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FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
BRIAN McGRAIN  
DEB NOLAN  
REBECCA BAHAR-COOK  
TODD TENNIS  
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, APRIL 4, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [March 21, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Approve an Extended [Police Services](#) Agreement with the Village of Webberville Covering the Period of July 1, 2012 through June 30, 2013
2. Facilities Department
  - a. Resolution Authorizing Entering Into an Agreement with [Nelson Trane](#) for the Purpose of Upgrading our Existing Tracer Summit System Building Control Units to the Latest Version at the Veterans Memorial Courthouse
  - b. Resolution Awarding a Contract to [Shaw-Winkler](#) for the Replacement of the Last Sectional Boiler at the Ingham County Jail
  - c. Resolution Authorizing a Contract with [Teachout Security Services, Inc.](#) for Uniformed Unarmed Guard Services at Various County Facilities
3. Friend of the Court - Resolution to Authorize Entering Into a Contract with [Graphic Sciences](#) and to Hire Temporary Employees to Continue Imaging Friend of the Court Case Files
4. Health Department
  - a. Resolution to Authorize a Contract for [Medication](#) Passing Services at the Ingham County Jail
  - b. Resolution to Authorize [Amendment #2](#) to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
  - c. Resolution to Authorize Acceptance of a Michigan [Minority Health](#) Month Grant
  - d. Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
5. Fair Board - Resolution to Transfer Funds from [Hotel Motel Tax Fund](#) to Fair Capital Improvement Account

6. Management Information Services
  - a. Resolution to Approve the Renewal of the Hardware Maintenance Agreement from [Service Express](#), Incorporated
  - b. Resolution to Approve the Purchase Annual Maintenance of the EMC Celerra NS20 Storage Area Network (San) from [Logicalis](#)
  
7. Controller's Office - Resolution Authorizing MIS Server and [Multibridge](#) Upgrade Project for the 911 Center

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

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

FINANCE COMMITTEE  
March 21, 2012  
Minutes

Members Present: Mark Grebner, Brian McGrain, Deb Nolan, Rebecca Bahar-Cook, Todd Tennis, and Steve Dougan

Members Absent: None

Others Present: Board Chairperson Copedge, Teri Morton, Rick Terrill, Scott LeRoy, Jill Rhode, Jim Hudgins, Paul Pratt, Mary Lannoye, Travis Parsons, Margaret Keeler, and others

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

Approval of the March 7, 2012 Minutes

The March 7, 2012 Minutes were amended to reflect the following:

Page 3, Item 2d, 1<sup>st</sup> and 3<sup>rd</sup> paragraph change “principle” to “principal”

Page 4, Item 7c, change “marking” to “marketing”

Additions to the Agenda

2. Substitute - Resolution to Eliminate a Court Officer Position in the 55th District Court and to Authorize the Ingham County Sheriff’s Office to Provide the Court with Two Part-Time Deputies to Serve as Court Officers
4. Pulled - Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure
6. Additional Information - Ingham County Family Center Advisory Committee and Rick Terrill - Presentation on Proposed Plans for Renovating the Ingham County Family Center.

Limited Public Comment

None.

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

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

3. Facilities Department - Resolution Authorizing Entering into a Contract with DLZ Michigan, Inc. to Provide Architectural and Engineering Services for Exterior Repairs at the Ingham County Family Center and the Human Services Building Maintenance Garage
  
5. Purchasing
  - a. Resolution Authorizing an Agreement with Comerica, Inc. for the Procurement Card Program
  - b. Resolution Authorizing Renewing a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment
  
7. Controller/Administrator's Office
  - a. Resolution Amending Resolution #11-291 to Extend Contracts with Lansing and East Lansing for the 911 Center FY 2011/2012 Operations
  - b. Resolution to Amend the Ingham County Public Safety Radio System Cost Participation Policy
  - c. Resolution Designating the Ingham County Department of Human Services as Administrator of a Targeted Assistance Program Grant for Refugee Services

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

1. Sheriff's Office
  - a. Resolution to Extend the Canteen Inmate Commissary Contract for Three Years
  - b. Resolution to Extend the Contract with Canteen Services to Manage the Food and Laundry Services at the Ingham County Correctional Facility

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO EXTEND THE CANTEEN INMATE COMMISSARY CONTRACT FOR THREE YEARS AND TO EXTEND THE CONTRACT WITH CANTEEN SERVICES TO MANAGE THE FOOD AND LAUNDRY SERVICES AT THE INGHAM COUNTY CORRECTIONAL FACILITY.

Chairperson Grebner suggested that contracts are rebid every five years or so.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

6. Ingham County Family Center Advisory Committee and Rick Terrill - Presentation on Proposed Plans for Renovating the Ingham County Family Center

(Comm. Tennis arrived at 6:06 p.m.)

Mr. LeRoy began by highlighting the Juvenile Justice Millage renewal, Chinn Report, in addition to, the CCY Task Force recommendations. He then reviewed the history of the Ingham County Family Center Advisory Board plus the Family Center facilities and services.

Mr. LeRoy explained the idea of the host agency, operating costs, moving the court offices, designing an effective building layout, as well as, community agency involvement with the Ingham County Family Center. Mr. LeRoy made note that the CCY approves of the renovations and the idea of a host agency. Mr. Terrill reviewed the lease details and stated the paper products and janitorial were not considered in the operating costs.

Mr. Terrill provided the Phase II cost estimate from \$540,000 to \$600,000 depending on hazardous materials, security levels, and enhancements. There will be costs associated with site work and demolition. He stated the next step is to have GAV Associates, Inc. put together a scope of work and then he will bring recommendations to the Committee.

Mr. Terrill overviewed the layout/design of the administrative office, market shop, greenhouse and maintenance garage. He pointed out that the supervisor's office has been changed to the reception area.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RECOMMENDATION OF THE INGHAM COUNTY FAMILY CENTER ADVISORY BOARD AND THE COMMUNITY COALITION OF YOUTH (CCY) TO PROCEED TO PHASE 2 OF THE RENOVATION OF THE INGHAM COUNTY FAMILY CENTER OF THE PROJECT AS AUTHORIZED BY RESOLUTION #10-353, NOT TO EXCEED \$21,450.

