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FINANCE COMMITTEE
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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, JANUARY 18, 2012 AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 7, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Drain Office - Resolution Authorizing the Drain Commissioner to Spend more than \$10,000 in 2012 for Maintenance and Repair of the [Lake Lansing Dam](#) (*Additional Materials to be Distributed at the Meeting from Drain Office*)
2. Sheriff's Office
 - a. Resolution to Accept the 2012 [MCOLES](#) Active Violence Incident Training Grant
 - b. Resolution Authorizing Entering into a Contract with [Government Payment Services, Inc.](#) for Using Credit Cards to Pay County Fees at the Ingham County Sheriff's Office, Ingham Probate Court, Ingham County Friend of the Court, Family Division of the 30th Judicial Court and the 30th Judicial Court - General Trial Division
 - c. Resolution to Authorize the Ingham County Sheriff's Office to Amend and Extend a Contract with Michigan [Department of Corrections](#) to Rent 190 Beds to the Michigan Department of Corrections
3. Sheriff's Office/Homeland Security Office - Resolution Authorizing the Donation of Used Surplus Dry-Erase Boards to Children and Horses United in Movement ([C.H.U.M.](#)) Therapeutic Riding
4. MIS/911 - Resolution to Approve Entering into a 3-Year Agreement with AT&T for the Purchase of an [Opteman Circuit](#) for the Ingham County 911 PSAP
5. Controller/911 - Resolution Authorizing the Extension of the [HVAC Maintenance](#) Contract for the Tower Sites of the Public Safety Wireless Voice Communication System
6. Circuit Court - Friend of the Court Division
 - a. Resolution to Authorize a Time Extension for the Safe Haven Supervised Visitation and [Safe Exchange](#) Grant Program and Subcontracts
 - b. Resolution to Authorize a Lease Agreement for the [Friend of the Court](#) Safe Haven Grant Program

7. Health Department
 - a. Resolution to Amend the Agreement with Ingham Intermediate School District Ingham Birth to Five **Great Start** Collaborative
 - b. Resolution to Authorize an Amendment to Resolution #11-308 - Authorization of the 2011-2012 **AmeriCorps** Grant
 - c. Resolution to Authorize an Agreement with **Eaton Intermediate** School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County
 - d. Resolution to Authorize an Agreement with **Midland County** Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center - Central and Eastern Regions
 - e. Resolution to Authorize an Agreement with the Michigan Department of **Environmental Quality** for 2011-2012
 - f. Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University College of Osteopathic Medicine - **Tuberculosis** Program
 - g. Resolution to Authorize an Amendment to the **Pediatric Physician** Agreement with the College of Osteopathic Medicine at Michigan State University
 - h. Resolution Authorizing Contracts to Distribute County **Urban Redevelopment** Funds
 - i. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University to Provide Infectious Disease Physician Services within the Health Department's HIV **Continuum of Care** Program
 - j. Resolution to Authorize the Restoration of the **Dental Director** Position
8. Farmland and Open Space Preservation Board
 - a. Resolution Approving Proceeding to Close Permanent **Conservation Easement** Deeds on Haynes, Fogg, Jackson and Ghere Properties
 - b. Resolution Authorizing a Three Year Contract Extension with **Sheridan Land** Consulting to Provide Technical Assistance to the Ingham County Farmland and Open Space Preservation Board
9. Management Information Services (MIS) - Resolution to Approve the Purchase of the DotNetNuke Pro License Subscription from the **DotNetNuke** Corporation
10. Financial Services - Resolution to Authorize the Purchase of Excess Worker's Compensation **Insurance** for 2012
11. Facilities - Resolution to Authorize the Purchase of a System to Manage **Material Safety** Data Sheets
12. Parks Department
 - a. Resolution Authorizing the Acceptance of **Charitable Donations** from the Friends of Ingham County Parks for the Ingham County Parks
 - b. Resolution Authorizing Reimbursement Terms and Conditions to the Potter Park Zoological Society for **Interim Zoo Director** Services

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

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

FINANCE COMMITTEE
December 7, 2011
Minutes

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

Members Absent: None

Others Present: Teri Morton, Don Lehman, Jim Hudgins, Willis Bennett, Tom Shewchuk, and others

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

Approval of the November 16, 2011 Minutes

The November 16, 2011 Minutes were approved as submitted.

(Comm. Bahar-Cook arrived at 5:35 pm)

Additions to the Agenda

- 5d. Pulled - Health Department
Resolution to Amend Resolution #11-255 to Authorize an Amended Public Health Services Agreement with the Ingham Health Plan Corporation
6. Amended - Human Services Committee - Resolution to Amend Resolution #11-363 Authorizing 2012 Agreements for Community Agencies

The Human Services Committee amended the resolution as follows:

THEREFORE BE IT RESOLVED, that Resolution #11-363 is hereby amended to reflect the FY 2012 Community Agency allocation for the National Council on Alcoholism/Lansing Regional Area, Inc. to be \$17,000, **of which \$7,000 is a one-time emergency allocation.**

8. Amended - Fair Board - Resolution Authorizing a Contract with Adjuvant Expos, Inc. to Provide Managerial Services at the Ingham County Fairgrounds

The County Services Committee amended the resolution as follows:

BE IT FURTHER RESOLVED, the qualifications for the incentive bonuses will be determined by the Fair Board subject to approval by the Controller **and reporting to the County Services Committee.**

- 10f. Late - Resolution Authorizing the Establishment of a Season Pass Rate for the Hawk Island Snow Board Hill and Snow Tubing Hill.
11. Pulled - Purchasing Department - Resolution Authorizing the Codification of Procurement Policies, and the Creation of a Revised Ingham County Procurement Policies & Procedures Manual. **This item was pulled from the County Services agenda.**
12. Substitute - Controller/Administrator's Office - Resolution Authorizing the Controller to Make Year End Budget Adjustments and Contingency Fund Update. **Amended by staff, substitute attached.**

Limited Public Comment

None.

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

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

7. Management Information Services - Resolution to Approve Entering into an Agreement with Imagesoft, Inc. for Annual Maintenance of the OnBase Imaging Application
9. Register of Deeds - Resolution Amending Fees for Accessing Documents in the Register of Deeds Office
10. Parks Department
 - a. Resolution Authorizing a Contract with Landscape Architects & Planners for the Engineering of the Hawk Island Snow Board Hill
 - b. Resolution Authorizing Approval of Amendment #2 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park
 - c. Resolution Authorizing Payment to Zoo Miami for the Care and Housing of a Black Rhino Before its Transfer to the Potter Park Zoo
 - d. Resolution Authorizing a Contract with Borner Restoration to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

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

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #11-363 AUTHORIZING 2012 AGREEMENTS FOR COMMUNITY AGENCIES.

Comm. McGrain stated although he is not against the agency he would like this to have been part of the Community Agency Process.

