \$1,000 in funding to assist the Parks with the purchase of a break away snow fence that has been shown to be a safer alternative to the straw bales used at the bottom of park sledding hills. This snow fence has been shown to reduce incidents and severity of injury. The grant funds will cover one third of the cost.

7(d). *Parks Department - Resolution Authorizing an Increase in Admission Rates for the Potter Park Zoo*

The resolution will increase the following admission rates: resident adults from \$4 to \$6, non-resident adults from \$10 to \$12, children from \$2 to \$3. In addition, the resolution will change the children's ages for admissions from 3-16 to 3-12 years of age. The increase in admissions is projected to increase revenues by \$90,000.

8(a). Controller/Administrator's Office - *Resolution Authorizing Adjustments to the 2011 Ingham County Budget*

The resolution authorizes third quarter budget adjustments. The total increase to the general fund is \$340,000. The general fund planned use of fund balance is decreased from \$881,348 to \$593,348, or a reduction of \$288,000. The contingency fund balance is recommended at \$407,000. Please refer to attached memorandum for additional information.

8(b). Controller/Administrator's Office - *Resolution to Establish the Position of Ingham County 911 Central Dispatch Director within the Controller's Office*

The resolution establishes the 911 Director at a Managerial Confidential Plan grade 13 level (\$73,099- 87,739 salary range). The intent is to hire a Director at least 60-90 days before the starting date of operations.

MEMO

TO: Law Enforcement, County Services, and Finance Committees

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Children's Assessment Center – A Mutli-disciplinary Team Approach - Request for Space at the Grady Porter Building

DATE: September 22, 2011

The purpose of a Children's Assessment Center is to provide a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County. The investigation and prosecution of these cases are handled differently than a traditional criminal case.

The National Child Alliance supports this multi-disciplinary approach to these investigations. A prosecutor, police officer, child protective worker, if applicable, and a mental health professional meet as a team prior to the child being interviewed. The purpose of this meeting is to discuss the known facts, to discuss alternative theories, and discuss the protection of the child. After the child is interviewed and based on the allegations, the team meets immediately after to discuss the next steps of the case. The purpose of this team approach is that the child only has to be interviewed once. The interview is recorded for future reference.

Ingham County does not have a current functioning Child Assessment Center. My office has approached Sparrow Hospital who has agreed to donate space at St. Lawrence campus for an Ingham County Assessment Center. Sparrow has agreed to provide the space at no cost. Michigan State University Police Department has donated the equipment for the assessment center. The team received a VOCA grant to pay for a Crisis Counselor position that can provide information and assistance to Ingham County families effective October 1, 2011. The team is working with the Shiawassee Council for Child Abuse Prevention. Their board has agreed to allow their current director, Rhonda Ihm, be the acting director for the assessment center. She applied for the VOCA grant on our behalf.

The Crisis Counselor position requires an office. I have discussed with Mary Lannoye and Mike Pathfinder about the space that is available on the 3rd floor of the Grady Porter Building. There is a small conference room that is currently vacant. I am asking that the Crisis Counselor be able to use the space on the 3rd floor until such time as we receive grant money to pay for the space. As we proceed with accreditation with the National Child Alliance we may apply for start up funds that would include rent payments.

Introduced by the Law Enforcement, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A LEASE FOR THE USE OF OFFICE SPACE AT THE GRADY PORTER BUILDING FOR THE CHILDREN'S ASSESSMENT CENTER

WHEREAS, the Children's Assessment Center is a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County; and

WHEREAS, the Children's Assessment Center of Ingham County was awarded a VOCA grant for a Crisis Counselor; and

WHEREAS, the Children's Assessment Center needs office space for the Crisis Counselor in order to provide services for Ingham County residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual lease with Shiawassee Council for Child Abuse Prevention at the cost of one dollar (\$1.00) and in return for providing Ingham County residents with the Children's Assessment Center Program services.

BE IT FURTHER RESOLVED, that the lease space will be 160 square feet on floor 3R of the Grady Porter Building effective October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that the lease will annually renew subject to the program continuing unless either party terminates the lease with 60 days written notice.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any lease documents necessary to implement this resolution upon approval as to form by the County Attorney.

Agenda Item 2

TO: Law Enforcement and Finance Committees
FROM: Allan C. Spyke, Undersheriff
DATE: September 22, 2011
RE: Contract Extension for Canteen Services

The Ingham County Sheriff's Office presently has two contracts with Canteen Services. Canteen Services provides the Commissary Services to the Ingham County Jail and also provides the Kitchen Services to the Ingham County Jail.

The Kitchen Services contract is due to expire September 30, 2011, the Commissary Services contract expired on February 28, 2011 and has 2 one year extensions built into the contract.

The Sheriff's Office would like these contracts to run and expire concurrently, therefore we would request both contracts be extended to February 29, 2012, at which time they could be reviewed for an additional one year extension.

It should be noted that the Sheriff's Office has been contacted by Michigan Department of Corrections who has an interest in providing Kitchen Services to County Jails. The State of Michigan, Department of Corrections believes they can provide a similar service at a cost savings and would like to present a proposal to the County of Ingham.

As of this time, the State is not prepared to present a proposal however; they have toured our kitchen facilities and are presently working on total cost and logistics. They indicate they would be prepared to present a proposal by the end of this calendar year.

With that in mind, the Sheriff's Office may be recommending in 2012 a continuation of the Commissary contract and if the MDOC contract proposal proves favorable, entering into a new contract with State of Michigan, Department of Corrections for food services to the Ingham County Jail.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE CANTEEN INMATE COMMISSARY
CONTRACT FOR THREE YEARS**

RESOLUTION #08-060

WHEREAS, the contract for inmate commissary expires February 28, 2008; and

WHEREAS, the Sheriff's Office has devoted extensive efforts to establish and ensure that the Jail Commissary operates effectively; and

WHEREAS, the Sheriff's Office has been pleased with the relationship with Canteen Services; and

WHEREAS, this contract meets with the approval of the Ingham County Purchasing Department; and

WHEREAS, this contract extends to February 28, 2011 and with an Ingham County option for two, one-year extensions; and

WHEREAS, this contract provides for an increase in commissary sales commission from 29.5% to 37%; and

WHEREAS, this contract provides for Canteen Services, Inc. installing and maintaining two Inmate money deposit kiosks; and

WHEREAS, Canteen Services, Inc. will charge \$3.00 for each kiosk transaction with \$1.50 returned to the Inmate Commissary Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to extend the contract under the new terms and conditions with Canteen Services, Inc. from February 29, 2008 through February 28, 2011, with a possibility of two, one-year extensions.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current contract, subject to the approval as to form by the County Attorney.

LAW ENFORCEMENT: Yeas: Holman, Copedge, Celentino, De Leon, Tennis, Schafer
Nays: None **Absent:** None **Approved 2/14/08**

FINANCE: Yeas: Grebner, Hertel, Weatherwax-Grant, Dougan
Nays: None **Absent:** Celentino, Schor **Approved 2/20/08**

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH CANTEEN SERVICES TO MANAGE THE
FOOD AND LAUNDRY SERVICES AT THE INGHAM COUNTY CORRECTIONAL FACILITY**

RESOLUTION #09-283

WHEREAS, in 2008, the Ingham County Correctional Facility had an average daily population of 672 inmates, the current rated capacity is 665 inmates; and

WHEREAS, the Ingham County Correctional Facility had an employee to manage the kitchen and laundry services; and

WHEREAS, the Ingham County Correctional Kitchen Supervisor was responsible for feeding all inmates housed within the facility, providing medical meals for inmates who have dietary needs as stated by a doctor, short order grill staff who work 24/7, and complimentary meals for visitors to the facility; and

WHEREAS, in 2008, the Ingham County Correctional Facility kitchen staff served 770,523 meals; and

WHEREAS, in 2008, the Ingham County Correctional Kitchen Supervisor was responsible for washing the clothing in over 150,000 inmate bags; and

WHEREAS, in 2008, the Ingham County Correctional Facility Kitchen Supervisor was responsible for training and supervising approximately 24 workers for kitchen and laundry duties every month or sooner; and

WHEREAS, the Sheriff's Office attempted to fill a vacant position and deemed that looking for an outside source to fill these duties of the position became necessary; and

WHEREAS, the Sheriff's Office requested the Purchasing Department to release a request for proposal (RFP) for the kitchen and laundry management; and

WHEREAS, responses were received from Aramark and Canteen Services, Inc., and after evaluating the responses the Sheriff's Office determined Canteen Services, Inc., provided the most responsive and responsible solution.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and hereby approves entering into a contract with Canteen Services, Inc., for the management of kitchen and laundry operations at the Ingham County Correctional Facility, for the time period of October 1, 2009 through September 30, 2011, at a per meal cost based on the census of the Jail's population as follows:

Census	Per Meal Cost
0 - 649	\$.98
650 - 674	\$.97
675 - and above	\$.96

RESOLUTION #09-283

BE IT FURTHER RESOLVED, at the conclusion of the initial two year contract, there is an option to renew the contract if mutually agreed by both parties.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the County Controller/Administrator to make the necessary changes to the Ingham County Sheriff's Office Position Allocation List and 2009 Budget, including the reduction of one Ingham County Correctional Facility Supervisor, position # 301219, effective October 1, 2009.