The Committee discussed overall security of the administrative offices. Comm. Bahar-Cook stated that she had asked that the Advisory Board notify the Board of Commissioners once a process for qualifying potential lessees has been established. The Committee further discussed screening potential lessees, the Juvenile Justice Millage language and project labor agreements.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO SUSPEND THE BOARD RULES TO ALLOW COMM. TENNIS TO VOTE ON THE MINUTES AS AMENDED, THE CONSENT AGENDA AND ITEMS 1 a and 1b.

MOTION CARRIED UNANIMOUSLY.

Comm. Tennis voted yes to approve the minutes as amended, the consent agenda and Items 1a and 1b.

(Comm. Dougan left at 6:40 p.m.)

7 Controller/Administrator's Office

d. Discussion Item: Budget Update

Ms. Lannoye updated the Committee on the 2012 General Fund revenues and expenditures. She noted that the numbers were not yet available for the Health Department. She reviewed two scenarios for the 2013 General Fund Projections then overviewed the Multi-Year General Fund Projections using both Scenario 1 (best case) and Scenario 2 (worst case). The scenario variables include: property taxes, intergovernmental transfers (revenue sharing), and employee concessions.

Ms. Lannoye explained the effect the Governor's revenue sharing proposal would have on the County Budget and employees. She highlighted that the County will be required to comply in three categories: financial transparency (1/3), a consolidation plan (1/3), and a compensation plan that contains sub-categories (1/3). The Committee discussed revenue sharing compliance.

Ms. Lannoye stated she has provided the bargaining units with the Budget projections.

8. Board Referral - Notice of Public Hearing from the Lansing City Council Regarding the Approval of the Brownfield Plan #55 – Ballpark North Brownfield Redevelopment Plan

The Board Referral was received and placed on file.

Announcements

Comm. Bahar-Cook stated she will not be at the April 4, 2012 or May 16, 2012 Finance Committee meetings.

Comm. McGrain stated he will not be at the Regular Board meeting on Tuesday, March 27, 2012.

Public Comment

Margaret Keeler, Health Department, asked if the County was under pressure from the State to move toward a hybrid pension plan. The Committee explained there are requirements that need to be met; however, the change is not entirely driven by the State.

The meeting adjourned at approximately 7:13 p.m.

Respectfully submitted,

Julie Buckmaster

## **APRIL 4, 2012 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

1. *Sheriff's Office - Resolution to Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2012 through June 30, 2013*

This resolution authorizes an extension of the current Law Enforcement Services Contract with the Village of Webberville for their next fiscal year July 1, 2012 through June 30, 2013 for the sum of \$236,534.00.

The Sheriff's Office has been providing police services to the Village of Webberville since 1994. The contract proposes a continuation of the service presently provided by the Sheriff, which is 80 hours of police service per week. That service currently provides 7 days a week coverage, with 10 hour shifts on 6 days and 2, 10 hour shifts on one day.

(See attached communication from Allan Spyke for further details.)

2a. *Facilities Department - Resolution Authorizing Entering into an Agreement with Nelson Trane for the Purpose of Upgrading our Existing Tracer Summit System Building Control Units for the Latest Version at the Veterans Memorial Courthouse*

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

2b. *Facilities Department - Resolution Awarding a Contract to Shaw-Winkler for the Replacement of the Last Sectional Boiler at the Ingham County Jail*

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

2c. *Facilities Department - Resolution Authorizing a Contract with Teachout Security Services, Inc. for Uniformed Unarmed Guard Services at Various County Facilities*

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

3. *Friend of the Court* - Resolution to Authorize Entering Into a Contract with Graphic Sciences and to Hire Temporary Employees to Continue Imaging Friend of the Court Case Files

This resolution authorizes \$100,000 (\$34,000 surplus from the Friend of the Court Fund - 215 and \$66,000 in new Cooperative Reimbursement Program (CRP) grant funds), to continue the scanning of Friend of the Court case files to cover the time period of January 1, 1990 through December 31, 1999.

The FOC proposes \$65,777 be committed to the auxiliary Statement of Work we have received from Graphic Sciences and \$34,223 be budgeted for the continued employment of several retired FOC employees in a temporary capacity to "prep" files for backscanning. Approval has already been received from the Michigan Office of Child Support for reimbursement of these items under CRP. Graphic Science is the State of Michigan contractor for backscanning. (See attached memo from Harry Moxley for details.)

4a. *Health Department* - Resolution to Authorize a Contract for Medication Passing Services at the Ingham County Jail

This resolution authorizes a contract with Optimal Staffing Solutions, Inc. for medication passing services at the Ingham County Jail. The proposed rate of service is \$25.00 per hour. If this service is used for 8 hours per day for 365 days per year, it will cost \$73,000 per year. The Health Department will manage these additional expenses through the FY 2012 Jail Medical line item. Please see the memorandum accompanying the resolution for further details.

4c. *Health Department* - Resolution to Authorize Acceptance of a Michigan Minority Health Month Grant and Authorize a Subcontract Agreement

This resolution authorizes a Michigan Minority Health Month grant in the amount of \$10,000 from the Michigan Department of Community Health (MDCH) to promote HIV and STI prevention among Ingham County youth. The Health Department will use the entire award to contract with One Love Global, Inc. to engage youth interns in the Peace and Prosperity Youth Action Movement (PPYAM) who will develop a plan for promoting HIV and STI prevention in Ingham County. Please see the memorandum accompanying the resolution for further details.