Comm. Dougan provided a summary of the Human Services discussion noting this is a capital improvement and one-time allocation for the Holden House and Glass House. Comm. Dougan agreed this process is not desirable. Comm. Schor asked what the status of the Contingency Fund would be. Ms. Morton explained approval of this resolution will reduce the contingency balance. Comm. Schor stated he prefers the opportunity to compare all the requests during the scheduled Community Agency discussions. Comm. Tsernoglou asked if agencies were turned down. Comm. Dougan explained that many agencies were restored to 2010 funding or slightly less, and a couple of new agency requests did not receive funding. There was a discussion of the contingency fund balance and overall Community Agency allocation.

MOTION CARRIED with Comm. Mc Grain Voting “no”.

8. Fair Board - Resolution Authorizing a Contract with Adjuvant Expos, Inc. to Provide Managerial Services at the Ingham County Fairgrounds

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH ADJUVANT EXPOS, INC. TO PROVIDE MANAGERIAL SERVICES AT THE INGHAM COUNTY FAIRGROUNDS.

Comm. McGrain expressed his concern about the incentives and asked for a summary of the County Services discussion.

Chairperson Schor stated the discussion included employee vs. contract, step increases, benefits, County savings, marketing, and the level of discomfort not knowing what the incentives are. The suggested incentives were keeping the Fair “in the black”, ensuring buildings are fully utilized, and in items that have been a struggle over past years. Additionally, the Committee amended the resolution whereby the incentives were to be reported to the County Services Committee. He noted Comm. Koenig is on the Fair Board and Ms. Lannoye would like this finalized.

Comm. Nolan expressed her concern that the Board of Commissioners was told the previous Fair Director was an excellent choice and would stay. She further questioned if a full-time Fair manager is needed. Ms. Morton expressed her concern that finding a person to work part time in the winter and full time in the summer could be a limitation, and this is where contract services are an advantage to the County. She explained that although the Fair is currently in the black it is uncertain if a full-time manager would have operated the Fair more efficiently, generated more revenue and reduced costs.

Comm. Nolan asked that Ms. Lannoye provide the Committee with a fair study that includes what and how managers are paid and what is required of the manager. Board Chairperson Grebner suggested the study include fairs that provide entertainment, gate charge and a mid-way. Comm. Dougan suggested the need to cross the state line for comparisons.

The Committee expressed their concern that the Board of Commissioners and Controller oversee incentives and not provide the Fair Board with that authority because it is a considerable amount of money. Additionally, the Committee is interested in how much time will actually be spent on Ingham County, as well as, the management’s ability to respond to issues in a timely manner including who will be responding. Comm. Tsernoglou would like to know what the obligations of the contract are. Board Chairperson Grebner noted the contract requires services comparable to a full-time employee. The Committee expressed their concern that compensation is in 12 monthly installments no matter how many hours worked, and they would like the manager to provide a statement of hours to the Controller.

The Committee asked that Ms. Lannoye ask Mr. Buchen/Adjuvant Expos Inc. if Ingham County is his only contract, and if not will that prevent him from working full time. Additionally, will he perform the work himself or supervise and delegate work to others. Lastly, the Committee would like to know if Mr. Buchen will be residing or based in the State of Michigan and available to answer questions.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION BY ADDING A “BE IT FURTHER RESOLVED, THE CONTRACT REQUIRE A STATEMENT OF HOURS WORKED ON A REGULAR BASIS REVIEWED BY THE CONTROLLER TO ENSURE SERVICES ARE COMPARABLE TO THOSE OF A FULL-TIME EMPLOYEE”.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

The Committee has assumed that the contract will be reviewed by both the County Controller and Attorney.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE 2ND BE IT FURTHER RESOLVED STRIKING, “TO BE PAID IN 12 EQUAL MONTHLY INSTALLMENTS, WITH A PERFORMANCE INCENTIVE BONUS OF UP TO \$7,500 AT THE END OF FIRST YEAR AND UP TO \$15,000, AND AS FOLLOWS:

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

MOTION CARRIED UNANIMOUSLY.

There was a discussion of expectations, wages and that employees do not qualify for incentive bonuses. Comm. Tsernoglou asked if there are entities that run fairs for profit. Comm. Dougan answered yes. Board Chairperson Grebner suggested that be a future discussion.

The Committee is directing the Controller with flexibility to re-negotiate the contract without incentives and to provide the negotiated amount on the Board Floor, Tuesday.

It was noted that this Committee is against incentive pay.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION BY STRIKING THE 3RD BE IT FURTHER RESOLVED, AS FOLLOWS:

~~BE IT FURTHER RESOLVED, the qualifications for the incentive bonuses will be determined by the Fair Board subject to approval by the Controller and reporting to the County Services Committee.~~

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Dougan expressed his concern of Workman’s Compensation Insurance. Ms. Morton explained the Purchasing Policy requires Workman’s Compensation Insurance.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

10. Parks Department

- e. Resolution Authorizing a Contract with Clery Fence Company to Construct New Fencing in the Oryx Exhibit

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH CLERY FENCE COMPANY TO CONSTRUCT NEW FENCING IN THE ORYX EXHIBIT.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION BY STRIKING "LOCAL" AND REPLACING WITH "INGHAM COUNTY" IN THE 5TH WHEREAS, and ADDING "OF DANSVILLE" TO THE 6TH WHEREAS, AFTER COMPANY, AND AS FOLLOWS:

5th WHEREAS:

WHEREAS, written quotes were requested with three ~~local~~ **Ingham County** companies responding; and

6th WHEREAS:

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

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

- f. Resolution Authorizing the Establishment of a Season Pass Rate for the Hawk Island Snow Board Hill and Snow Tubing Hill.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSENOGLOU, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A SEASON PASS RATE FOR THE HAWK ISLAND SNOW BOARD HILL AND SNOW TUBING HILL.

The Committee discussed separate rates for Ingham County and Non-Ingham County residents, the location of other snowboard hills and what constitutes a season. Mr. Bennett assured the Committee that the annual pass will identify the season. It was projected that 300 passes will be sold this winter 2011/2012 season.

MOTION CARRIED UNANIMOUSLY.

12. Controller/Administrator's Office - Resolution Authorizing the Controller to Make Year End Budget Adjustments and Contingency Fund Update

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END BUDGET ADJUSTMENTS AND CONTINGENCY FUND UPDATE.

Ms. Morton explained that Animal Control has increased revenue since filling a temporary part-time position and would like to continue the temporary retention of the employee; therefore, if approved the adjustments are necessary.

There was a brief discussion of the 2011 budget and contingency balances.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Nolan will email the Commissioners with the time of the Snowboard Park opening on December 17.

Comm. McGrain informed the Committee of the Land Bank Holiday Party tomorrow from 4:00 to 7:00 pm located at 934 Clark Street.

The Committee thanked Chairperson Schor for his leadership. Chairperson Schor stated it's been a good year.

Public Comment

None.

The meeting adjourned at approximately 6:43 p.m.