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

LAW ENFORCEMENT: Yeas: Celentino, Copedge, Thomas, Schafer
Nays: None **Absent:** Schor, Holman **Approved 8/13/09**

FINANCE: Yeas: Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan
Nays: None **Absent:** None **Approved 8/19/09**

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND TWO CURRENT SERVICE AGREEMENTS
AT THE INGHAM COUNTY SHERIFF'S OFFICE WITH CANTEEN SERVICES**

WHEREAS, the County of Ingham has two contracts with Canteen Services to provide both Inmate Commissary services and Food and Laundry Service Management Jail Kitchen services to the Ingham County Jail; and

WHEREAS, Canteen Services has honored all terms of the contracts and wishes to continue service to the Ingham County Jail; and

WHEREAS, the Canteen Services Contract for the Food and Laundry Service Management Jail Kitchen Services expires September 30, 2011; and

WHEREAS, the Canteen Services Contract for Inmate Commissary Services expired on February 28, 2011, and the County has the ability to exercise two one-year contract extensions; and

WHEREAS, the Sheriff's Office is recommending that both agreements be extended through February 29, 2012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the extension of both contracts through February 29, 2012, under the same terms and conditions as the current agreements.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current two contracts, subject to the approval as to form by the County Attorney.

Memorandum

ERIC SCHERTZING
Ingham County Treasurer

John C. Schlinker
Chief Deputy Treasurer

P.O. Box 215
Mason, MI 48854-215
517/676-7220

September 22, 2011

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to fund Volunteer Income Tax Assistance program.

Attached is a proposed resolution authorizing the County Treasurer to fund \$11,000 to the Asset Independence Coalition to support its free tax preparation services for low to moderate income citizens.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the group has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds of over \$10,000,000, including almost \$2,000,000 from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a part-time coordinator position hosted and administered by the United Way at an estimated annual cost of \$25,000; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens, and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the AIC's VITA coordination efforts of \$11,000 from the Delinquent Tax Administration Fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.

Memorandum

ERIC SCHERTZING
Ingham County Treasurer

John C. Schlinker
Chief Deputy Treasurer

P.O. Box 215
Mason, MI 48854-215
517/676-7220

September 22, 2011

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to provide funding to the United Way for 211 services.

Attached is a proposed resolution authorizing the County Treasurer to fund \$5,000 to the United Way to support its 211 call center.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE UNITED WAY 211 WITH FUNDING FOR
TAX FORECLOSURE PREVENTION EFFORTS**

WHEREAS, the economic pressure caused by real estate tax and mortgage foreclosure is expected to be severe throughout 2012 and beyond; and

WHEREAS, the United Way operates a 211 call center to assist citizens with a variety of needs, including foreclosure prevention services; and

WHEREAS, the County Treasurer works with the United Way, City of Lansing and the non-profit community to coordinate and increase the local capacity for foreclosure prevention response; and

WHEREAS, the County Treasurer and the real estate tax foreclosure process drives significant call volume to 211 from tax delinquent parcels; and

WHEREAS, the need exists for additional brochures and call center staff hours to respond to the real estate tax foreclosure referrals to 211.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding of \$5,000 to the United Way for 211 services from the Delinquent Tax Administration Fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for Mortgage Foreclosure Prevention efforts.

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

Agenda Item 4

To: Finance Committee
Ingham County Board of Commissioners

From: Douglas Stover, Director
Equalization/Tax Mapping

Date: September 22, 2011

Re: 2011 County Apportionment Report

Attached please find the resolution approving the 2011 apportionment report for presentation at the Finance Committee meeting on October 5, 2011. The Apportionment Report is not complete at this time. I will distribute the report to you prior to the meeting.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2011 APPORTIONMENT REPORT

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on taxable valuations of real and personal property within the county.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year 2011 is hereby approved.

MEMORANDUM

TO: Judiciary Committee

FROM: Maureen Winslow

DATE: September 23, 2011

RE: **Lansing Area Mural Program (LAMP) – “Nonviolence” Mural Gift**

In 2010, the Lansing Art Council received a \$10,000 grant from the Laura J. Musser Fund in Minneapolis, Minnesota for the Lansing Area Mural Program (LAMP). The program began in September, 2010, and employed two professional muralists, Erika Majors and Brian Snyder. Ms. Majors and Mr. Snyder worked with a total of 185 youth, all of whom shared their artistic abilities at 4 locations including the Ingham County Youth Center, the Ingham County Family Center, Black Child and Family Institute and the Southside Community Center.

As a result of the efforts of Ms. Majors, Mr. Snyder, all 185 youth, as well as 126 volunteers, four youth-designed murals are complete. The Lansing Art Council would like to gift one of the murals, titled “Nonviolence” to the Ingham County Circuit Court. Several of the youth who participated in painting the murals were or are under the jurisdiction of the Court.

This Resolution requests authorization from the Board of Commissioners to accept the gift of the “Nonviolence” mural and to sign the gift agreement as required of the grant.

Additionally, the Family Division requests the mural be located in the VMC/GPB so as to proudly display the beautiful work of our youth.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INGHAM COUNTY CIRCUIT COURT'S
FAMILY DIVISION TO ACCEPT AN ART MURAL FOR DISPLAY
IN THE VETERANS MEMORIAL COURTHOUSE/GRADY PORTER BUILDING**

WHEREAS, the Lansing Arts Council received a \$10,000 grant from the Laura J. Musser Fund in Minneapolis, Minnesota for the Lansing Area Mural Program (LAMP); and

WHEREAS, the Lansing Area Mural Program employed two Lansing-based professional muralists, Erika Magers and Brian Snyder, to lead mural making classes for youth at the Black Child and Family Institute, Southside Community Center, Ingham County Youth Center, and the Ingham Academy; and

WHEREAS, a total of 185 youth participated in painting murals, many of whom are under the jurisdiction of the Ingham County Circuit Court Family Division or are otherwise considered "at risk" youth; and

WHEREAS, as part of the grant, the Lansing Arts Council would like to gift one of the murals, titled "Nonviolence", to Ingham County; and

WHEREAS, the Ingham County Circuit Court Family Division is requesting the mural be displayed in the Veterans Memorial Courthouse/Grady Porter Building; and

WHEREAS, there are no costs associated with this gift to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners expresses their appreciation to Leslie Donaldson and Katie Robiadek of the Lansing Art Council, to Erika Majors and Brian Snyder, Professional Muralists, and to all the youth who shared their artistic talent to create the "Nonviolence" mural.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the gift agreement with the Lansing Art Council and to display the "Nonviolence" mural in the Veterans Memorial Courthouse/Grady Porter Building.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary gift agreement documents subject to the approval as to form by the County Attorney.

MEMORANDUM

TO: Judiciary Committee

FROM: Maureen Winslow

DATE: September 27, 2011

RE: **Family Dependency Treatment Court Grant**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$53,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. This is an increase of \$13,000 from last year's award.

The award allows the Family Court to continuing the funding for the special part time Program Assistant position, transportation of clients to court ordered treatment programs, rewards and incentives, therapeutic parenting time and substance testing. Additionally, this year's award also includes funding for cognitive behavioral therapy and relapse prevention programming.

The resolution requests the authorization to accept the grant, to allow for the continuation of the current grant funded position and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism and Dr. Kathleen Jager.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$53,000 to the Ingham County Circuit Court's Family Dependency Treatment Court for purposes of eliminating barriers to treatment as well as continuing funding a position; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include transportation, rewards and incentives, therapeutic parenting time, substance testing, cognitive behavioral therapy, relapse prevention programming; and

WHEREAS, the grant award also includes money to continue the funding of a Family Dependency Treatment Court Program Assistant who will work with the Coordinator and Case Managers of the program to ensure the specialty court participants attend testing and treatment, receive incentives and rewards, have additional professional contacts when needed and assist in data collection and input; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2012; and

WHEREAS, the grant award will pay for up to three employees to attend the annual Drug Court conference held in Lansing, Michigan in 2012; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$53,000 for the purposes of eliminating barriers to treatment, providing rewards and incentives, participation in the annual Drug Court conference and continued employment of a Special Part Time Family Dependency Treatment Court Program Assistant Grant position without benefits at a UAW B pay grade for the time period of October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Kathleen Burns Jager, PH.D., LMFT, LLP is authorized to provide therapeutic parenting time at a cost of \$63.00 per hour, not to exceed \$13, 230 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism is authorized to provide cognitive behavioral therapy/relapse prevention programming at a cost of \$25.00 per person, per session, not to exceed \$13,000 for the duration of this grant period.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2011 and 2012 Circuit Court Family Division budget and Position Allocation List.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean Sienko M.D., Health Officer

DATE: September 21, 2011

RE: Resolution to Authorize an Amended 2011-2012 AmeriCorps Grant

One week after the Board of Commissioners authorized the acceptance of a 2011-2012 AmeriCorps grant in the amount of \$145,125 (Resolution #11-256), the Health Department, on behalf of the Power of We Consortium, received notice it had been awarded an amended grant of \$172,025 to provide for the addition of two FTE AmeriCorps members, or a total of 12.79 FTE AmeriCorps members.

The grant amount offered by DHS includes \$47,184 (salary and fringe) for the temporary, full-time coordinator; staff training/travel; and partial AmeriCorps member support.

The grant requires a match:

	Amount	Percent
Grant	172,025	67%
Match	85,884	33%*
Total	257,908	

*Michigan Community Service Commission (MCSC) guidelines direct applicants to hold the DHS share under \$13,500 per member. However, for this amended award MCSC allowed the DHS share of our application to be \$14,043 per member.

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$71,278;
- 2) existing salary and fringe used as match of \$4,665; and
- 3) indirect costs used as match of \$9,941.

The Power of We Consortium has received sufficient applications from community sites to support the placement of these additional members, who are highly sought after by community agencies.

The Power of We Consortium seeks to continually expand the AmeriCorps Project to the extent that grant funds become available in order to respond to growing community demand and to create increased program efficiencies.

I recommend that the Board of Commissioners adopt the attached resolution to accept this amended grant of \$172,025 from the Michigan Department of Human Services for the third year of this 3 year AmeriCorps grant.