4d. *Health Department* - Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

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



5. Fair Board - Resolution to Transfer Funds from the Hotel Motel Tax Fund to the Fair Capital Improvement Account

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

6a. Management Information Services - Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated

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

6b. Management Information Services - Resolution to Approve the Purchase Annual Maintenance of the EMC Celerra NS20 Storage Area Network (SAN) from Logicalis

The resolution authorizes a 12 month renewal agreement in the amount of \$8,585.85.

7. Controller's Office - Resolution Authorizing MIS Server and Multibrige Upgrade Project for the 911 Center

This resolution authorizes the expenditure of up to \$32,447 from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System for the costs associated with the purchase of two Microsoft SQL 2008 licenses for \$10,447 and the purchase and installation of server/multibrige computer from CORE Technologies that will communicate with all VisionAIR products in Ingham County (See attached communication from Lance Langdon for further details.)

**OTHER ITEM:**

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

This resolution authorizes Amendment #2 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The second amendment shall increase the amount of the CPBC Agreement from \$4,669,784 to \$5,268,890 for a total increase of \$599,106. Included is a request to establish four new nurse positions as a part of the Nurse Family Partnership. Proposal of such positions carries with it the concern of increased long-term legacy costs, and questions regarding staffing arrangements. At the time this review was completed, there was not enough information available to make a recommendation.

## Agenda Item 1

**TO:** John Neilsen, Deputy Controller

**FROM:** Allan C. Spyke, Undersheriff

**DATE:** March 15, 2012

**RE:** Webberville Contract

Attached is a proposed resolution for an extension of the Law Enforcement Services Contract with the Village of Webberville. This contract will cover the time period beginning July 1, 2012 through June 30, 2013.

The Sheriff's Office has been providing police services to the Village of Webberville since 1994. Previous to that, the Village employed their own police department. The proposed contract calls for a continuation of the service presently provided by the Sheriff, which is 80 hours of police service per week. That service currently provides 7 days a week coverage, with 10 hour shifts on 6 days and 2, 10 hour shifts on one day. An office is maintained in the Village of Webberville, identified as the Sheriff's Webberville Office and a Sheriff's fully marked patrol vehicle is permanently assigned to the Village.

There has been informal communication with governmental entities neighboring the Village of Webberville, regarding sharing the cost of police services. As of this date, there have been no formal discussions between the Village and any of the surrounding Communities. However, the Village has always expressed a willingness to meet with those who may want to partner for service. This is one of the reasons the Village wants to continue on with a one year service agreement.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN EXTENDED POLICE SERVICES AGREEMENT  
WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF  
JULY 1, 2012 THROUGH JUNE 30, 2013**

WHEREAS, the Ingham County Sheriff's Office and the Village of Webberville wish to extend the current agreement for law enforcement services; and

WHEREAS, The Village of Webberville, Sheriff's Office and Controllers Officer have negotiated a draft agreement which cover a one year period, beginning July 1, 2012 and ending June 30, 2013; and

WHEREAS, the Village of Webberville has contracted with Ingham County for Police Services through the Sheriff's Office since 1994; and

WHEREAS, the Village of Webberville wishes to continue their 80 hours of guaranteed service per week for the upcoming fiscal year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a one year extension of the contract with the Village of Webberville for the period covering July 1, 2012 through June 30, 2013 for the sum of \$236,534.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller to make any necessary budget adjustment in the Ingham Sheriff's Office 2012 and 2013 Budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 20, 2012

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

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

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

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

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2012

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

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

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

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

I recommend approval of this resolution.

MEMORANDUM

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

Project Description:

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

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

Bid Summary:

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

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

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

Recommendation:

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

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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



**MEMORANDUM**

TO: Judiciary, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: March 21, 2012

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

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

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

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

I recommend approval of this resolution.

**MEMORANDUM**

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

Project Description:

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

Proposal Summary:

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

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

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

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

Recommendation:

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

Advertisement:

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

**M E M O R A N D U M**

**TO: INGHAM COUNTY RESOLUTIONS GROUP**

**FROM: SHAUNA DUNNINGS, DEPUTY COURT ADMINISTATOR/FOC  
HARRY MOXLEY, ASS'T FOC/OPERATIONS**

**RE: REQUEST TO EXPAND FOC BACKSCANNING TO INCLUDE  
FILES OPENED IN 1990-1999**

**DATE: MARCH 21, 2012**

The backscanning of FOC hard copy in active files opened 2000-2010 is nearly complete, and we believe that it has been a great success both in terms of purging old files of duplicate/redundant hard copy, and in allowing for quick, simultaneous retrieval of files by staff without time consuming searches for hard copy in employee offices, or sending last minute "lost file alert" emails for hearings, joint meetings, or other client inquiries. \$125,000 was approved for this project as part of the 2010 FOC budget. However, only \$42,500 (34%) will be a general fund expenditure, as the project was approved for 66% direct reimbursement through the Cooperative Reimbursement Program (CRP). We anticipate that this project will be completed either on- or under-budget sometime this spring.

Although the majority of FOC enforcement efforts are focused on FOC cases opened within the past ten years, 25%-30% of our time is still spent on cases opened in the 1990s:

**2011 INGHAM FOC ENFORCEMENT STATISTICS**

<u>Action</u>	<u>1990s</u>	<u>Total</u>	<u>%</u>
OSC notices generated	1,121	4,280	26%
Incoming written correspondence	1,237	5,130	24%
Issued bench warrants	990	2,849	35%
Modify support motions	269	1,140	24%

We estimate 30 minutes of time spent by enforcement or clerical staff pulling, replacing, searching or cleaning hard copy 1990s files for each of the above actions, or over 1,800 hours total--the equivalent of one position--spent annually organizing hard copy for old FOC files.

In addition, the continued conversion of existing hard copy to images will allow Ingham FOC to better comply with increasingly stringent Title IV-D and IRS confidentiality requirements (such as keeping hard copy files containing confidential information behind two locked barriers.) This was informally noted at an 11/1/11 IRS security audit conducted on-site by Michigan Office of Child Support personnel.