Respectfully submitted,

Julie Buckmaster

JANUARY 18, 2012 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. *Drain Office - Resolution Authorizing the Drain Commissioner to Spend more than \$10,000 in 2012 for Maintenance and Repair of the Lake Lansing Dam*

According to the Drain Commissioner, the Lake Lansing Dam has developed problems that are not immediately dangerous, but that must be addressed before the next inspection at the end of 2013. This resolution authorizes the Drain Commissioner to exceed the statutory maintenance and repair limit (\$10,000) up to a total amount not to exceed \$45,000. The funds will be used for engineering services and maintenance and will be assessed against the special assessment district.

2a. *Sheriff's Office - Resolution to Accept the 2012 MCOLES Active Violence Incident Training Grant*

This resolution will authorize the Ingham County Sheriff's Office to accept a 2012 MCOLES Training grant in the amount of \$37,724.06 for Active Violence Incident (AVI) training. This is a bi-annual training grant program put on by the Ingham County Sheriff's Office for patrol deputies and for Tri-County Law Enforcement that trains first responders how to handle an active shooter call.

The grant requires \$21,596.00 as an in kind match by the Ingham County Sheriff's Office in personnel wages and equipment. (See attached memo from Major Maatman for details.)

2b. *Sheriff's Office - Resolution Authorizing Entering into a Contract with Government Payment Services, Inc. for Using Credit Cards to Pay County Fees at the Ingham County Sheriff's Office, Ingham Probate Court, Ingham County Friend of the Court, Family Division of the 30th Judicial Court and the 30th Judicial Court – General Trial Division*

This resolution will authorize continuation of a contract with Government Payment Services Inc. (GPS). This contract began in 2001 and has been extended. The contract allows for the Correctional Facility to use GPS to help facilitate credit card payments for interim cash bonds/bails, fines and costs. Several Ingham County Courts also utilize GPS as a credit card payment system as well. GPS now offers credit card readers for patrol cars so that law enforcement officers may accept credit cards for payment in the field for interim cash bonds, fines and costs which will eliminate the need to arrest and transport a person to jail. These card reader devices are offered at no additional expense to Ingham County. The fees charged to the payer will stay the same for the voluntary and optional use of these GPS credit card payment services. There is no cost to the County. The Sheriff's Office and the user Court's have reported good experiences with GPS and would like to continue this contract with this vendor. (See attached memo from Undersheriff Allan Spyke for details.)

2c. *Sheriff's Office - Resolution to Authorize the Ingham County Sheriff's Office to Amend and Extend a Contract with Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections*

This resolution will authorize the renewal of the current Michigan Department of Correction (MDOC) Intensive Detention Re-entry Program (IDRP) contract for housing prisoners at the jail with some amendments. The base contract will be renewed for a two year extension with the Michigan Department of Correction to continue to rent 190 beds at a cost of \$36.00 per day, per bed from October 1, 2012 through September 30, 2014.

The Sheriff's Office has negotiated the following amendments to the contract effective February of this year:

- The mix of MDOC inmates will include 30 females within the 190 beds. The MDOC has a need for more female beds and the Sheriffs Office has room within the female Post to accommodate these inmates.
- Up to 30 Flex beds over and above the 190 contract beds will be an option at the same daily per diem rate. These beds will only be used if there is excess capacity in the current 408 allocation of local beds. If local beds are needed MDOC will be required to remove them within 48 hours to accommodate the local need. The currently closed post and its 64 beds will remain closed and no additional staffing will be needed to accommodate the flex beds. (See attached memo from Undersheriff Allan Spyke for details.)

3. *Sheriff's Office/Homeland Security Office - Resolution Authorizing the Donation of Used Surplus Dry-Erase Boards to Children and Horses United in Movement (C.H.U.M.) Therapeutic Riding*

This resolution will authorize an agreement with C.H.U.M. for the purpose of obtaining five used surplus dry-erase boards in return for providing Therapeutic Riding services to Ingham County residents from February 1, 2012 through December 31, 2012. C.H.U.M. is a 501 c 3 non-profit organization based in Dansville, MI. The five used surplus dry-erase boards have very little value and normally would be disposed of in County Auction, or thrown away if there is little value.

This is a discretionary matter for the Board of Commissioners.

4. *MIS/911 - Resolution to Approve Entering into a 3-Year Agreement with AT&T for the Purchase of an Opteman Circuit for the Ingham County 911 PSAP*

This resolution will authorize a 3-year agreement with AT&T for the purchase of an OPTEMAN connection for the new 911 Center in the amount of \$31,228.75.

This will provide a needed a backup connection to the Ingham County Network in the case of a failure of our primary network connection.

These prices are from the State of Michigan co-operative contract and the new OPTEMAN connection will be amended to an existing AT&T contract.

(See attached memo from MIS Director, Tom Shewchuk for details.)

5. *Controller/911 - Resolution Authorizing the Extension of the HVAC Maintenance Contract for the Tower Sites of the Public Safety Wireless Voice Communication System*

This resolution will authorize the renewal of the John E. Green Co. HVAC Preventive Maintenance Contract for the Tower Sites of the Ingham County Public Safety Radio Communications System from January 1, 2012 through December 31, 2013.

After an RFP process, the vendor was chosen three years ago to have this three year contract with the option for a two year renewal.

The contract amounts are:

January 1, 2012 through December 31, 2012 for \$8,511 (1 % increase)

January 1, 2013 through December 31, 2013 for \$8,596 (1 % increase)

Total two year cost of \$17,107

The following hourly emergency contract rates from the 2011 contract are continued as follows:

January 1, 2012 through December 31, 2013, \$88.92 per hour emergency rates during regular business hours.

January 1, 2012 through December 31, 2013, \$138.38 per hour emergency rates after regular business hours and during weekends and holidays.

(See attached memo.)

6a. Circuit Court – Friend of the Court Division - Resolution to Authorize a Time Extension for the Safe Havens Supervised Visitation and Safe Exchange Grant Program and Subcontracts

This resolution will authorize the county to enter into a lease agreement with JWJ Company, LLC to provide rental space for a supervised visitation center using the proceeds from the Safe Havens Grant. The lease is at the Cedar Pointe Building and will go through September 30, 2013, or until the end of the term of the Safe Havens Grant. This will be a full service lease for the 2,087 square feet. The term of the lease shall be from date of occupancy through September 30, 2013, with a six month deposit being paid at the beginning of the lease. The landlord will make the modifications to the space to make it suitable for use for operating the visitation center.

If the grant funds are not available through September of 2013, Ingham County will be able to terminate the lease early with the landlord retaining the six month deposit to recuperate the costs for the modifications to the office space.

The lease will be paid entirely through these grant funds and will be at a rate of \$12.55 per square foot (\$2,182.65/month) for the first year of the lease and \$13.00 per square foot (\$2,260.92 per month; \$27,132 per year) commencing October 1, 2012 through September 2013, with a three (3) percent increase in rent each year thereafter. (See attached memo from Friend of the Court Shauna Dunnings for details.)