Attachment: Resolution #11-256

c: Renee Canady w/attachment
John Jacobs w/attachment
Peggy Roberts w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2011-2012 AMERICORPS GRANT

RESOLUTION #11-256

WHEREAS, the Power of We Consortium (PWC) will soon complete its second year of successful management of its AmeriCorps State Program, funded by the Michigan Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC), and authorized by Resolution #10-311 and #09-338; and

WHEREAS, on June 21, 2011, the MCSC approved funding for the Ingham County Health Department, on behalf of the PWC, in the amount of \$145,125 for a time period of October 1, 2011 through September 30, 2012; and

WHEREAS, a non-federal 24% local match of cash and/or in-kind contributions is required; and

WHEREAS, as a condition of this grant, the Health Department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will continue their work to promote the use on non-motorized transportation on trails, greenways, and city streets, and increase the use of community gardens and farmers' markets in previous food deserts; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that Resolution #11-256 is hereby rescinded and the Board of Commissioners accepts an AmeriCorps Grant of \$145,125 and authorizes a grant agreement with the Michigan Department of Human Services, for the time period of October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that a non-federal match of \$91,083 is authorized, with approximately \$4,665 cash match for 5% salary/fringe for the PWC Coordinator, indirect costs used as match of \$9,941, and the remainder obtained through cash contributions of up to \$7,114 from each of the AmeriCorps host sites, as selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary amendments to the Health Department's Budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the County Attorney.

ADOPTED-AUGUST 23, 2011
Agenda Item No. 16

RESOLUTION #11-256

HUMAN SERVICES: Yeas: Tennis, McGrain, Koenig, Nolan, Vickers, Dougan
Nays: None **Absent:** None **Approved 8/15/11**

FINANCE: Yeas: Schor, Tsernoglou, Nolan, McGrain, Dougan
Nays: None **Absent:** Bahar-Cook **Approved 8/17/11**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RESCINDING RESOLUTION #11-256 AND AUTHORIZING AN
AMENDED 2011-2012 AMERICORPS GRANT**

WHEREAS, on August 23, 2011, the Board of Commissioners authorized an AmeriCorps grant (Resolution #11-256) from the Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC), in the amount of \$145,125 for a time period of October 1, 2011 through September 30, 2012; and

WHEREAS, on September 15, 2011, the Health Department, on behalf of the Power of We Consortium, received an offer of available additional funding from the MCSC in the amount of \$26,900, for a total of \$172,025; and

WHEREAS, this additional funding will allow the placement of two additional FTE AmeriCorps members working in Ingham County agencies; and

WHEREAS, a minimum non-federal 24% local match of cash and/or in-kind contributions is required; and

WHEREAS, increasing the size of the AmeriCorps Project increases overall cost effectiveness while better serving community needs; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award at its increased amount.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an amended AmeriCorps grant of \$172,025 and authorizes a grant agreement with the Michigan Department of Human Services for the time period of October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that a non-federal match of \$85,884 (33%) is authorized with \$4,665 cash match being provided from 5% salary/fringe for the Power of We Consortium Coordinator, \$9,941 from indirect costs, and the remainder obtained through cash contributions from each of the AmeriCorps host sites selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary amendments to the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer/Medical Director

Date: September 20, 2011

Subject: Recommendation to authorize Signers of Forms 855A and 855B

The Ingham County Health Department Community Health Center Network (ICHD CHCN) became a Federally Qualified Health Center (FQHC) under section 330e of the Public Health Services Act in March 2009. As an FQHC, the ICHD CHCN can obtain enhanced reimbursement through Medicare and Medicaid.

In order to obtain enhanced reimbursement, health care providers sign forms from the Centers for Medicare and Medicaid Services (CMS) known as Forms 855A and 855B. We have signed these forms in the past and currently have signed forms on file with CMS.

To maintain enhanced reimbursement, Forms 855A and 855B must be completed and filed *every time* the ICHD CHCN establishes, changes, or terminates a health center location. If the ICHD CHCN does not file Form 855A or 855B when needed, it will lose its ability to obtain enhanced reimbursement. Therefore, I would like to ensure that there will always be someone authorized to sign these forms available when needed.

For this reason, I recommend that the following positions be authorized to sign forms 855A and 855B:

- Health Officer
- Community Health Center Network Deputy Health Officer/Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer

cc: Debra Brinson, MPA, Deputy Health Officer, w/attachment
John Jacobs, CPA, Chief Financial Officer, w/attachment
Barbara Watts Mastin, MA, Chief Operating Officer, w/attachment
Lynn Kiter, Billing & Reporting Manager, w/attachment
File, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SIGNERS OF FORMS 855A AND 855B

WHEREAS, The Ingham County Health Department Community Health Center Network (ICHD CHCN) became a Federally Qualified Health Center (FQHC) under section 330e of the Public Health Services Act in March 2009; and

WHEREAS, As an FQHC, the ICHD CHCN can obtain enhanced reimbursement through Medicaid and Medicare. Forms 855A and 855B must be completed and filed every time the ICHD CHCN establishes, changes, or terminates a health center location; and

WHEREAS, if the ICHD CHCN does not file Form 855A or 855B when needed, it will lose its ability to obtain enhanced reimbursement; and

WHEREAS, for this reason, the Health Officer recommends that the following positions be authorized to sign forms 855A and 855B:

- Health Officer
- Community Health Center Network Deputy Health Officer/Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following persons to sign Forms 855A and 855B:

- Health Officer
- Community Health Center Network Deputy Health Officer/Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., Health Officer

Date: September 16, 2011

Subject: Recommendation to enter into a Michigan Groundwater Stewardship Program (MGSP) Clean Sweep Program Agreement with the Michigan Department of Agriculture

This a recommendation to enter into a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture to allow Ingham County Health Department to continue to collect pesticides from any end-user of pesticides who resides in the state of Michigan. The term of the agreement shall be October 1, 2011 through September 30, 2012. The Michigan Department of Agriculture has agreed to pay Ingham County up to \$15,000.

I recommend the Board of Commissioners adopt the attached resolution and authorize an agreement with the Michigan Department of Agriculture for the period of October 1, 2011 through September 30, 2012.

Attachment

C.c. John Jacobs w/attachment
Renee Canady
Jim Wilson w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A MICHIGAN GROUNDWATER
STEWARDSHIP PROGRAM (MGSP) CLEAN SWEEP PROGRAM
AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE**

WHEREAS, Ingham County Health Department has operated a Household Hazardous Waste Collection Program since 1985; and

WHEREAS, the Health Department has had a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture since 2001; and

WHEREAS, each year the Agreement has allowed the Health Department to be reimbursed for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the Michigan Department of Agriculture has proposed to enter into a new agreement with the Health Department; and

WHEREAS, the Michigan Department of Agriculture shall pay the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the term of the Agreement shall be October 1, 2011 through September 30, 2012; and

WHEREAS, the Health Department's 2012 budget anticipates a continuation of these services and funds; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes a MGSP Clean Sweep Program Agreement with the Michigan Department of Agriculture.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with the Michigan Department of Agriculture.

BE IT FURTHER RESOLVED, that the Michigan Department of Agriculture shall reimburse the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides.

BE IT FURTHER RESOLVED, that the term of the agreement shall be October 1, 2011 through September 30, 2012.

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer/Medical Director

Date: September 20, 2011

Subject: Recommendation to adopt the Explanation of Fee Schedule Establishment and Schedule of Discounts Rationale policy for the Ingham County Health Department Community Health Center Network.

The Ingham County Health Department became a Federally Qualified Health Center under section 330e of the Public Health Services Act in March 2009.

As both a Federally Qualified Health Center (FQHC) and a Title X (Family Planning) operation, the Community Health Center Network of the Health Department is required to ensure access to care by establishing a schedule of discounts for persons unable to pay a full fee, including nominal or no fees for services provided to the poorest of the populations served. The Ingham County Health Department Community Health Board of Directors as the Ingham County Board of Commissioners co-applicant board has approved the adoption of the attached policy, which establishes the methodology for establishing an annual schedule of fees. This policy ensures that no one will be denied service. It also guarantees that no one will be turned over to a collection agency for non-payment.

I recommend that the Board of Commissioners approve the attached policy.

cc: Debra Brinson, MPA, Deputy Health Officer, w/attachment
John Jacobs, CPA, Chief Financial Officer, w/attachment
Barbara Watts Mastin, MA, Chief Operating Officer, w/attachment
Lynn Kiter, Billing & Reporting Manager, w/attachment
File, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE EXPLANATION OF FEE SCHEDULE ESTABLISHMENT AND SCHEDULE OF DISCOUNTS RATIONALE POLICY

WHEREAS, in March 2009, the Ingham County Health Department became a Federally Qualified Health Center under section 330e of the Public Health Services Act; and

WHEREAS, as a Federally Qualified Health Center the ICHD is required to develop a schedule of fees consistent with locally prevailing rates or charges and should be designed to cover reasonable costs of the operation; and

WHEREAS, the Ingham County Health Department Community Health Center Board of Directors as the Ingham County Board of Commissioners co-applicant board has approved the adoption of the Explanation of Fee Schedule Establishment and Schedule of Discounts Rationale policy, which establishes the methodology for establishing an annual schedule of fees; and

WHEREAS, this policy ensures that no one will be denied service; and

WHEREAS, this policy guarantees that no one will be turned over to a collection agency for non-payment; and

WHEREAS, the Health Officer also recommends that the Board of Commissioners adopt the Explanation of Fee Schedule Establishment and Schedule of Discounts Rationale policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the attached Explanation of Fee Schedule Establishment and Schedule of Discounts Rationale policy.



Community Health Care Services – Community Health Centers

Policy Name: Explanation of Fee Schedule Establishment and Schedule of Discounts Rationale Category: Applicable To:	Policy #: Effective Date: Last Rev/Revised: Next Review: Attachments:	
Approved By:	Signature	Date
ICHD Deputy Health Officer	<i>Debra Beinson</i>	
Policy approved by the Community Health Center Board 08/16/2011		

POLICY:

FQHC operations are required to develop a schedule of fees consistent with locally prevailing rates or charges and should be designed to cover reasonable costs of the operation.