Due to coming in substantially under-budget on the original 2010 imaging conversion, FOC ended FY 2011 with a surplus, from which \$16,000 was carried forward into FY 2012 for completion of 2000-2010 backscanning, and \$34,000 was retained by the 215 Fund. In order to build upon our success in improving FOC operational efficiencies, we would request that this \$34,000 surplus be committed to backscanning FOC files for 1990-1999.

Because of the 66% CRP match outlined above, this will allow us to "leverage" to \$100,000 in total expenditures, from which we would propose \$65,777 be committed to the auxiliary Statement of Work we have received from Graphic Science (attached), and \$34,223 be budgeted for the continued employment of several retired FOC employees in a temporary capacity to "prep" files for backscanning. Approval has already been received from the Michigan Office of Child Support for reimbursement of these items under CRP. Graphic Science continues to be the State of Michigan contractor for scanning hard copy, and we are therefore able to continue to use them outside of the RFP process (this has been confirmed by the Purchasing Director).

We will be in attendance at the March 29, 2012 Judiciary Committee meeting and the April 4, 2012 Finance Committee meeting to answer any questions regarding this request.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH GRAPHIC SCIENCES  
AND TO HIRE TEMPORARY EMPLOYEES TO CONTINUE IMAGING FRIEND OF THE COURT  
CASE FILES**

WHEREAS, it is anticipated that the scanning of prior year Ingham County Friend of the Court case files created since January 1, 2000, through May 31, 2010, will be completed sometime in the spring of 2012; and

WHEREAS, this conversion of hard copy files to digital images has been a great success both in terms of purging old files of duplicate or redundant hard copy, and in allowing for the quick, simultaneous retrieval of files by staff without time consuming searches for hard copy; and

WHEREAS, the Ingham County Friend of the Court estimates that in 2011 no less than 25% of enforcement actions taken were for files created since January 1, 1990, through December 31, 1999; and

WHEREAS, due to savings from the estimated cost of the initial conversion to imaging in 2010, funds are available in the Ingham County Friend of the Court 215 Fund to pay for the continued imaging of Friend of the Court case files opened since January 1, 1990; and

WHEREAS, because they are a current State of Michigan contractor, the Purchasing Director has confirmed that Graphic Sciences is exempt from the county's purchasing policy requiring competitive bidding; and

WHEREAS, a Statement of Work from Graphic Sciences has been reviewed by the Michigan Office of Child Support, and approved for 66% direct reimbursement through the Cooperative Reimbursement Program (CRP), reducing the cost to the 215 Fund of this contract to approximately \$22,364.

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Graphic Sciences in the amount of \$65,777.47 (approximately \$22,364 from the 215 Fund), for the scanning of Friend of the Court case files opened January 1, 1990 through December 31, 1999 to be completed by September 30, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Friend of the Court is hereby authorized to spend up to \$34,223 (approximate \$11,636 from the 215 Fund), to hire temporary employees to assist in the preparation of Friend of the Court case files prior to their being scanned by Graphic Sciences.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures and new CRP revenues in the Ingham County budget.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: March 16, 2012

RE: Resolution to Authorize a Contract with Optimal Staffing Solutions, Inc. for Medication Passing Services at the Ingham County Jail

This is a recommendation to authorize a contract with Optimal Staffing Solutions, Inc. for medication passing services at the Ingham County Jail. The Ingham County Sheriff's Office has requested that the responsibility of passing medications to the inmates at the Ingham County Jail transition to the Health Department as medication errors are the majority of discipline matters among Fraternal Order of Police bargaining unit members.

In response to this request, the Health Department worked in conjunction with the Ingham County Purchasing Department to release a Request for Proposals for medication passing at the Ingham County Jail in November 2011. Using an outside contractor would ensure appropriate coverage at all times. The Health Department's current 24/7/365 staffing pattern of the Jail Nurses does not allow for medication passing unless Jail Nurse duties focus solely on medication passing and not on providing medical care to the inmates.

The Health Department received responses from two vendors: Armor Correctional Health Services, Inc. and Optimal Staffing Solutions, Inc. The Health Department's Chief Operating Officer, Medical Director, and Community Health Center Supervisor evaluated the two responses and unanimously agreed to recommend Optimal Staffing Solutions, Inc. for the contract due to the fact that they could guarantee 24/7/365 coverage, their cost was the lowest and they are a local vendor.

Reference checks confirmed Optimal Staffing Solution's timeliness, attention to detail, professionalism and responsiveness. The Deputy Health Officer supports the recommendation to contract with Optimal Staffing Solutions, Inc.

The proposed rate of service is \$25.00 per hour. If this service is used for 8 hours per day for 365 days per year, it will cost \$73,000 per year. This could be less depending on the hours per shift required to pass medications. The Health Department will manage these additional expenses through the FY 12 Jail Medical line item.

The Health Officer recommends a contract with Optimal Staffing Solutions, Inc. for medication passing services at the Ingham County Jail beginning June 1, 2012 through May 31, 2013 with the option to automatically renew from year to year.

c: Debra A. Brinson, w/ attachment  
John Jacobs, w/ attachment  
Barbara Watts Mastin, w/ attachment  
Carolyn Redman, w/ attachment  
Allan Spyke, w/attachment  
Greg Harless, w/attachment

**MEMORANDUM**

TO: Human Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: March 8, 2012  
 SUBJECT: Medication Passing Services Proposal Summary

Project Description:

This project solicited proposals from qualified and experienced firms for the provision of medication passing services to inmates at the Ingham County Jail. The Contractor will provide appropriate staff 24/7/365, inclusive of holidays, to pass medications to the inmates two times each day in full compliance with the conditions defined in the RFP, contract, and with all governing federal, state and local laws, statutes, rules and regulations.