6b. Circuit Court – Friend of the Court Division - Resolution to Authorize a Lease Agreement for the Friend of the Court Safe Havens Grant Program

This resolution will authorize the extension of the existing grant contract and subcontracts with Michigan State University Chance at Childhood Program and End Violent Encounters, Inc. (EVE, Inc.) until September 30, 2013 or until the end of the term of the Safe Havens Grant. The resolution will also modify the existing grant budget for the project with no change in the total grant budget award. (See attached memo from Friend of the Court Shauna Dunnings for details.)

7a. Health Department - Resolution to Amend the Agreement with Ingham Intermediate School District Ingham Birth to Five Great Start Collaborative

This resolution accepts an additional \$78,860 from Ingham Intermediate School District and extends the subcontract through September 30, 2012. These funds will be used to provide child care scholarships administered by the Office for Young Children, provide coaching for day care providers, support Play and Learn Groups for parents and young children and provide home visits to targeted families provided by Family Outreach Services. The scope of work and funding level are equivalent to previous years.

7b. Health Department - Resolution to Authorize an Amendment to Resolution #11 308 – Authorization of the 2011-2012 AmeriCorps Grant

This resolution amends Resolution #11-308 - acceptance of a 2011-2012 AmeriCorps Grant. This action is necessary because during the process of developing the contract the County Attorney discovered that three items need to be changed that require approval by the Board of Commissioners.

1. The basic grant amount was increased by one dollar to \$172,026 over the previous number provided by the Department of Human Services/Michigan Community Service Commission (DHS/MCSC).
2. The amount the Health Department will actually receive under this grant is now \$170,306 as \$1,720 is being withheld for a grantee administrative retention fee that was not charged in past years.
3. The grant has been extended to March 30, 2013. In years past, most AmeriCorps Programs have requested no-cost extensions to their grants, if member service contracts cannot be completed in the 12 month program period. For 2012-13 DHS/MCSC added an additional article to the contract which automatically extends the contract year for member service costs only.

7c. Health Department - Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County

This resolution authorizes an agreement with Eaton Intermediate School District to perform activities related to tobacco and alcohol prevention and reduction in the Ingham Substance Abuse Prevention Coalition's Implementation Plan. Eaton Intermediate School District will reimburse the County for up to \$35,695 for the activities undertaken from October 1, 2011 through September 30, 2012.

7d. Health Department - Resolution to Authorize an Agreement with Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center - Central and Eastern Regions

This resolution authorizes an agreement with Midland County Educational Services Agency (MCESA) to administer the Central and Eastern Region Child Care Quality Implementation Plans. Through this proposed agreement, MCESA will pay Ingham County Health Department up to \$212,164. The term of the Agreement is October 1, 2011 through March 31, 2012.

7e. Health Department - Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2011-2012

This resolution authorizes an agreement with the Michigan Department Environmental Quality (MDEQ) under which the Ingham County Health Department will conduct environmental monitoring and inspections designated by MDEQ. MDEQ shall reimburse Ingham County up to \$25,624 for expenses related to testing and inspection services done between October 1, 2011 and September 30, 2012.

7f. Health Department - Authorization to Amend the Infectious Disease Physician Services Agreement with Michigan State University College of Osteopathic Medicine – Tuberculosis Program

This resolution authorizes a one year extension of the agreement with Michigan State University College of Osteopathic Medicine to provide physician specialty services to patients with active tuberculosis. The County will pay the College of Osteopathic Medicine one hundred and sixty-five (\$165.00) dollars per hour for tuberculosis services. This amount includes the salary and benefits. The extension caps the total hours worked at twelve per month. This is a continuation of the terms of the current agreement.

7g. Health Department - Resolution to Authorize an Amendment to the Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University

This resolution authorizes a Pediatric Physician Services agreement with Michigan State University's College of Osteopathic Medicine. The agreement is for 1.8 FTE pediatric physicians in an amount not to exceed \$1,972,856 through February 28, 2016. Please note that if this resolution is approved, Ingham County will pay MSU COM 2% rate increases each year of the contract. This conflicts with Resolution #10-357: Resolution to Adopt a Policy on Cost increases for Service Related Contracts in Ingham County.

7h. Health Department - Resolution Authorizing Contracts to Distribute County Urban Redevelopment Funds

This resolution authorizes contracts with Allen Neighborhood Center, and South Lansing Community Development Association, in the amount of \$15,000 each for the time period of January 1, 2012 through September 30, 2012. Allen Neighborhood Center and its partners will expand its Restoration Works project to include, in addition to a focus on residential restoration, the conversion of a functionally obsolete urban warehouse to a Food Resource Center. South Lansing Community Development Association and its partners will use the funds to engage community members in the revitalization of key areas of economic need on Lansing's south side, particularly around Colonial Village and the Jolly/Waverly area.

7i. Health Department - Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University to Provide Infectious Disease Physician Services within the Health Department's HIV Continuum of Care Program

This resolution authorizes an agreement with Michigan State University College of Osteopathic Medicine for a 0.40 full-time equivalent infectious disease physician, to provide infectious disease physician services within the Health Department's HIV Continuum of Care Program from January 1, 2012 through December 31, 2012. Please note that if this resolution is approved, Ingham County will pay MSU COM a 1.5% increase over the 2011 rate of \$87,837 for a total of \$89,155. This conflicts with Resolution #10-357: Resolution to Adopt a Policy on Cost increases for Service Related Contracts in Ingham County.

7j. Health Department - Resolution to Authorize the Restoration of the Dental Director Position

This resolution converts a Dentist position, compensated at MCF 14, to a Dental Director/Dentist position, compensated at MCF 15. This action will be paid for by utilizing \$34,906 from the Contractual Services line item of the FY 12 Healthy Smiles Dental Center budget, which was formerly dedicated to the University of Michigan School of Dentistry program (UMSD). The Health Department terminated this agreement with UMSD effective August 31, 2011 due to the lack of physical space for the interns to work within the dental centers.

8a. Farmland and Open Space Preservation Board - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Haynes, Fogg, Jackson and Ghere Properties

This resolution approves the Option Agreements between Ingham County and the four landowners based on values established by Yankee Appraisal Associates and Williams and Associates, Inc. The easements will be funded with matching dollars from the Federal Farm and Ranch Land Protection Program and the County's voter approved millage.

8b. Farmland and Open Space Preservation Board - Resolution Authorizing a Three Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Farmland & Open Space Preservation Board

The resolution authorizes a 3-year contract extension in amounts not exceed \$54,022 for 2012 & 2013, and \$55,108 for 2014. The 2012 and 2013 amounts represent a 1% increase from the 2011 agreement. Funds are available from the voter approved millage.