PURPOSE:

As both a Federally Qualified Health Center and a Title X (Family Planning) operation, the Community Health Center operations of the Health Department are required to ensure access to care by establishing a schedule of discounts for persons unable to pay a full fee, including nominal or no fees for services provided to the poorest of the populations served. For the FQHC services a schedule of discounts must be available to those uninsured persons whose incomes are below 200 percent of the Federal Poverty Level (FPL). Similarly, the Title X program requires a schedule of discounts be available for uninsured persons whose incomes are below 250 percent of the FPL; including a full discount of charges for uninsured persons that have an income at or below 100 percent of the FPL.

DEFINITIONS/SUPPORTIVE DATA:

- A. Definitions – Not applicable.
- B. Supportive Data – Not Applicable

PROCEDURE:

- A. In order to comply with both the FQHC and Title X requirements two separate schedules of discounts based on family size and family income will be established at 25 percent FPL increments.
- B. For the FQHC services a nominal flat visit fee of \$10 will be applied for services provided to those individuals at or below 100 percent of the FPL. The schedule of discounts for the FQHC will increase by an additional \$5 for each increased income category with a maximum fee of \$30.00. For the FQHC schedule of discounts there are five categories (A – E). The flat visit rate will be all inclusive, thereby enabling consistency from one medical visit to the next, unless an individual acquires insurance or if an individual’s family income changes. In the event the actual total charges are less than the visit fee, the actual charges will be collected. If an individual is determined to have a family income greater than 200

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean G. Sienko, M.D., Health Officer

DATE: September 16, 2011

SUBJECT: Authorization of Agreements with the Great Lakes Health Information Exchange

The Ingham County Health Department helped to found the Great Lakes Health Information Exchange (GLHIE—formerly the Capital Area Health Information Exchange) which was incorporated in 2008. GLHIE is the centerpiece of the community’s effort to modernize health care in Mid Michigan. GLHIE’s mission is to facilitate the secure exchange of health information, thus positioning Mid Michigan to take part in national quality improvement and payment reform initiatives. Currently I sit on the Board of Directors of GLHIE and am the Board Secretary.

In 2009 the HITECH Act launched a national effort to induce health care providers to adopt electronic health records and use them to exchange health information. The cornerstone of this effort consists of incentive payments to providers who adopt electronic health records and also meet “meaningful use” standards defined by the Office of the National Coordinator for Health Information Technology (ONC). GLHIE is part of the Michigan Health Information Exchange (MiHIN), the entity designated by ONC to lead Michigan’s participation in the HITECH Act and make incentive payments for the meaningful use of electronic health records available to Mid Michigan health care providers.

As the Board is aware, the Ingham County Community Health Centers are required by their agreements with HRSA to adopt electronic health records and obtain incentive payments for meaningful use under HITECH (#09-233). The Board approved a contract with NextGen for electronic health records last year (#10-275) and the Health Centers will have them operational early in 2012, in time to meet deadlines for receiving meaningful use incentive payments. Meaningful use incentive payments to each eligible Health Department provider should total nearly \$63,750 through 2018.

Thus it is now time for the Health Department to execute agreements with GLHIE that will allow us to begin the secure exchange of electronic health information. The agreements include: 1) A Registration Agreement, 2) A Subscription Agreement and 3) A Data Exchange Agreement. The Registration Agreement announces our intent to license providers to exchange health information through GLHIE. The Subscription Agreement provides GLHIE with the information they need about who will be exchanging data. The Data Exchange Agreement specifies the terms and conditions under which data are to be exchanged including authorization, security, prohibited uses, limitations of liability, indemnification and dispute resolution. The Data Exchange Agreement has attached schedules including a Business Associate Agreement and Service Level Agreement, among others.

The Health Department participates in GLHIE in three distinct ways: 1) We have a seat on the Board of Directors, 2) We have access to GLHIE data for research and public health purposes, 3) Our health care providers have licenses to exchange health information through their electronic health records. Naturally there are costs associated with each of the methods of participation.

A seat on the Board of Directors costs \$35,000 per year. The Board established this charge (called “dues”) as a means of capitalizing the organization. The Board intends to reduce or eliminate dues as GLHIE becomes self sustaining. The fee for access to data for research is \$7,500 per quarter or \$30,000 per year. The total of the two amounts is \$65,000. In past years we have not had to pay most of these costs. The Michigan Department of Community Health provided us with some financial support, and GLHIE arranged for some Medicaid match dollars to defray the cost. This year these options are not open to us. However, we have a credit balance with GLHIE of 18,499.83. Thus the total we owe for this year is \$46,500.17 (at most—the Health Department is continuing to pursue Medicaid match options on its own).

The cost for licenses to exchange data is \$14,967. We do not have to pay that this year. GLHIE was awarded a grant by MiHIN to support licenses for safety net providers and has used the grant to waive our license fee this year. This grant also includes \$10,000 to support building the interface between our electronic health records system and GLHIE which will cover all but \$2,000 of that cost.

I recommend the Board authorize the Chair to sign the three agreements with GLHIE and approve paying GLHIE dues and fees.

Attachment

c: John Jacobs w/attachment
 Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH
THE GREAT LAKES HEALTH INFORMATION EXCHANGE**

WHEREAS, the HITECH Act makes incentive payments available to health care providers who adopt electronic health records systems and use them to exchange health information; and

WHEREAS, in order to receive incentive payments, providers must meet standards defined by the Office of the National Coordinator for Health Information Technology (ONC) known as “meaningful use”; and

WHEREAS, the Great Lakes Health Information Exchange (GLHIE) is the entity designated by the Michigan Health Information Network (MiHIN) to enable health care providers in Mid Michigan to exchange data and receive incentive payments; and

WHEREAS, the Ingham County Health Department has a seat on the Board of Directors of GLHIE and pays a fee to participate in public health research activities and obtain research data through GLHIE; and

WHEREAS, under their agreements with HRSA (#09-233) the Ingham County Community Health Centers are required to adopt electronic health records and meet meaningful use standards; and

WHEREAS, the Ingham County Board of Commissioners approved the acquisition of a NextGen electronic health records system (#10-275) which is now being installed; and

WHEREAS, in order to receive incentive payments providers must begin exchanging health information and meet meaningful use standards in 2012; and

WHEREAS, in order to obtain licenses to exchange health data through GLHIE the Board must authorize three agreements with GLHIE: 1) a Registration Agreement, 2) a Subscription Agreement, and a Data Exchange Agreement; and

WHEREAS, the term of the data exchange agreement is three years from the date of execution; and

WHEREAS, Board dues are and research fees totaling \$65,000 are due to GLHIE for 2011; and

WHEREAS, the fee for licenses to exchange data through GLHIE is \$14,967; and

WHEREAS, GLHIE has obtained a grant from MiHIN which has been used to waive the license fee and will defray \$10,000 of the cost of creating interfaces between the NextGen electronic health record system and GLHIE.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes three agreements with GLHIE: 1) a Registration Agreement, 2) a Subscription Agreement, and a Data Exchange Agreement.

BE IT FURTHER RESOLVED, that the term of the Data Exchange Agreement shall be three years from the date of execution.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes payment of GLHIE fees and dues up to \$65,000.

BE IT FURTHER RESOLVED, that the Health Department is authorized to accept \$10,000 to defray the cost of building an interface between its electronic health records system and GLHIE.

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

MEMORANDUM

Date: September 19, 2011

To: Human Services Committee
Finance Committee

From: Dean Sienko, Health Officer

Subject: Recommendation to Subcontract for Lead Inspection Services

The Michigan Department of Community Health has subcontracted with ICHD to provide lead abatement services in Ingham County, as part of a three year federal grant from HUD which is presently included in the FY 2012 Comprehensive Plan Budget and Contract agreement. This memorandum is a recommendation to renew the subcontract with Environmental Testing & Consulting, Inc. a part of ETC Environmental Services, Inc. for services related to these lead abatement grant activities.

In fulfillment of the grant requirements, the County issued an RFP for lead inspection/risk assessment services. Environmental Testing & Consulting, Inc. was the low bidder and was issued a subcontract for the periods October 1, 2009 through September 30, 2010, and renewed for October 1, 2010 through September 30, 2011. The Health Department has worked with ETC as a subcontractor to identify homes at risk of lead hazards. Such homes are identified by performing a lead inspection/risk assessment, after which project specifications are written by ICHD staff to address the identified lead hazards. The County subcontracts annually for the lead inspection/risk assessment services in this grant.

I recommend that the Board of Commissioners adopt the attached resolution and authorize a \$16,600.00 subcontract with Environmental Testing & Consulting, Inc. to continue their services for lead inspection/risk assessment for 35 to 45 pre-qualified homes. These services are required by the grant agreement and grant funds are available to pay for the services.

Attachment

cc: Renee B. Canady, Deputy Health Officer
Jim Wilson, BEH Director

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A LEAD ABATEMENT SUBCONTRACT WITH ENVIRONMENTAL TESTING & CONSULTING, INC.

WHEREAS, the Ingham County Health Department has operated a Lead Abatement Grant Program, funded by the Michigan Department of Community Health (MDCH) and the Department of Housing and Urban Development (HUD), for several years; and

WHEREAS, continued funding for the Lead Abatement Program was included in the Health Department's 2011-2012 Comprehensive Plan Budget and Contract Agreement (CPBC) Agreement; and

WHEREAS, the current subcontractor who conducts inspection and risk assessments for the Lead Abatement Program, Environmental Testing & Consulting, Inc., a part of ETC Environmental Services, Inc. was selected by competitive proposal in 2009; and

WHEREAS, the Health Department re-entered into contract with Environmental Testing & Consulting, Inc. for the period of October 1, 2010 through September 30, 2011 to provide inspection services for between 35-45 pre-qualified homes for the purpose of identifying lead hazards as part of the MDCH/HUD grant requirements and authorized by resolution #10-401

WHEREAS, Environmental Testing & Consulting, Inc. has agreed not to raise their rates for the current year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a subcontract with Environmental Testing & Consulting, Inc.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a subcontract with Environmental Testing & Consulting, Inc. for \$16,600, to provide inspection services for between 35-40 pre-qualified houses for the purpose of identifying lead hazards as part of the MDCH/HUD grant requirements.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract for the period of October 1, 2011 through September 30, 2012.