Proposal Summary:

Vendors contacted: 5            Local: 3  
 Vendors responding: 2        Local: 0

<b>Company</b>	<b>Total Annual Cost</b>	<b>Local</b>
Optimal Staffing Solutions	\$73,000	N – Lansing (Clinton Co.)
Armor Correctional Health Services	\$78,944	N – Miami, FL

Local vendors not responding:

1. CE & A Professional Services, Mason – Due to time constraints, could not submit a proposal.
2. Aerotek, Okemos – Due to the nature of the position and the job duties involved, its corporate policy would not be able to insure individual contractors in the prison environment.

Recommendation:

The Evaluation Committee recommends awarding a 1-year contract with an option to renew for two additional years to Optimal Staffing Solutions in an amount not to exceed \$73,000.

Advertisement:

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR  
MEDICATION PASSING SERVICES AT THE INGHAM COUNTY JAIL**

WHEREAS, the Ingham County Health Department assumed the responsibility of providing and managing medical services for Ingham County Jail inmates January 1, 2007; and

WHEREAS, the Health Department and the Sheriff's Office are committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, medication passing is a necessity in the delivery of health care services to jail inmates; and

WHEREAS, the Ingham County Sheriff Department has requested that the passing of medications to the inmates at the Ingham County Jail transition to the Ingham County Health Department; and

WHEREAS, the Ingham County Purchasing Department issued a Request for Proposals in November 2011 for medication passing to support the health care needs of the inmates at the Ingham County Jail; and

WHEREAS, the responses were evaluated by the Health Department's Chief Operating Officer, Medical Director, and Community Health Center Supervisor; and

WHEREAS, the group unanimously agreed that Optimal Staffing Solutions, Inc. presented the best response as their proposal guaranteed 24/7 coverage, was the least expensive option, and it is a local vendor – and references confirmed its timeliness, attention to detail, professionalism and responsiveness in providing high quality services. The other vendor identified potential complications in providing the needed services; and

WHEREAS, the Health Officer recommends a contract with Optimal Staffing Solutions, Inc. for medication passing services at the Ingham County Jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Optimal Staffing Solutions, Inc. for medication passing services at the Ingham County Jail.

BE IT FURTHER RESOLVED, the period of the agreement shall commence June 1, 2012 through May 31, 2013 with the option to automatically renew from year to year unless terminated as set forth in the agreement.

BE IT FURTHER RESOLVED, that Optimal Staffing Solutions, Inc. shall provide medication passing services for up to \$73,000 per year.

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

## MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Renée Branch Canady, PhD, Health Officer

DATE: March 23, 2012

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

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

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

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

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

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

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

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

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

c: John Jacobs w/attachment

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that the Board of Commissioners Chairperson is authorized to sign the subcontract agreements after review by the County attorney.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: March 28, 2012

RE: Resolution to Authorize a Michigan Minority Health Month Grant

The Ingham County Health Department has been awarded a Michigan Minority Health Month grant in the amount of \$7,500 by the Michigan Department of Community Health (MDCH) to promote HIV and STI prevention among Ingham County youth.

The Health Department will use the entire award to contract with One Love Global, Inc. to engage youth interns in the Peace and Prosperity Youth Action Movement (PPYAM) who will develop a plan for promoting HIV and STI prevention in Ingham County. To do this, the youth interns will research peer attitudes and awareness and field test prevention messages and materials at two youth-focused events in the summer of 2012.

One Love Global is uniquely positioned to do this work. They have been working with the PPYAM youth interns since 2010 through funding from a Kellogg Foundation grant as part of the Health Department's Social Justice Project. The youth interns have developed health equity messages focusing on access to healthy food, physical activity, violence prevention, and educational opportunities, and they have spoken at several youth conferences in Michigan.

I recommend the Board accept grant the award from MDCH, authorize a contract with One Love Global, Inc.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A MICHIGAN MINORITY HEALTH MONTH GRANT**

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

WHEREAS, the Health Department has been notified that the CPBC Agreement for 2011-2012 will include \$7,500 for health promotion activities related to Michigan Minority Health Month; and

WHEREAS, the Health Department has been working with One Love Global, Inc. to promote healthy lifestyles and reduce health disparities among Ingham County Youth since 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a Michigan Minority Health Month Grant from MDCH.

BE IT FURTHER RESOLVED, that MDCH will provide Ingham County with \$7,500 to implement the grant through the CPBC process.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract with One Love Global, Inc. in the amount of \$7,500 to implement the grant activities and promote HIV and STI prevention among Ingham County youth.

BE IT FURTHER RESOLVED, that the period of the subcontract is April 1, 2012 through September 30, 2012.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the agreement after review by the County attorney.