9. Management Information Services (MIS) - Resolution to Approve the Purchase of the DotNetNuke Pro License Subscription from the DotNetNuke Corporation

In 2011, Ingham County converted to a new web Content Management System called DotNetNuke. The license subscription for this software was \$2,500.00 for the first year and is due to expire on March 1, 2012. This subscription allows Ingham County to get the needed support and updates required to maintain the system. The resolution authorizes the renewal of the license subscription for a period of 3-years which will allow us a 15% discount off the 1-year subscription pricing or a savings of \$1,125.00 over the 3-year term. The total amount for the 3-year subscription will be \$6,375.00.

10. Financial Services - Resolution to Authorize the Purchase of Excess Worker's Compensation Insurance

The County and Medical Care Facility are self insured for worker's compensation insurance. As of 2012, we have changed our third party administrator from CompOne to Eagle Claims Management. The County has traditionally been self-insured with a specific retention of \$300,000 and \$5,000,000 aggregate. After review by Eagle and County administration, we are recommending that the coverage be changed to a \$400,000/\$5,000,000 policy. A specific retention amount of \$300,000 is extremely uncommon and it is difficult and costly to obtain coverage. The resolution authorizes the purchase of the insurance coverage from Safety National and changes the retention from \$300,000 to \$400,000.

11. Facilities - Resolution to Authorize the Purchase of a System to Manage Material Safety Data Sheets

The resolution authorizes the purchase of a software system and a 3-year agreement with MSDS Online to provide 24/7 phone access to emergency personnel in case an employee has an exposure to a chemical. The cost of the system shall not exceed \$10,000 in the first year and \$4,000 in subsequent years and is funded through the Worker's Compensation Fund.

12a. Parks Department - Resolution Authorizing the Acceptance of Charitable Donations from the Friends of Ingham County Parks for the Ingham County Parks

The resolution authorizes the acceptance of the 2011 donation of \$28,000 from the Friends of the Ingham County Parks.

12b. Parks Department - Resolution Authorizing Reimbursement Terms and Conditions to the Potter Park Zoological Society for Interim Zoo Director Services

On November 8, 2011, the Ingham County Board of Commissioners approved Resolution #11-346. This resolution authorized a contract amendment with the Potter Park Zoological Society to appoint Sherrie Graham as the Interim Zoo Director. This resolution authorizes reimbursement to the Potter Park Zoological Society in the amount of \$4,000 per month effective January 18, 2012. The contract mentioned above was originally sold as an arrangement that would be entirely free to the Zoo. The Board may wish to consider approving a lower monthly reimbursement.

MEMO TO COUNTY SERVICES COMMITTEE AND FINANCE COMMITTEE

FROM: Paul C. Pratt, Deputy Drain Commissioner

Re: Repair and Improvement of Lake Lansing Dam

January 5, 2012

The most recent triennial inspection of the Lake Lansing Dam found that the dam has developed problems that are not immediately dangerous, but that must be addressed before the next inspection at the end of 2013.

Some of the problems include corrosion of sheet piling, rusting and pitting of the inlet pipe, and deterioration of concrete on the spillway and supports of the inlet pipe. Copies of the most recent engineer's inspection report will be available at the meetings.

The Drain Commissioner has investigated engineering and related services that will allow him to propose and study alternatives for correction of the identified problems, identify opportunities for environmental improvements in the way the dam works, analyze dam easement needs, and to lay the groundwork for an updated FEMA flood map at the end of the project. He estimates the cost of these services will be approximately \$35,000. Once an alternative is selected and bid, construction would occur in 2013.

While governmental expenses related to the Lake Lansing Dam are assessed to the property owners of the lake level special assessment district, the law requires that the Board of Commissioners approve expenditures for dam maintenance and repair that exceed \$10,000. The drain crew normally spends somewhat less than \$10,000 per year in routine maintenance of the dam.

In sum, the Drain Commissioner requests that the Board of Commissioners approve expenditure of not more than \$45,000 in 2012 for routine maintenance of the dam and for engineering assistance in planning repairs to the dam.

Pat Lindemann or I plan to attend your January 17 and 18 meetings to answer questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE DRAIN COMMISSIONER TO SPEND MORE THAN \$10,000
IN 2012 FOR MAINTENANCE AND REPAIR OF THE LAKE LANSING DAM**

WHEREAS, the Ingham County Drain Commissioner is the County's designated authority for maintenance of the court-ordered lake levels of Lake Lansing; and

WHEREAS, as the designated authority, the Drain Commissioner has fulfilled his statutory duty to have the dam inspected by qualified engineers every three years; and

WHEREAS, the most recent inspection disclosed a need for correct certain defects in the dam before the next inspection in 2013; and

WHEREAS, the costs of maintaining the dam are assessed to the property owners of the lake level special assessment district, but these costs are limited by law to \$10,000 per year without approval to exceed that amount by the County Board of Commissioners; and

WHEREAS, the Drain Commissioner needs to exceed the limit of \$10,000 in 2012 so as to hire professional consultants to help plan the most appropriate remedy for the defects identified.

THEREFORE BE IT RESOLVED, that the Drain Commissioner is hereby authorized to exceed the statutory maintenance and repair limit up to a total amount not to exceed \$45,000.

MEMORANDUM

TO: Law Enforcement Committee
Finance Committee

FROM: Major Joel Maatman

DATE: December 19, 2011

RE: MCOLES Active Violence Incident Training Grant

This resolution requests permission for the Ingham County Sheriff's Office to accept a 2012 MCOLES Training grant in the amount of \$37,724.06 for Active Violence Incident (AVI) training.

This training is a bi-annual training put on by the Ingham County Sheriff's Office for patrol deputies and for Tri-County Law Enforcement that trains first responders how to handle an active shooter call.

There are no financial implications for participating in this grant except for \$21,596.00 as an in kind match, assumed by the Ingham County Sheriff's Office in personnel wages and equipment.

This is a bi-annual grant awarded from MCOLES to the Ingham County Sheriff's Office to train regional first responders to active violence calls.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE 2012 MCOLES ACTIVE VIOLENCE
INCIDENT TRAINING GRANT**

WHEREAS, Ingham County Sheriff's Office applied to receive an Active Violence Incident training program grant from the Michigan Commission on Law Enforcement Standards; and

WHEREAS, the purpose of the training is to improve tactical formations, searches and shooting skills for Tri-County area police, in the event of a active violence in a school or public place so as to reduce risks/injuries to students/civilians from violence; and

WHEREAS, this grant request was initiated as a result of the Ingham County Safe Schools initiative and the Tri-County Law Enforcement Active Shooter Curriculum Committee work, in developing training for both school employees and police officers for action against violent encounters in our schools; and

WHEREAS, the amount of the grant is \$37,724.06 with an in kind match of \$21,596.00 assumed by the Ingham County Sheriff's Office in personnel wages and equipment for a total project cost of \$59,620.06; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the 2012 Active Violence Incident Training Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$37,724.06 for the time period of January 1, 2012 through December 31, 2012.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2012 budget.