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., M.S., Health Officer

Date: September 20, 2011

Subject: Recommendation to Authorize an Agreement with the Michigan Department of Human Services to Deliver Refugee Screening Services

This is a recommendation to authorize an agreement with the Michigan Department of Human Services (DHS) to Deliver Refugee Screening Services for the period October 1, 2011 through September 30, 2012. Since the late 1970's, the Health Department has worked with the refugee settlement agencies in the Lansing area to screen newly arriving refugees and has done this work under contract since 2002 (#2-021, #8-326).

The most recent contract will expire September 30, 2011 and the Michigan Department of Human Services (DHS) and the Health Department have mutually agreed on the terms of a new agreement. For the period of October 1, 2011 through September 30, 2012 DHS will pay Ingham County a maximum of \$372,000 per year. The Health Department will settle with DHS each month with reimbursement based on services. Reimbursement will be based on a fee screen that ensures that the Health Department's costs of providing these services are covered. The Health Department medical assessments of newly arrived refugees will be performed within 30 days of arrival in the United States. Assessments must include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, including tests for communicable disease, immunizations, provide TB screening services, and community referrals as appropriate for further evaluation based on significant findings. Services must be language appropriate and culturally relevant.

I recommend that the Board of Commissioners adopt the attached resolution and authorize execution of this Client Services Contract with DHS. The revenue and expenditures related to these services are included in the Health Department's 2012 Budget.

Attachment

cc: Debra Brinson, MPA, Deputy Health Officer w/attachment
John Jacobs, CPA, Chief Financial Officer w/attachment
Barbara Watts Mastin, MA, Chief Operating Officer w/attachment
File, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CLIENT SERVICES AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR REFUGEE MEDICAL ASSESSMENT SERVICES

WHEREAS, since FY 2001-2002, Ingham County has had a Client Services Contract with the Michigan Department of Human Services (formerly the Michigan Family Independence Agency, Resolutions #2-021, #8-326); and

WHEREAS, under the agreement, Ingham County conducts health assessments of refugees, within 30 days of arrival in the United States, and the assessments include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, immunizations, TB services, and community referrals when appropriate for further evaluation; and

WHEREAS, the Michigan Department of Human Services has presented an agreement for the term of October 1, 2011 through September 30, 2012, with a maximum annual allowable amount of \$372,000; and

WHEREAS, the Health Officer has advised that the Health Department will be reimbursed based on services rendered during an assessment and that the procedural fee screens sufficiently cover the cost of providing these services; and

WHEREAS, the Health Officer has advised that the funds generated from the refugee screening services are included as revenue in the Department's 2012 adopted budget and has recommended that the Board of Commissioners authorize the agreement; and

WHEREAS, the Ingham County Community Health Center Board of Directors, as the co-applicant board, approves the execution of a client services agreement with the Michigan Department of Human Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of a client services agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services, with a maximum annual allowable amount of \$372,000, for the period of October 1, 2011 through September 30, 2012.

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: Dean Sienko, M.D., M.S., Health Officer

Date: September 21, 2011

Subject: Recommendation to approve the resolution to authorize acceptance of the Affordable Care Act grants for School Based Health Center Capital Program.

Ingham County currently operates four child and adolescent health center programs as part of its Community Health Center Network. The Ingham County Health Department (ICHHD) responded to a competitive grant opportunity in January 2012 to conduct alteration and renovation projects at both the Willow Health Center and the Otto Community Health Center and to upgrade and replace equipment at each of its child and adolescent health center programs.

The U.S. Department of Health and Human Services, Health Resources and Services Administration awarded the full amount proposed by the ICHHD of \$499,599.00 to conduct the following projects: Alteration and Renovation of Willow Health Center, Alteration and Renovation of Otto Community Health Center and an Equipment Project. The project period is from July 1, 2011 through June 30, 2013. To accomplish the activities approved in this grant, the ICHHD may need to use the services of an Architect/Engineer and/or a construction company. The ICHHD will follow the County's approved policy for procuring services.

The Ingham County Community Health Center Board, as the Board of Commissioners' Federally Qualified Health Center Co-applicant Board, has reviewed and recommends the acceptance of this School Based Health Center Capital Grant award.

I recommend that the Board of Commissioners approve the attached resolution and authorize acceptance of the Affordable Care Act grants for School Based Health Center Capital Program.

cc: Debra Brinson, M.P.A., Deputy Health Officer, w/attachment
John Jacobs, C.P.A., Chief Financial Officer, w/attachment
Barbara Mastin, M.A., Chief Operating Officer, w/attachment
Carolyn Redman, Project Specialist, w/ attachment
Jayson Welter, J.D., Director of Program, Policy and Compliance, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE AFFORDABLE CARE ACT GRANTS
FOR SCHOOL BASED HEALTH CENTERS CAPITAL PROGRAM**

WHEREAS, Ingham County currently operates four child and adolescent health center programs as part of its Community Health Center Network; and

WHEREAS, the Ingham County Health Department responded to a competitive grant opportunity in January 2012 to conduct alteration and renovation projects at both the Willow Health Center and the Otto Community Health Center and to upgrade and replace equipment at each of its child and adolescent health center programs; and

WHEREAS, the U.S. Department of Health and Human Services, Health Resources and Services Administration provided a Notice of Grant Award in the amount of \$499,599.00 for the period of July 1, 2011 through June 30, 2013; and

WHEREAS, the Notice of Grant Award approves the following projects: Alteration and Renovation of Willow Health Center, Alteration and Renovation of Otto Community Health Center and an Equipment Project.

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners' Federally Qualified Health Center Co-applicant Board, has reviewed and recommends the acceptance of this School Based Health Center Capital Grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize and accept this federal assistance award in the amount of \$499,599.00 to support the alteration and renovation of Otto Community Health Center and Willow Health Center and to purchase equipment for these health centers and its School Wellness Program.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer/Medical Director

Date: September 21, 2011

Subject: Recommendation to Authorize Acceptance of the Service Area Competition Grant Award from the U.S. Department of Health and Human Services

In December 2010, the Ingham County Health Department (ICHD) responded to a competitive grant opportunity through the U.S. Department of Health and Human Services' (HHS') Health Resources and Services Administration (HRSA) to continue funding its Health Center Cluster Award through a Service Area Competition grant. The ICHD Deputy Health Officer was told in August 2010 that in order to receive continued funding for its New Access Point grant, which had a project period of 3/1/2009-2/28/2011, the ICHD needed to apply for the Service Area Competition grant and include all five of its Community Health Centers in the proposal. The ICHD did just that. In June, the ICHD was awarded the Service Area Competition grant for the maximum award period of five years for a total amount of \$4,216,256.

This is a recommendation to authorize acceptance of the Service Area Competition Grant Award, which continues the funding period of the Ingham County Health Department's (ICHD) Health Center Cluster Award through October 31, 2015. This award will provide \$597,252 from 3/1/11-10/31/11 and then \$904,751 per year for the remaining four years to support the continued operations of the ICHD's Community Health Center Network and related staff.

In addition, the Ingham County Community Health Center Board has reviewed, authorized (as your FQHC Co-applicant Board), and recommends the acceptance of the Service Area Competition Grant, which continues funding the Health Center Cluster project.

I recommend that the Board of Commissioners adopt the attached resolution and authorize acceptance of a federal assistance award in the amount up to \$597,252 from 3/1/11-10/31/11 and then up to \$904,751 per year for the remaining four years that will support the continued operations of the ICHD's Network of Community Health Centers.

cc: Debra Brinson, M.P.A., Deputy Health Officer, w/attachment
John Jacobs, C.P.A., Chief Financial Officer, w/attachment
Barbara Mastin, M.A., Chief Operating Officer, w/attachment
File, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE
SERVICE AREA COMPETITION GRANT AWARD
FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the Ingham County Health Department responded to a competitive federal grant opportunity in December 2010 to receive continued funding for its Community Health Center Network; and

WHEREAS, the Ingham County Health Department has long served as a safety net primary care provider for Ingham County's uninsured and underinsured with over 25,000 individuals currently finding a health care home within the County's Community Health Center Network; and

WHEREAS, the United States Department of Health and Human Services has provided a Notice of Grant Award in the amount of up to \$597,252 from 3/1/11-10/31/11 and then up to \$904,751 per year for the remaining four years to support the continued operations of the ICHD's Community Health Center Network; and

WHEREAS, the Ingham County Health Department proposes to use this federal assistance in support of primary care, dental, mental health, substance abuse, and supportive services for Ingham County's uninsured and underinsured; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners FQHC Co-applicant Board, has reviewed and recommends the acceptance of this Service Area Competition Federal Assistance Award; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes and accepts this federal assistance award in the amount of up to \$597,252 from 3/1/11-10/31/11 and up to \$904,751 per year for the remaining four years to support the continued operations of the ICHD's Community Health Center Network.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts up to \$597,252 from 3/1/11-10/31/11 and up to \$904,751 per year for the remaining four years to support the continued operations of the ICHD's Community Health Center Network.

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

Date: September 22, 2011

TO: Human Services Committee
County Services Committee
Finance Committee

From: Dean Sienko, Health Officer

Subject: Recommendation to Enter Into Agreement with City of Lansing for Lead Hazard Reduction Services for FY 2012

Ingham County has a long history of working with the City of Lansing on important public health issues. The Health Department has found them to be a key partner in providing essential public health services.