## MEMORANDUM

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

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

**DATE:** March 6, 2012

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

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

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

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

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

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

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

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

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

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

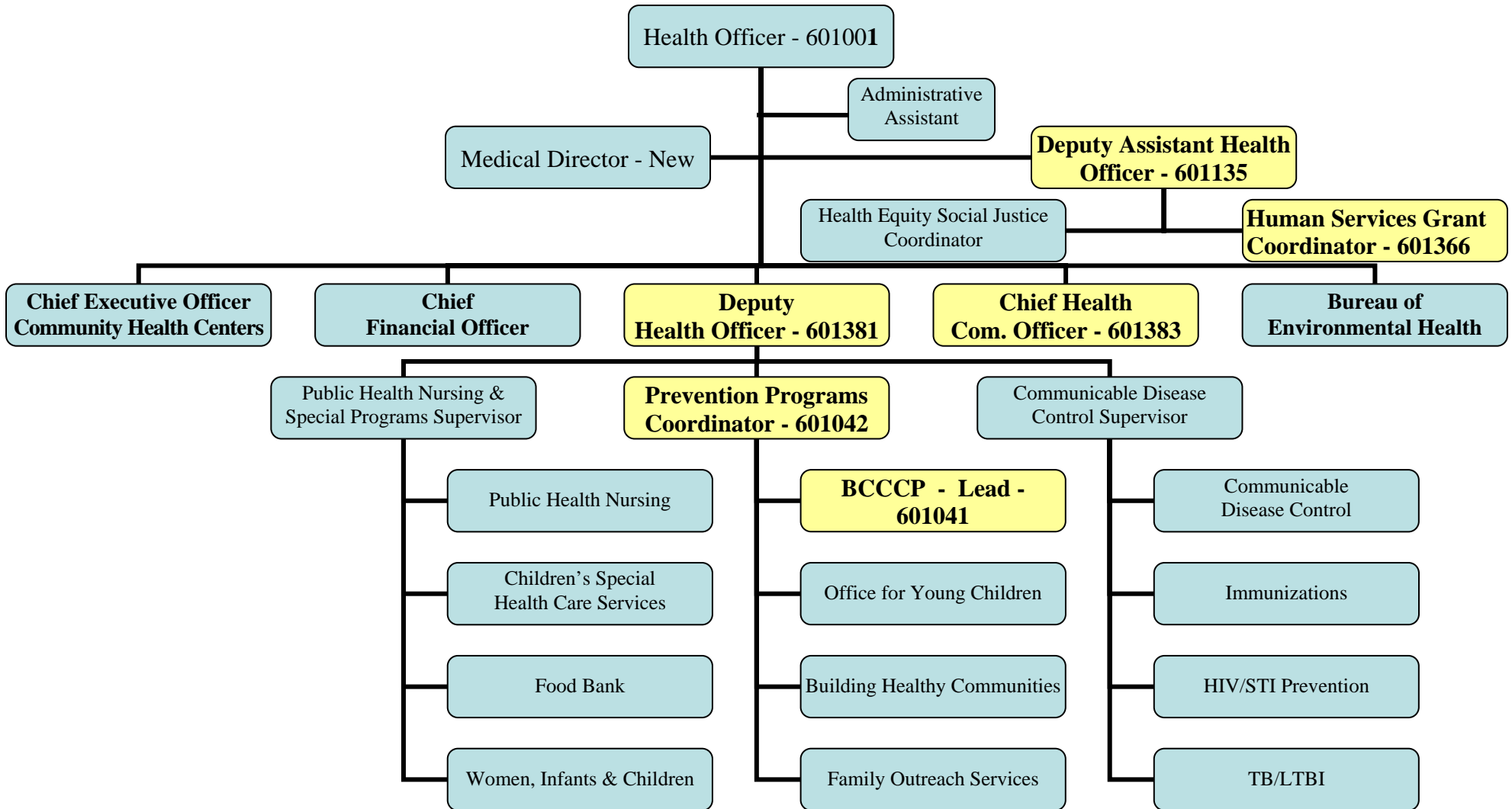
(3) This reflects Dr. Sienko's rate of pay, which was equivalent to a physician plus 5%.

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

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

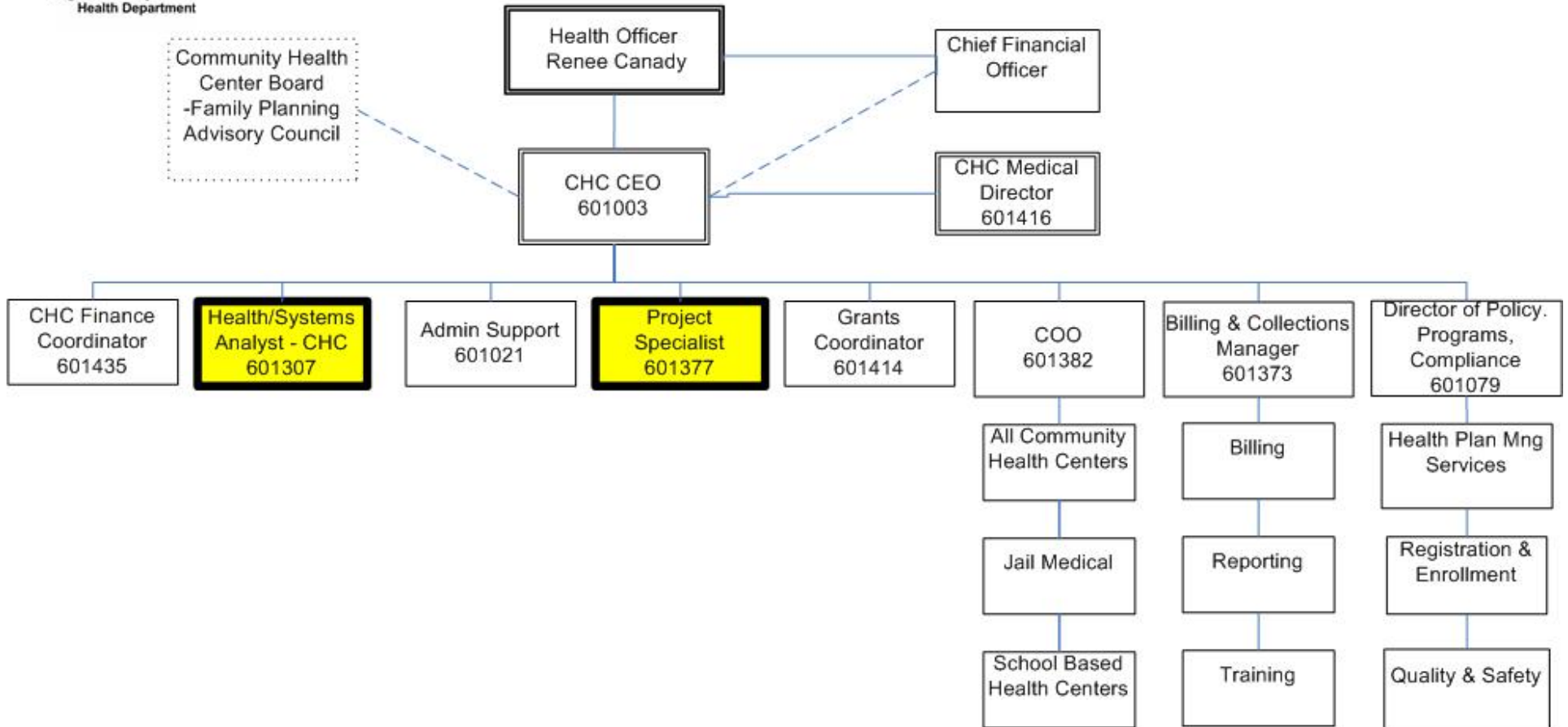
(2) This position is currently partially funded by a State Lead Grant in the amount of \$78,952. Since the grant is being discontinued, the position is proposed for elimination. The net general fund savings from eliminating the position will be \$32,482..