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

MEMORANDUM

TO: Law Enforcement, Judiciary and Finance Committees

FROM: Undersheriff Allan Spyke

DATE: January 3, 2012

RE: Government Payment Services

Attached is a request for resolution by the Ingham County Board of Commissioners to authorize a new contract with Government Payment Services Inc. (GPS). In 2001, Ingham County entered into a contract with GPS (Resolution #01-39) to allow for the Correctional Facility to use GPS to help facilitate credit card payments for interim cash bonds/bails, fines and costs. The Ingham County Courts soon after began utilizing GPS as a payment system for the Courts as well.

In 2007, an extension of the contract between Ingham County and GPS was extended until May, 2012. The Sheriff's Office is rarely utilizing GPS in the Correctional Facility due to having kiosk services in the jail which accept credit cards however, the Courts still use GPS and desire to continue that relationship.

GPS now offers credit card readers for patrol cars so that law enforcement officers may accept credit cards for payment on the streets for interim cash bonds, fines and costs on the road which will eliminate the need to arrest and transport a person to jail. These card reader devices are offered at no additional expense to Ingham County.

A demonstration of these devices was provided in November, 2011. The demo was attended by MIS staff and no concerns were noted for operability issues with the in-car computers. The Purchasing Director has recommended that since the contract has been in existence for ten years, that this matter should have a new resolution passed rather than simply an extension.

The Sheriff's Office and the Court's have reported good experiences with GPS and would like to continue our vendor relationship with GPS.

Introduced by the Law Enforcement, Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH GOVERNMENT PAYMENT SERVICES, INC. FOR USING CREDIT CARDS TO PAY COUNTY FEES AT THE INGHAM COUNTY SHERIFF'S OFFICE, INGHAM PROBATE COURT, INGHAM COUNTY FRIEND OF THE COURT, FAMILY DIVISION OF THE 30TH JUDICIAL COURT AND THE 30TH JUDICIAL COURT – GENERAL TRIAL DIVISION

WHEREAS, the Sheriff's Office has a desire to enhance our abilities to accept credit cards for the payment of interim cash bonds/bails, fines and costs from persons on roadways by Law Enforcement Officers; and

WHEREAS, a contractual arrangement has been in place since 2001 for County agencies to utilize Government Payment Services, Inc.(G.P.S.), a provider for payments to government entities, that enable consumers to use their credit card to pay any government fee; and

WHEREAS, the Purchasing Department is recommending that a contract be renewed and extended between the County of Ingham and G.P.S.; and

WHEREAS, there will be no cost, liability, or risk incurred as a result of the implementation of this service from G.P.S.; and

WHEREAS, there are other Departments of the County, including the Probate Court , Family Division of the 30th Circuit Court-, Friend of the Court - 30th Judicial Circuit Court, and the 30th Judicial Circuit-General Trial Division District which utilize the services of G.P.S.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the current contract with Government Payment Services, Inc. for a period of five years, June 1, 2012 though May 31, 2017, with an option for a two year renewal.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorize other Departments of the County to utilize those services offered by G.P.S.

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

Agenda Item 2c

TO: Law Enforcement and Finance Committees

FROM: Allan C. Spyke, Undersheriff

DATE: January 5, 2012

RE: Resolution to extend and amend the contract with Michigan Department of Corrections for prisoner bed rental.

The Ingham County Sheriff's Office has been in continuing conversation with the Michigan Department of Corrections regarding bed rental at the Ingham County Jail. The Michigan Department of Corrections wishes to house female prisoners, as part of the IDRP program at the Ingham County Jail. However the number of females they request to be housed would not meet the 64 beds presently available with the closed Post. Therefore, the best solution is to reconfigure the 190 beds the Michigan Department Correction presently utilizes, with 30 of those beds being utilized for females. Presently Post 5 is used to houses female prisoners, a study of the usage on Post 5 over the past year indicates housing 30 females for the Michigan Department of Corrections will not cause an overcrowding on the Post.

Michigan Department of Corrections is also interested in renting those beds that may be available when the Ingham County Jail is not at capacity. For lack of a better term, we will call those flex beds. In our discussion with the Michigan Department of Corrections it is understood that should the jail reach its capacity, flex beds would not be available and the Michigan Department of Corrections inmates in those flex beds would have 48 hours to be vacated. It is our intent to add this language into the amended contract, along with language specifying a minimum bed usage, in essence we would like the contract will reflect Michigan Department of Corrections will maintain and pay for a minimum of 95% bed utilization.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO AMEND AND
EXTEND A CONTRACT WITH MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT
190 BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS**

WHEREAS, the Ingham County Board of Commissioners has established a design rated capacity of 601 beds which includes 408 County beds and 193 contractual beds; and

WHEREAS, the funds received by the County for leasing these contractual beds is used to reduce the general cost of operating the jail; and

WHEREAS, the Ingham County Board of Commissioners has approved the existing contract from October 1, 2010 through September 30, 2012; and

WHEREAS, the Ingham County Sheriff's Office has negotiated a two year extension of the agreement with the Michigan Department of Correction to continue to rent 190 beds at a cost of \$36.00 per day, per bed through September 30, 2014; and

WHEREAS, the Ingham County Sheriff's Office and the Michigan Department of Corrections wish to modify the contract to include 30 female beds as part of the 190 contractual beds and an option for 30 additional flex beds if the daily jail capacity will allow; and

WHEREAS, the revenue received from the renting of 190 beds is anticipated in the 2012 budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes Ingham County and the Ingham County Sheriff's Office to extend and amend the contract with the Michigan Department of Correction to rent 190 beds at a cost of \$36.00 dollars per day, per bed effective February 1, 2012 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County and the Ingham County Sheriff's Office to amend the contract with the Michigan Department of Correction to rent up to a additional 30 flex beds subject to the availability of these beds from the 408 local capacity at a cost of \$36.00 dollars per day, per bed effective February 1, 2012 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2012, 2013, and 2014 budgets.

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

Agenda Item 3

TO: Law Enforcement Committee
Finance Committee

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

DATE: January 6, 2012

RE: RESOLUTION AUTHORIZING THE DONATION OF USED SURPLUS DRY-
ERASE BOARDS TO CHILDREN AND HORSES UNITED IN MOVEMENT
(C.H.U.M.) THERAPEUTIC RIDING

We propose to donate (5) dry erase boards, that are no longer useable, to Children and Horses United in Movement (CHUM), a non-profit organization that assists handicapped children. CHUM is located in Dansville and assists local children.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE DONATION OF USED SURPLUS DRY-ERASE BOARDS TO CHILDREN AND HORSES UNITED IN MOVEMENT (C.H.U.M.) THERAPEUTIC RIDING

WHEREAS, Ingham County has periodic need to dispose of surplus equipment; and

WHEREAS, the Children and Horses United in Movement or C.H.U.M. Therapeutic Riding Inc., is a non-profit 501 c 3 organization based in Dansville, Michigan that offers the opportunity to share the world of horses with individuals with and without disabilities of all ages; and

WHEREAS, the C.H.U.M. Therapeutic Riding Inc., is a NARHA premier accredited center whose services are founded on their standards and guidelines; and

WHEREAS, C.H.U.M. Therapeutic Riding Inc. is willing to enter into an agreement with Ingham County for the use of surplus county equipment to assist children with disabilities in Ingham County; and

WHEREAS, the Board of Commissioners has determined that this is an appropriate use of surplus equipment.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with C.H.U.M. for the purpose of obtaining five used surplus Dry-Erase boards in return for providing Therapeutic Riding services to Ingham County residents from February 1, 2012 through December 31, 2012.