The City of Lansing has asked the Ingham County Health Department to enter into an agreement to provide lead hazard reduction services in support of the City's Community Development Program. This service is similar to the one the Bureau of Environmental Health delivers under their existing Lead Safe Program Grant with Michigan Department of Community Health (MDCH). The proposed agreement with the City is for up to \$50,000 to remediate 10 housing units. We expect the agreement to generate \$46,200.

An additional .25 FTE would be required to deliver the additional services requested by the City of Lansing. The existing lead abatement grant the Health Department has with MDCH is staffed by a .75 FTE Sanitarian II. Thus the additional services will require the position delivering these services to become full time (1.0 FTE). Funding from the proposed agreement is based on the cost recovery formula (\$110.00 / hr) already approved and included in the county fee schedule, and therefore it will cover the cost of the additional .25 FTE.

I am recommending the Board of Commissioners adopt the attached resolution and authorize an agreement with the City of Lansing.

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

**RESOLUTION AUTHORIZING A GRANTEE AGREEMENT BETWEEN THE CITY OF LANSING
AND INGHAM COUNTY PUBLIC HEALTH DEPARTMENT
FOR LEAD HAZARD REDUCTION SERVICES**

WHEREAS, lead in homes containing lead-based paint remains a significant public health threat; and

WHEREAS, the Ingham County Health Department has operated a lead hazard reduction program in Ingham County for several years; and

WHEREAS, the City of Lansing has applied for and received funds for lead hazard reduction from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the City of Lansing wishes to enter into an agreement with the Ingham County Health Department for lead hazard reduction services for eligible families through June of 2012; and

WHEREAS, the amount of the proposed agreement is up to \$50,000 for remediation of 10 housing units; and

WHEREAS, the Department currently has a .75 FTE Sanitarian II designated as Lead Coordinator performing lead abatement services; and

WHEREAS, the delivery of the services under the proposed agreement will require .25 FTE of a Sanitarian II position; and

WHEREAS, applying the hourly rate noted in the County fee schedule, the amount of the agreement is sufficient to cover the cost of a .25 FTE Sanitarian II.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Lansing for lead hazard reduction services.

BE IT FURTHER RESOLVED, that the amount of the agreement is for up to \$50,000.

BE IT FURTHER RESOLVED, that the term of the agreement is from July 1, 2011 through June 30, 2012

BE IT FURTHER RESOLVED, that the Sanitarian II position designated as Lead Coordinator (Position # 601052, ICEA, PRO 8) shall become 1.0 FTE for the term of the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review 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: September 27, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Establishing User Fees for the Hawk Island Snow Board Hill and Combination Snow Board/Snow Tubing Hill User Fees

A Snow Board Hill is currently being developed and built at Hawk Island County Park utilizing funds set aside in Board of Commissioner Resolution #11-216. This facility is scheduled to open in December of 2011 and Snow Board Hill proposed user fees will offset operational costs. Board of Commissioner Resolution #11-165 authorized the 2012 Snow Tube Hill user fees and the Parks & Recreation Commission recommends the Snow Board user fees be set at a similar rate.

This resolution establishes establishes Snow Board Hill user fees as follows:

- \$7.00 – All Day Adult Pass (age 13 and up)
- \$5.00 - All Day Child's Pass (age 12 and under)
- \$20.00 - An All Day Family Pass (2 adults and 2 children) (\$3 for each additional child)
- A Group Rate for groups of 20-100 people at \$5/person
- Non-Operational Rates (Reservation Only)
 - \$250 for 1-50 People for two hours
 - \$350 for 50+ People for two hours
 - \$100 each additional hour

In addition, the resolution establishes the following combination Snow Board and Snow Tubing Hill user fees:

- \$10.00 for an adult daily pass for use of both the Snow Tube Hill and the Snow Board Hills
- \$7.00 for a child's daily pass for use of both the Snow Tube and the Snow Board Hills
- \$30.00 for a family daily pass for use of both the Snow Tube and the Snow Board Hills

In addition, \$3 for each additional child shall also apply to the snow tubing hill fee schedule.

The Parks & Recreation Commission supported this fee structure with the passage of a resolution at their September meeting and is asking that the fees established above become effective November 1, 2011.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING USER FEES FOR THE HAWK ISLAND SNOW BOARD HILL
AND COMBINATION SNOW BOARD/SNOW TUBING HILL USER FEES**

WHEREAS, a Snow Board Hill is currently being developed and built at Hawk Island County Park utilizing funds set aside in Board of Commissioner Resolution #11-216; and

WHEREAS, this facility is scheduled to open in December of 2011 and Snow Board Hill user fees will offset operational costs; and

WHEREAS, Board of Commissioner Resolution #11-165 authorized the 2012 Snow Tube Hill user fees and the Parks & Recreation Commission recommends the Snow Board user fees be set at a similar rate.

THEREFORE BE IT RESOLVED, the Board of Commissioners establishes Snow Board Hill user fees as follows:

- \$7.00 – All Day Adult Pass (age 13 and up)
- \$5.00 - All Day Child's Pass (age 12 and under)
- \$20.00 - An All Day Family Pass (2 adults and 2 children) (\$3 for each additional child)
- A Group Rate for groups of 20-100 people at \$5/person
- Non-Operational Rates (Reservation Only)
 - \$250 for 1-50 People for two hours
 - \$350 for 50+ People for two hours
 - \$100 each additional hour

BE IT FURTHER RESOLVED, the Parks & Recreation Commission recommends the Board of Commissioners establish the following combination Snow Board and Snow Tubing Hill user fees:

- \$10.00 for an adult daily pass for use of both the Snow Tube Hill and the Snow Board Hills
- \$7.00 for a child's daily pass for use of both the Snow Tube and the Snow Board Hills
- \$30.00 for a family daily pass for use of both the Snow Tube and the Snow Board Hills

BE IT FURTHER RESOLVED, \$3 for each additional child shall also apply to the snow tubing hill fee schedule.

BE IT FURTHER RESOLVED, the fees established above will become effective November 1, 2011.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 22, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing the Acceptance of a \$944.35 Risk Avoidance Program (RAP) Grant Award for Parks and Recreation Alert Frisbees from the Michigan Municipal Risk Management Association (MMRMA)

This resolution authorizes the acceptance of grant funds from the Michigan Municipal Risk Management Association in the amount of \$944.35 and extends the Board of Commissioners appreciation for the opportunity to participate in the Risk Avoidance Program.

The Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Risk Avoidance Program. Through this grant the Michigan Municipal Risk Management Association provided Parks and Recreation Alert Frisbees for distribution to Ingham County Park's visitors, indicating a contact phone number to report vandalism or unsafe areas in county parks.

The grant funds will reimburse the Ingham County Parks Department for 80% of the cost of the Frisbees. Distribution of the Alert Frisbees provided our guests the opportunity to provide feedback on our park facilities.

The Parks & Recreation Commission supported the acceptance of this award with the passage of a resolution at their September meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A \$944.35 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR PARKS AND RECREATION ALERT FRISBEES FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Michigan Municipal Risk Management Association; and

WHEREAS, the Michigan Municipal Risk Management Association provided Parks and Recreation Alert Frisbees for distribution to Ingham County Parks visitors, indicating a contact phone number to report vandalism or unsafe areas in our parks; and

WHEREAS, the grant funds will reimburse Ingham County Parks Department for 80% of the cost of the Frisbees; and

WHEREAS, distribution of the Alert Frisbees provided our guests the opportunity to provide feedback on our park facilities.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the acceptance of grant funds from the Michigan Municipal Risk Management Association in the amount of \$944.35 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 22, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing the Acceptance of a \$1,000 Risk Avoidance Program (RAP) Grant Award for Break Away Snow Fence from the Michigan Municipal Risk Management Association (MMRMA)

This resolution authorizes the acceptance of grant funds from the Michigan Municipal Risk Management Association in the amount of \$1,000 and extends the Board of Commissioners appreciation for the opportunity to participate in the Risk Avoidance Program.

The Ingham County Parks Department was offered the chance to participate in a grant opportunity through the MMRMA Risk Avoidance Program. Through this grant the Michigan Municipal Risk Management Association provided funds to assist with the purchase of break away snow fence that has been shown to be a safer alternative to the straw bales currently used at the bottom of park sledding hills. This snow fence has been shown to reduce incidents and severity of injury.

The grant funds will reimburse the Ingham County Parks Department for one-third the cost of breakaway snow fence for use on park sledding hills.

The Parks & Recreation Commission supported the acceptance of this award with the passage of a resolution at their September meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A \$1,000 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A BREAK AWAY SNOW FENCE FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Michigan Municipal Risk Management Association; and

WHEREAS, MMRMA awarded the Ingham County Parks Department a Risk Avoidance Program Grant in the amount of \$1,000.00; and

WHEREAS, the grant funds will reimburse the Ingham County Parks Department for one-third the cost of breakaway snow fence for use on park sledding hills; and

WHEREAS, this break away snow fence has been shown to be a safer alternative to the straw bales currently used at the bottom of park sledding hills and will reduce incidents and severity of injury.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the acceptance of the grant funds from the Michigan Municipal Risk Management Association in the amount of \$1,000 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 22, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing an Increase in Admission Rates for the Potter Park Zoo

Potter Park Zoo staff has researched zoo admission fees, using other zoos for comparison purposes and the fee changes noted below will continue to put the Potter Park Zoo in a favorable position relative to Detroit Zoo, Binder Park Zoo, and John Ball Zoo entry fees. It is anticipated the fee changes attached will provide an estimated \$90,000 in funding for the Potter Park Zoo and are deemed necessary to provide adequate funding for the Potter Park Zoo operations in order to offset rising costs and decreased millage amounts being collected.

As proposed, in 2012, this resolution will change the children's ages for admission will from 3-16 to 3-12 years of age as is common at other zoos. The Resident Adult, Non-Resident Adult, and Children (ages 3-12) admission rates will also increase in the proposed fee structure.