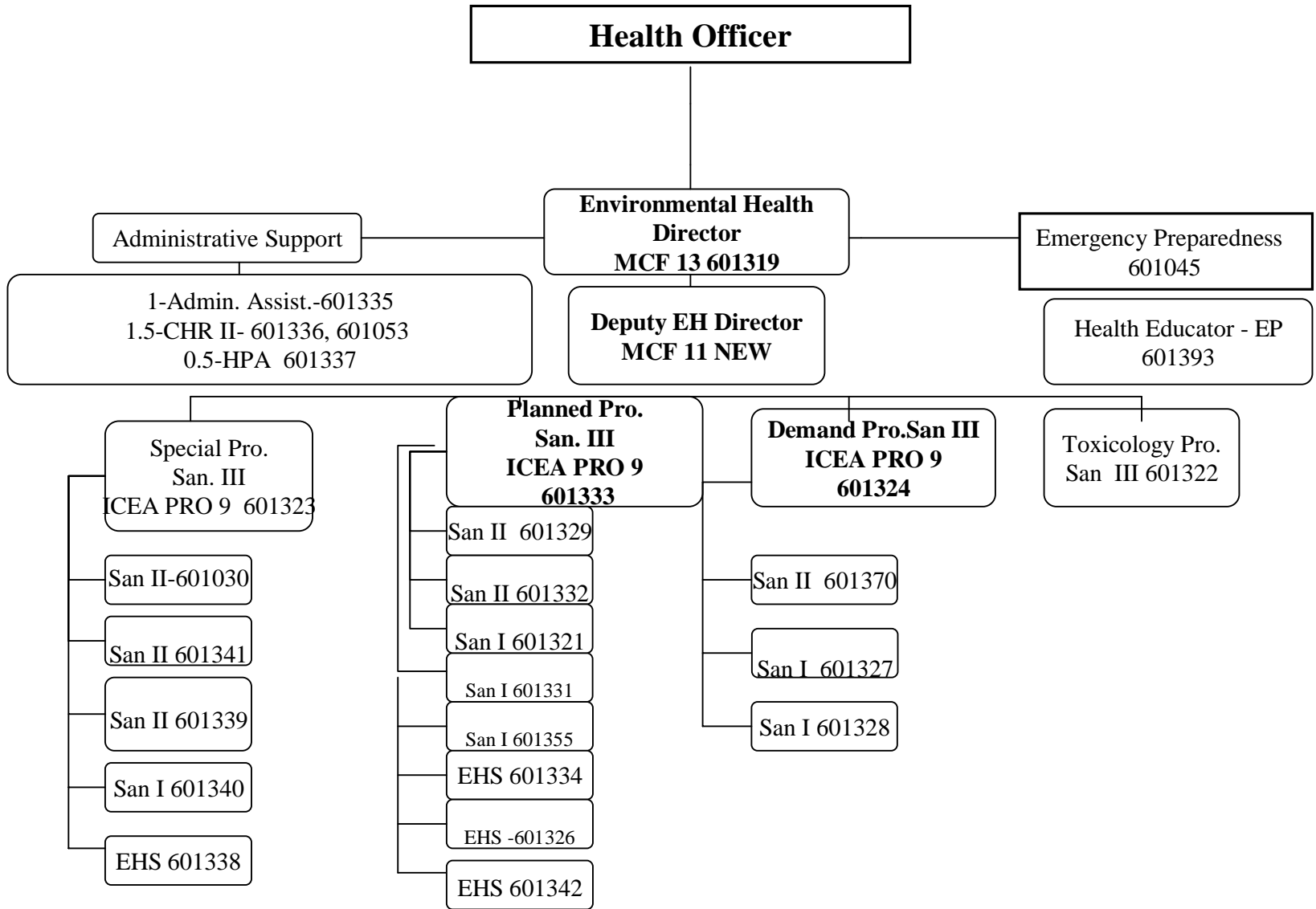
(3) This reflects Dr. Sienko's rate of pay, which was equivalent to a physician plus 5%.