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

To: Board of Commissioners
From: Tom Shewchuk
CC: John Neilsen
Date: January 5, 2012
Re: Resolution – OPTEMAN connection for the new Ingham County 911 PSAP

Dear Commissioners,

The new 911 PSAP will require a backup connection to the Ingham County Network in the case of a failure of our primary network connection. In 2011, Ingham County installed 2 backup T-1 connections to the City of Lansing PSAP when they converted to Vision CAD with the intention of moving these connections for the new PSAP. By way of this resolution I am seeking authorization to transition these connections from the City of Lansing to the new PSAP in time for go-live.

Currently, Ingham County pays \$808.00 per month for two T-1 circuits to the City of Lansing at a total 3-year cost of 29,088.00. The cost of the new OPTEMAN connection will be \$725.00 per month plus an entrance facilities fee of \$5,128.75, or a 3-year cost of \$31,228.75. When the new OPTEMAN circuit is installed a new 3-year agreement will begin.

The above are State of Michigan co-operative contracts and the new OPTEMAN connection will be amended to an existing AT&T contract.

Thank you in advanced for your consideration. Please feel free to contact me if you have any questions.

Sincerely,

Tom

Introduced by Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ENTERING INTO A 3-YEAR AGREEMENT WITH AT&T FOR THE PURCHASE OF AN OPTEMAN CIRCUIT FOR THE INGHAM COUNTY 911 PSAP

WHEREAS, the new Ingham County 911 PSAP will require a backup connection to the Ingham County network in the case of a primary network failure; and

WHEREAS, in 2011 Ingham County purchased two T-1 circuits as backup connection to the City of Lansing PSAP when they converted to the new CAD system with the intention of moving these connections to the new PSAP; and

WHEREAS, the cost of the two T-1 circuits for 3-years was \$29,088.00; and

WHEREAS, the two T-1 circuits approved by resolution 11-290 will be terminated and converted and amended to our existing OPTEMAN AT&T contract (2003-1118-0951); and

WHEREAS, the new 3-year agreement cost is \$725.00 per month and a one-time entrance facilities cost of \$5,128.75 for a total 3-year cost of \$31,228.75; and

WHEREAS, MIS is recommending the existing T-1's be moved and converted to an OPTEMAN connection to the new 911 PSAP from the State of Michigan MiDeal government co-operative Contract (#2003-1118-0951) for a period of 3-years for a total cost of \$31,228.75.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize entering into a 3-year agreement with AT&T for the purchase of an OPTEMAN connection for the new 911 PSAP in the amount of \$31,228.75.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

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

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

Agenda Item 5

TO: LE Committee
Finance Committee

FROM: John Neilsen, Deputy Controller

DATE: January 6, 2012

RE: Resolution Authorizing the Extension of the HVAC Maintenance Contract for the Tower Sites of the Public Safety Wireless Voice Communication System

Commissioners:

This resolution will authorize the renewal of the John E. Green Co. HVAC Preventive Maintenance Contract for the Tower Sites of the Ingham County Public Safety Radio Communications System from January 1, 2012 through December 31, 2013.

After an RFP process, the vendor was chosen three years ago to have this three year contract for this preventative HVAC Maintenance contract with John E. Green Co. for the Tower Sites of the Ingham County Public Safety Radio Communications System with the option for a two year renewal.

The contract amounts are as follows:

January 1, 2012 through December 31, 2012 for \$8,511 (1 % increase)
January 1, 2013 through December 31, 2013 for \$8,596 (1 % increase)
Total two year cost of \$17,107

The following hourly emergency contract rates from the 2011 contract are continued as follows:

January 1, 2012 through December 31, 2013, \$88.92 per hour emergency rates during regular business hours.

January 1, 2012 through December 31, 2013, \$138.38 per hour emergency rates after regular business hours and during weekends and holidays.

We have been happy with their level of service and are recommending that the Board of Commissioners approve this resolution to exercise the 2 year renewal option.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE EXTENSION OF THE HVAC MAINTENANCE CONTRACT
FOR THE TOWER SITES OF THE PUBLIC SAFETY WIRELESS
VOICE COMMUNICATION SYSTEM**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County Public Safety Radio Communications System; and

WHEREAS, there is a existing three year preventative HVAC Maintenance contract with John E Green Co for the Tower Sites of the Ingham County Public Safety Radio Communications System with the option for a two year renewal; and

WHEREAS, the Systems Administrator is recommending exercising the option for a two year renewal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of the John E. Green Co. HVAC Preventive Maintenance Contract for the Tower Sites of the Ingham County Public Safety Radio Communications System from January 1, 2012 through December 31, 2012 for \$8,511 and from January 1, 2013 through December 31, 2013 for \$8,596 for a total two year cost of \$17,107.

BE IT FURTHER RESOLVED, that the following hourly emergency contract rates from the 2011 contract are continued as follows:

January 1, 2012 through December 31, 2013, \$88.92 per hour emergency rates during regular business hours.

January 1, 2012 through December 31, 2013, \$138.38 per hour emergency rates after regular business hours and during weekends and holidays.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments of these funds from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System Improvements.

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

Date: January 5, 2012
To: Judiciary and Finance Committees
From: Shauna Dunnings, Ingham County Friend of the Court
RE: Resolutions regarding the Safe Haven Grant

The Friend of the Court is submitting two resolutions for consideration.

One resolution will amend resolutions #08-286 and #09-399, to authorize the county to extend subcontracts with Michigan State University Chance at Childhood Program and End Violent Encounters, Inc. (EVE, Inc.) until September 30, 2013 or until the end of the term of the Safe Haven Grant. The resolution will also modify the budget for the project. The other resolution will authorize the county to enter into a lease agreement with JWJ Company, LLC to provide rental space for a supervised visitation center using the proceeds from the Safe Havens Grant.

Background Information

The Ingham County Friend of the Court in partnership with MSU Chance at Childhood and End Violent Encounters, Inc. (EVE, Inc.) received a grant from the Office on Violence Against Women to establish a Safe Exchange and Visitation Center for families experiencing domestic violence. A committee of community partners which includes a Circuit Court Judge, Friend of the Court, County Commissioner, Law Enforcement, Batterers Intervention Specialists, Community Mental Health, DHS Children Protective Services, an Attorney, Faith Representatives, Domestic Violence Service Providers, Supervised Visitation Providers and other community members have been meeting over the past two years to develop plan to open the center.