The Zoo Board and the Parks & Recreation Commission supported this increase in fees with the passage of resolutions at their September meetings.

Potter Park Zoo Admission Fee Schedule

	Current Fee	2012 Proposed Fee
PARKING FEES		
Resident	\$3	Same
Non-Resident	\$5	Same
Resident Annual	\$30	Same
Non-Resident Annual	\$40	Same
School Bus	Free	Same
ADMISSION FEES		
Resident Adult	\$4	\$6
Non-Resident Adult	\$10	\$12
Resident Senior	\$3	Same
Non-Resident Senior	\$8	Same
Children (ages 3-16) changes to (ages 3-12)	\$2 (Age 3-16)	\$3 (Age 3-12)
Children under 3	Free	Same
Resident – Mondays	\$1 off	Same
Annual Free Day	1 st Saturday of October	Same
All schools in the Ingham County School District, (ICSD), non-profit Ingham County Schools on classroom field trips and non-profit pre-schools	Free	Same
Non Education Group Rates – 20 or more individuals – group payment required		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
Self Guided School Field Trip – pre-pay three weeks in advance		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
November – February	Free	Same
<i>* with the exception of the Wonderland of Lights event</i>		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN INCREASE
IN ADMISSION RATES FOR THE POTTER PARK ZOO**

WHEREAS, Potter Park Zoo staff has researched zoo admission fees, using other zoos for comparison purposes and the fee changes noted below will continue to put the Potter Park Zoo in a favorable position relative to Detroit Zoo, Binder Park Zoo, and John Ball Zoo entry fees; and

WHEREAS, it is anticipated that the fee changes will provide an estimated \$90,000 in funding for the Potter Park Zoo and are deemed necessary to provide adequate funding for the Potter Park Zoo operations in order to offset rising costs and decreased millage amounts being collected; and

WHEREAS, the children’s ages for admission will change from 3-16 to 3-12 years of age, as is common at other zoos and the Resident Adult, Non-Resident Adult, and Children (ages 3-12) admission rates will increase in the proposed fee structure.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves adoption of the following fee structure for admission to the Potter Park Zoo, effective January 1, 2012.

	Current Fee	2012 Adopted Fee
PARKING FEES		
Resident	\$3	Same
Non-Resident	\$5	Same
Resident Annual	\$30	Same
Non-Resident Annual	\$40	Same
School Bus	Free	Same
ADMISSION FEES		
Resident Adult	\$4	\$6
Non-Resident Adult	\$10	\$12
Resident Senior	\$3	Same
Non-Resident Senior	\$8	Same
Children (ages 3-16) changes to (ages 3-12)	\$2 (Age 3-16)	\$3 (Age 3-12)
Children under 3	Free	Same
Resident – Mondays	\$1 off	Same
Annual Free Day	1 st Saturday of October	Same
All schools in the Ingham County School District, (ICSD), non-profit Ingham County Schools on classroom field trips and non-profit pre-schools	Free	Same
Non Education Group Rates – 20 or more individuals – group payment required		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
Self Guided School Field Trip – pre-pay three weeks in advance		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
November – February	Free	Same
<i>* with the exception of the Wonderland of Lights event</i>		

MEMORANDUM

September 22, 2011

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2011 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2011. The total increase to the General Fund is \$340,000.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

There are several sizable adjustments recommended for the general fund this quarter. The most substantial is a \$1 million increase to property tax revenue. The actual taxable value for 2011 was substantially larger than the amount projected in the budget, resulting in a corresponding increase in property tax revenue. In two departments (District Court and Register of Deeds) revenues need to be adjusted downward due to revenue projecting lower than the budget. In the Circuit Court and the Sheriff's Office, revenues also need to be adjusted downward due to errors included in the 2011 Adopted Budget. The Economic Development revenue budget also needs to be adjusted downward; administrative cost reimbursement was included in the budget, but not in the final Community Development Block Grant for the Jackson National Life Insurance Company Expansion project.

On the expenditure side, the Sheriff's utilities budget needs to be increased by \$100,000 to be in line with current projections, and Circuit Court attorney fees need to be increased by \$240,000 for the same reason.

After these general fund adjustments, \$288,000 of the additional property tax revenue remains unallocated. This resolution will use that excess revenue in order to reduce budgeted use of fund balance by the same amount.

The largest non-general fund adjustment is the transfer of \$400,000 in unreserved fund balance from the Management Information Systems (MIS) fund to the Public Improvements fund. This \$400,000 will be allocated equally within that fund to the Network Maintenance account and the Law and Order Fund for Technology. This transfer was planned as part of the 2011 budget process, but the transfer was never formally authorized.

This resolution will also add a debt service budget for the Consolidated 911 Dispatch Center. The 2011 debt amount is \$66,048, with \$12,012 coming from the Emergency Telephone Dispatch Services – 911 Fund and the remaining \$54,036 from Federal tax credit receipts.

The remaining adjustments are to purchase various computer items from internal service funds and to authorize the transfer of temporary salary funds from the Parks and Zoo funds to the Friend of the Court fund to leverage cooperative reimbursement revenue for the Jail Alternative Sentencing Program.

Included here is an update of contingency fund spending so far this year. The current contingency amount is \$407,022. If the Board of Commissioners passes the resolution authorizing a contingency allocation to cover the Housing Commission's Community Development Block Grant deficit in the amount of \$40,000, as passed by the County Services and Finance Committees, the amount will be decreased to \$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 require any additional information or have questions regarding this process, please don't hesitate to contact me.

Agenda Item 8a

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)
Proposed: 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 ADJUSTMENTS TO THE 2011 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2011 Budget on October 26, 2010 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

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.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2011 BUDGET 9/15/11</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$73,942,078	\$340,000	\$74,282,078
208	Parks	1,748,334	0	1,748,334
215	Friend of the Court	4,988,670	72,425	5,061,095
245	Public Improvements	1,923,847	0	1,923,847
261	Emergency Telephone 911	7,398,256	12,012	7,410,268
258	Potter Park/Zoo	4,779,724	0	4,779,724
361	911 Building Debt	0	66,048	66,048
636	MIS	2,638,263	400,000	3,038,263
664	Mach. & Equip. Revolving	1,404,435	6,695	1,411,130

GENERAL FUND REVENUES

	2011 Budget – <u>9/15/11</u>	<u>Proposed</u> <u>Changes</u>	2011 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	42,854,424	1,000,000	43,854,424
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	5,180,645		5,180,645
State Revenue Sharing	911,329		911,329
Convention/Tourism Tax - Liquor	1,561,077		1,561,077
Health and Safety Fund	9,754		9,754
Use of Fund Balance	881,348	(288,000)	593,348
Department Generated Revenue			
Animal Control	617,937		617,937
Circuit Court - Family Division	556,092		556,092
Circuit Court - Friend of the Court	543,238		543,238
Circuit Crt - General Trial	2,222,915	(72,000)	2,150,915
Controller	3,170		3,170
Cooperative Extension	35,000		35,000
County Clerk	715,450		715,450
District Court	2,526,504	(75,000)	2,451,504
Drain Commissioner/Drain Tax	364,400		364,400
Economic Development	314,800	(25,000)	289,800
Elections	37,150		37,150
Emergency Operations	266,161		266,161
Equalization /Tax Mapping	50,100		50,100
Facilities	147,623		147,623

Human Resources	38,686		38,686
Probate Court	277,178		277,178
Prosecuting Attorney	842,200		842,200
Register of Deeds	1,545,567	(100,000)	1,445,567
Remonumentation Grant	88,319		88,319
Sheriff	5,711,026	(100,000)	5,611,026
Treasurer	5,283,865		5,283,865
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	360,380		360,380
Total General Fund Revenues	73,942,078	340,000	74,282,078

GENERAL FUND EXPENDITURES

	2011 Budget - <u>9/15/11</u>	Proposed <u>Changes</u>	2011 Proposed <u>Budget</u>
Board of Commissioners	581,148		581,148
Circuit Court - General Trial	7,681,842	240,000	7,921,842
District Court	2,357,991		2,357,991
Circuit Court - Friend of the Court	1,237,959		1,237,959
Jury Board	1,209		1,209
Probate Court	1,387,956		1,387,956
Circuit Court - Family Division	5,068,756		5,068,756
Jury Selection	94,669		94,669
Elections	289,135		289,135
Financial Services	677,544		677,544
County Attorney	412,220		412,220
County Clerk	616,089		616,089
Controller	813,159		813,159
Equalization/Tax Services	642,835		642,835
Human Resources	523,514		523,514
Prosecuting Attorney	5,823,815		5,823,815
Purchasing	207,933		207,933

Facilities	1,975,919		1,975,919
Register of Deeds	445,560		445,560
Remonumentation Grant	88,319		88,319
Treasurer	568,706		568,706
Drain Commissioner	998,116		998,116
Economic Development	346,323		346,323
Community Agencies	179,594		179,594
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	282,958		282,958
Sheriff	17,483,050	100,000	17,583,050
Community Corrections	73,663		73,663
Animal Control	1,353,461		1,353,461
Emergency Operations	369,654		369,654
Board of Public Works	300		300
Drain Tax at Large	378,000		378,000
Health Department	11,291,874		11,291,874
Medical Examiner	419,617		419,617
Substance Abuse	787,545		787,545
Community Mental Health	1,866,174		1,866,174
Department of Human Services	1,752,470		1,752,470
Tri-County Aging	76,225		76,225
Veterans Affairs	444,866		444,866
Cooperative Extension	606,830		606,830
Parks and Recreation	1,308,853		1,308,853
Contingency Reserves	407,022		407,022
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,861,055		1,861,055
Total General Fund Expenditures	73,942,078	340,000	74,282,078

General Fund Revenues

Circuit Court	Reduce Court of Claims reimbursement \$42,000. Court of Claims expenses were over reported from 2006 through 2010. Remove \$30,000 transfer in from Community Corrections fund. This was a one-time only transfer in 2010, and should not have been budgeted in 2011.
District Court	Decrease revenue \$75,000 to reflect current revenue projections.
Register of Deeds	Decrease revenue \$100,000 to reflect current revenue projections.
Property Tax Revenue	Increase current year property tax revenue budget \$1,000,000 to reflect actual taxable value from 2011 Equalization Report.
Economic Development	Reduce revenue \$25,000. The Community Development Block Grant for the Jackson National Life Insurance Company Expansion project initially included \$25,000 for administrative expenses. When the agreement was finalized, the administrative reimbursement was not included, and the County must pay this \$25,000 to the Board of Water and Light.
Sheriff	Decrease Sheriff's Services revenue \$100,000. The contract to provide police protection to county parks was discontinued in 2010. Revenue should not have been included in 2011 budget.
Use of Fund Balance	Decrease use of fund balance \$288,000 to offset net increase in general fund revenue.