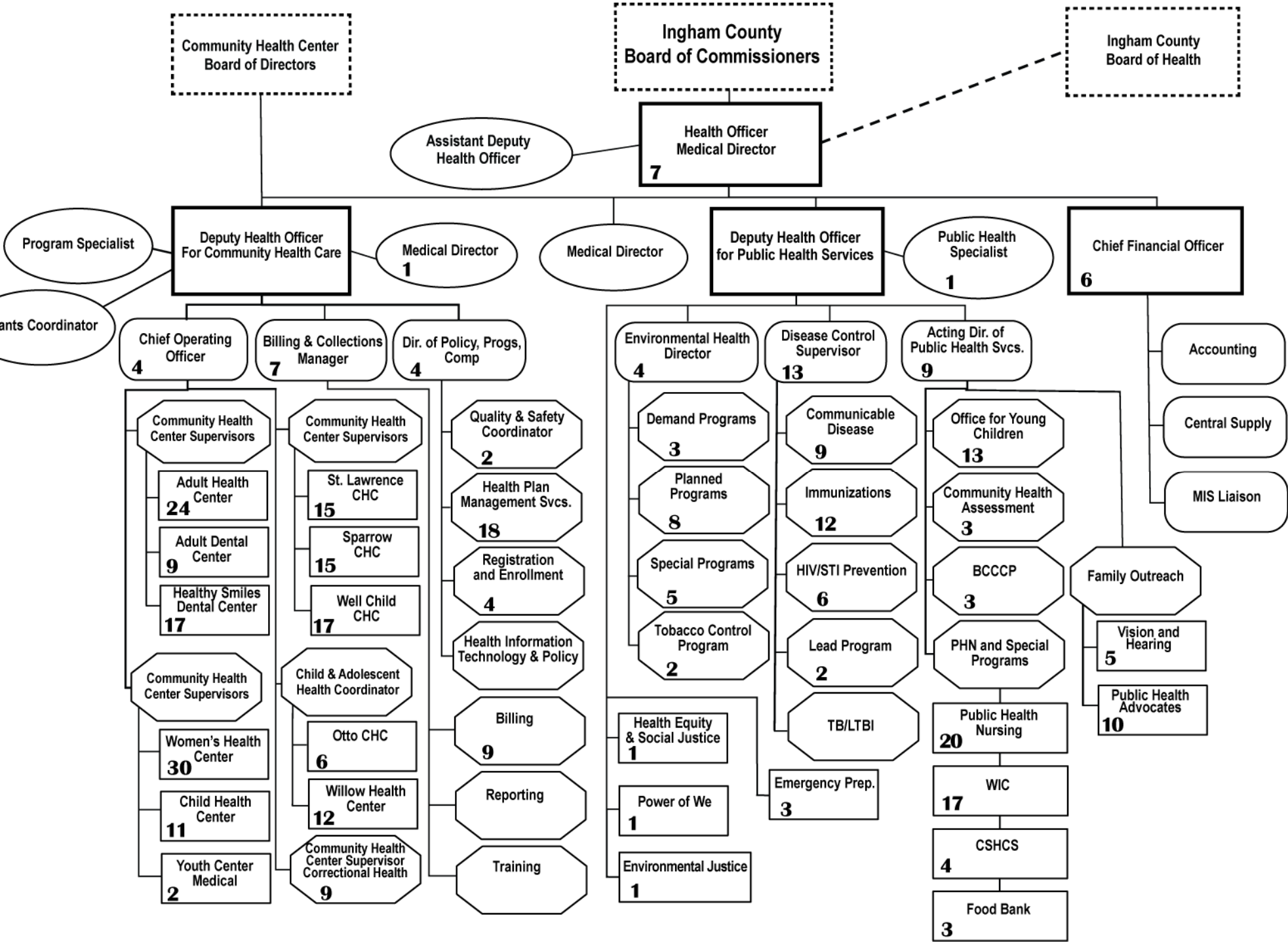


## Deputy Health Officer of Community Health Care Services Administrative Staff Organizational Chart





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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Ingham County Management Information Services*

Tom Shewchuk, Director - Email: [tshewchuk@ingham.org](mailto:tshewchuk@ingham.org)

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

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Dear Commissioners,

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

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

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

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

Thank you in advance for your consideration.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

*Ingham County Management Information Services*

Tom Shewchuk, Director - Email: [tshewchuk@ingham.org](mailto:tshewchuk@ingham.org)

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

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Dear Commissioners,

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

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

Thank you in advance for your consideration.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

## Agenda Item 7

To: Law Enforcement and Finance Committees  
Date: March 8, 2012  
From: Lance Langdon, Ingham County 911 Director  
Re: 911 Funding Requests

With the recent upgrades of the Lansing 911 Center to VisionAIR CAD, and other County and local agencies moving to Vision Mobile, MIS has had to invest money to upgrade the servers that house these systems. For these two products they have had to purchase new licenses for Microsoft SQL 2008, which is a program that the servers use as their base operating system. This software allows the CAD to run and be used to enter calls for service by the dispatchers, pushes it out to the Police and Fire vehicles, and track information about the calls as they happen. Each of these two licenses cost \$5,220.13 for a total of \$10,440.26. These servers are in the County MIS department and with the move to the new consolidated center will be housed in the center.

As a result it is being requested that 9-1-1 Management and System Improvements funds be used to reimburse for the costs of this new software at a cost of \$10,446.26.

A second request is also necessary due to the changes and consolidation of the centers into one 911 Center. The 911 consolidation project will require changes to allow CAD and Mobile users to access LEIN information. Currently the VisionAIR message switch allows only one communication path between the state LEIN system and the VisionAIR Systems. Currently, there are 3 such systems with only one, the East Lansing Multibridge connected to the system. The Lansing Center CAD and all new Mobile Computer users have no access to LEIN through VisionAIR, as a change is needed to allow this access through the systems.

It has been proposed to have a new server/multibridge computer put into place that will communicate with all VisionAIR products. This would be on the Ingham County system and configured to allow the Lansing Multibridge to be used in a backup/failure situation. A quote has been given by CORE Technologies to do the work of building the new county multibridge and setting up the connections and configuration to allow it to connect to the Lansing multibridge for a backup/failure situation, in an amount not to exceed \$22,000.00. I am requesting 9-1-1 Management and System Improvements funds to cover the cost of these changes.

Each of these requests is directly related to the changes that are being made with the consolidation of the East Lansing and Lansing Dispatch Centers.

I recommend approval of this resolution.



Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING MIS SERVER  
AND MULTIBRIDGE UPGRADE PROJECT FOR THE 911 CENTER**

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services fund for Management and System Improvements to the County emergency dispatch system; and

WHEREAS, the MIS Department has identified the need to purchase new licenses for Microsoft SQL 2008 as the servers base operating system for the Vision air CAD, and Vision Mobile systems in Ingham County at a cost of \$ 10, 446.26; and

WHEREAS, the MIS Department has identified the need to build a new server/multibridge computer to communicate with all vision air products County wide at a cost of \$22,000; and

WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System Improvements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$32,447 from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System for the costs associated with the purchase of two Microsoft SQL 2008 licenses for \$10,447 for the purchase and installation of server/multibridge computer from CORE Technologies that will communicate with all VisionAIR products in Ingham County.

BE IT FURTHER RESOLVED, that the Controllor/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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