General Fund Expenditures

Circuit Court	Increase attorney fees budget \$240,000 to reflect current expenditure projections.
Sheriff	Increase utilities budget \$100,000 to reflect current expenditure projections.

Non-General Fund Adjustments

Parks (F208)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks temporary salaries line item to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant. (\$15,132)
Friend of the Court (F215)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks and Zoo temporary salaries line items (\$24,142) to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant (\$48,283) for a total JASP budget of \$72,425.
Public Improvements (F245)	Transfer excess fund balance from MIS fund to Public Improvements fund to be allocated to the Network Maintenance account (\$200,000) and the Law and Order Fund for Technology (\$200,000). Transfer funds from the Law and Order Fund for Technology to cover Ingham County's 2011 contribution to the Technology Improvement Committee account (\$1,600).

Emerg. Phone – 911 (F261)	Increase transfer out to 911 Building Debt fund to pay for county portion of Consolidated 911 Dispatch Center debt service. (\$12,012)
Potter Park/Zoo (F258)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Zoo temporary salaries line item to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant. (\$9,010)
911 Building Debt (F361)	Add debt service budget for Consolidated 911 Dispatch Center (\$66,048). Funding in the amount of \$12,012 will come from proceeds of the Emergency Telephone Dispatch Services – 911 Fund. The remaining \$54,036 will be reimbursed from Federal tax credit receipts.
MIS (F636)	Transfer excess fund balance from MIS fund to Public Improvements fund to be allocated to the Network Maintenance account (\$200,000) and the Law and Order Fund for Technology (\$200,000).
Mach./Eqp. Revolv. (F664)	Increase CIP upgrade funds to purchase the following equipment: one replacement laptop (\$1,500) and the increased cost for 5 PCs to be purchased instead of thin client computers (\$1,400) for the Health Department, one replacement laptop for Animal Control (\$1,400), one replacement laptop for Veterans Affairs (\$1,500), and one PC for the Youth Center for viewing new video surveillance cameras (\$895).

DATE: September 21, 2011

TO: Law Enforcement Committee
County Services Committee
Finance Committee

FROM: Mary Lannoye
John Neilsen

RE: Resolution to Establish the Position of Ingham County 911 Central Dispatch Director within the Controller's Office

Commissioners:

As you are aware, the Board of Commissioners previously authorized the Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project as well as legacy Agreements with our partners, the Cities of Lansing and East Lansing.

The current Construction Schedule has established an effective date of integration of April 17, 2012, to begin operations at the new 911 Central Dispatch Center.

As part of the planning process for this consolidation, conducted by the 911 Steering Committee, its Sub Committees, and Ingham County Human Resources Department, we have established job descriptions, salary and grade levels for the positions, and a "Ingham County 911 Central Dispatch Hiring Timetable" with the effective opening date of the new 911 Center now established, the revised timetable (August 2011) is attached.

The 911 Steering Committee is recommending this timetable for the new Ingham County 911 Central Dispatch Director to start approximately sixty to ninety days before the effective starting date of operations at the new 911 Central Dispatch Center to oversee the many details necessary to have a successful consolidation of the two current 911 Centers.

Therefore, the Controller's Office is recommending that the Board of Commissioners approve this Resolution and authorize the establishment of the Ingham County 911 Central Dispatch Director position along with the timetable.

The other Position approvals and Budgets will be presented at a later time as we get closer to the opening of the Facility in April of 2012.

Finally, the Provisions of Resolution #08-056 with respect to the current 911 Centers employees will be followed:

- Express the parties' intent that the current two 911 Centers' employees would not be placed in any worse position regarding wages.
- Express the parties' intent that the current two 911 Centers employees' benefit package be held harmless unless otherwise negotiated through collective bargaining.

Please contact us if you have any questions.

Introduced by the Law Enforcement, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH THE POSITION OF INGHAM COUNTY
911 CENTRAL DISPATCH DIRECTOR WITHIN THE CONTROLLER'S OFFICE**

WHEREAS, that the Ingham County Board of Commissioners has approved the recommendation of the Ingham County Building Authority and authorized the Ingham County Consolidated 911 Central Dispatch Center Project to proceed with a revised project design and budget; and

WHEREAS, the current Construction Schedule has established a effective date of integration of April 17, 2012 to begin operations at the new 911 Central Dispatch Center; and

WHEREAS, the 911 Steering Committee is recommending to start the new Ingham County 911 Central Dispatch Director approximately ninety to sixty days before the effective starting date of operations at the new 911 Central Dispatch Center to oversee the many details necessary to have a successful consolidation of the two current 911 Centers; and

WHEREAS, the County Controller's Office concurs with this recommendation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby establishes the position of Ingham County 911 Central Dispatch Director at the following Salary and Grade Level:

MCF 13 (\$73,099 – 87,739, Salary Range)

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position and it may be posted immediately.

BE IT FURTHER RESOLVED, that the position may start anytime on or after January 17, 2012.

Ingham County 911 Dispatch Hiring Timetable - Revised August 31, 2011

<u>Date</u>	<u>Event and Description</u>	<u>Notes</u>
November-December 2011	Hire 911 Director (FLSA exempt)	Ingham County will post, screen and refer applications to a Selection Committee. The Selection Committee should consist of: Ingham County Controller/Administrator and a Steering Committee representative from both Lansing and East Lansing. It is anticipated the director will start between 60-90 days before the planned April 17, 2012, 911 Center Opening.
TBD	Hire 911 Administrative Assistant (FLSA non-exempt)	Ingham County will post, screen and refer applications to the newly hired Director.
October 2011	Mail Lansing and East Lansing employees a Letter of Intent requesting a reply within 30 days.	This approach allows sufficient time for staffing and training needs.
TBD	Hire 911 Deputy Director (FLSA exempt)	Ingham County will post, screen and refer applications to the newly hired Director. The Director and the Ingham County Controller/Administrator should select.
TBD	Mail applications to all Lansing & East Lansing employees who expressed the intent to remain.	To be eligible for hire by Ingham County, all Lansing and East Lansing 911 employees must return a completed application to Ingham County's Human Resources Department by a date to be determined.
November 2011	Obtain records from Lansing and East Lansing regarding seniority and MERS service dates	Once the records are received, send confirmation letters to employees and unions so that they can confirm and/or challenge.
January 2012	Offers of employment to Lansing and East Lansing employees.	Employment packets will include Memorandums of Understanding, County work rules or the County's Managerial Policy, whichever is applicable.
April 12-16, 2012	Employee orientations	Multiple orientations will be offered at Lansing 911 Center, East Lansing 911 Center and Ingham County's Human Resources Department.
April 17, 2012	Ingham County 911 Center begins operations with staff in place.	Any future hiring needs for the Ingham County 911 Dispatch Center will follow standard Ingham County hiring procedures.

**INGHAM COUNTY
JOB DESCRIPTION**

911 CENTRAL DISPATCH DIRECTOR

General Summary: Under the direction of the County Controller, the Director manages and directs the County's 911 Dispatch Center. Creates and implements long term goals, policies and procedures. Oversees and administers the department's operating budget. Works closely with police, fire and emergency personnel, and the 911 Advisory Board to maintain operational effectiveness. Makes public presentations as assigned.

Essential Functions:

1. Plans, develops and manages all activities of the Dispatch Center including personnel, resources, facilities, equipment, services and programs.
2. Oversees all personnel functions including recruitment, orientation, training, promotions, corrective actions and terminations.
3. Exercises administrative responsibility for the development, implementation and maintenance of technology to serve the 911 Center. Responsible for the financial tracking and monitoring of technology upgrades.
4. Problem-solves issue including, but not limited to, service response, performance standards, quality assurance issues and complaint investigations.
5. Responsible for compiling, researching and analyzing data for the purpose of establishing long term goals, policies and procedures.
6. Attends meetings as needed in order to answer questions and address issues pertaining to public safety dispatch.
7. Develops and oversees the Dispatch Center's budget process including budget projections and presentations. Monitors departmental expenditures and works within approved financial guidelines.
8. Assist Human Resources' Director in the preparation and negotiations of contracts as they affect the department.
9. Makes public presentations regarding the department's operation as assigned.

Other Functions:

1. Other tasks as assigned.

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

Employment Qualifications :

Education: Bachelor's Degree in Business Administration, Public Administration, Criminal Justice, Emergency Services or related field is required. Master's Degree preferred. ENP certification preferred.

Experience: Five years of progressive responsibility in the field of public safety and general supervision is required. Experience with public safety communication technology is required.

Other Requirements: None

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

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

1. Sitting, walking, standing, bending over, lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the telephone.
3. Ability to operate a PC/laptop and to enter & retrieve information from a computer.
4. Ability to handle varying and often high levels of stress.

Working Conditions:

Works in an office environment.

FLSA exempt job description created November, 2008