This center will provide parents who have been involved in domestic violence the opportunity to maintain or develop a relationship with their children while addressing the safety needs of the victim and the children.

Resolutions

1. Extending the subcontracts and modifying the project budget

Pursuant to a subcontract with the County, EVE, Inc. has provided the Project Coordinator and a Domestic Violence Representative for the Safe Havens project. The Project Coordinator has participated in the development, planning, and implementation of establishing the visitation center. The term of the subcontract was from October 1, 2008 through September 30, 2011. The proposed resolution will extend this subcontract until September 30, 2013 or until the end of the term of the grant.

The Program Director for the visitation center will be provided by Michigan State University Chance at Childhood Program pursuant to a subcontract with the County. A representative from Michigan State University Chance at Childhood Program has participated in the development, planning and implementation of establishing the visitation center. When the visitation center opens, Michigan State University Chance at Childhood Program will provide monitors, interns, staff and supervision of staff, interns, and volunteers. The term of the subcontract with Michigan State University Chance at Childhood Program was from October 1, 2008 through September 30, 2011. The resolution will extend this subcontract until September 30, 2013 or until the end of the term of the grant.

The modified budget for the Safe Haven Grant set forth on the attached Budget Summary and Detailed Worksheet and Narrative has been approved by the Office on Violence Against Women, U. S. Department of Justice. The resolution also provides the County's approval of the amended budget.

2. Lease with JWJ Company, LLC

The Safe Haven Grant requires the grantee to establish a supervised visitation and exchange center. Members of the Consulting Committee recommended renting space at 5656 S. Cedar St., Lansing, MI. for the visitation center.

The Office on Violence Against Women, U. S. Department of Justice has approved the proposed site for the visitation center, and they have approved the budget to use the proceeds from the Safe Haven Grant to cover the associated costs.

JWJ Company, LLC has agreed to make improvements to the site. In exchange they want to enter into a lease for the County to pay six months in advance at the time of the execution of the lease with the term of the lease to continue until September 30, 2013. They have agreed to an early termination clause in the lease that will allow the lease to be terminated if the "funding for the Center's operation is substantially reduced in size (i.e. reduced by 25% or more) or entirely for any reason..." The County Attorney has prepared a proposed lease that includes the terms and conditions acceptable to JWJ Company, LLC if the Commissioners will authorize entering into a lease until September 30, 2013.

Financial Implications

Funding will be provided by the Safe Haven Grant. There is no request for County funds to be used.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TIME EXTENSION FOR
THE SAFE HAVEN SUPERVISED VISITATION AND
SAFE EXCHANGE GRANT PROGRAM AND SUBCONTRACTS**

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #08-286, which authorized accepting a three year Grant for the time period October 1, 2008 through September 30, 2011, from the Office on Violence Against Women, U. S. Department of Justice; and Resolution #09-399 Amending Resolution #08-286; and

WHEREAS, the Ingham County Board of Commissioners Resolution #08-286 and #09-399 authorized a three year sub-contract with End Violent Encounters, Inc. (EVE, Inc) for \$110,503, to provide for a Project Coordinator for the time period October 1, 2008 through September 30, 2011; and

WHEREAS, the Ingham County Board of Commissioners Resolution #08-286 and #09-399 authorized a three year sub-contract with Michigan State University Chance at Childhood Program for \$116,511, to provide the Program Director, monitors, interns, staff and supervision of staff, interns, and volunteers for the time period October 1, 2008 through September 30, 2011; and

WHEREAS, implementation of the grant has extended beyond the term of the grant, and the Office on Violence Against Women, U.S. Department of Justice has granted an extension of the grant until September 30, 2012 with the potential for another 1 year extension from October 1, 2012 to September 30, 2013; and

WHEREAS, due to the extension of the grant, and the same total budget was approved with some amendments within the same budget by the Office on Violence Against Women, U.S. Department of Justice.

THEREFORE BE IT RESOLVED, that Resolution #08-286 and #09-399 is amended to authorize an extension of the sub contracts with Michigan State University, Chance at Childhood Program, and End Violent Encounters, Inc. until September 30, 2013 or until the end of the term of the grant as approved by the Office on Violence Against Women, U. S. Department of Justice.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes a modification of the grant budget for the grant as approved by the Office on Violence Against Women, U. S. Department of Justice.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to the Circuit Court Family Division, Friend of the Court 2012 and 2013 Budgets in accordance with this Resolution.

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

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LEASE AGREEMENT FOR THE FRIEND OF THE COURT
SAFE HAVEN GRANT PROGRAM**

WHEREAS, the Office on Violence Against Women, U. S. Department of Justice has awarded to Ingham County the sum of \$350,745, for purposes of providing supervised visitation and safe visitation exchange services; and

WHEREAS, Office on Violence Against Women, U. S. Department of Justice award approved by the Board of Commissioners (Resolution # 08-286) was extended until September 30, 2012 by the Office on Violence Against Women; and

WHEREAS, the grant from the Office on Violence Against Women, U. S. Department of Justice requires obtaining space for a supervised visitation center; and

WHEREAS, the cost of renting space for the visitation center was included in the budget approved by the Office of Violence Against Women; and

WHEREAS, the Safe Haven Grant Consulting Committee has identified space, and the Office on Violence Against Women, U. S. Department of Justice; has approved the space recommended by the consulting committee; and

WHEREAS, space is located at 5656 South Cedar Street (Cedar Pointe Building) in Lansing, has been assessed by the Ingham County Facilities Department; and

WHEREAS, a reasonable price for the space has been negotiated; and

WHEREAS, the County Attorney has been consulted regarding the lease agreement for 2,087 square feet of rentable space at 5656 South Cedar Street, Lansing, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease agreement with JWJ Company, LLC for 2,087 square feet of rentable space at 5656 South Cedar Street, Lansing, Michigan in the building known as Cedar Pointe.

BE IT FURTHER RESOLVED, that the term of the lease shall be from date of occupancy though September 30, 2013 with a six month deposit being paid at the beginning of the lease.

BE IT FURTHER RESOLVED, that the landlord will make the modifications to the space to make it suitable for use for operating the visitation center.

BE IT FURTHER RESOLVED, that Ingham County will be able to terminate the lease early with the landlord retaining the six month deposit if the grant funding is no longer available to cover the cost of the lease.

BE IT FURTHER RESOLVED, that the lessor shall provide for all costs involved with parking and parking lot maintenance, including snow removal, maintenance of common areas, general maintenance on leased space, custodial, utilities, taxes and insurance, proportionate signage on the existing free standing sign and suite identification.

BE IT FURTHER RESOLVED, that Ingham County shall pay JWW Company, LLC \$12.55 per square foot (\$2,182.65/month) for the first year of the lease and \$13.00 per square foot (\$2,260.92 per month; \$27,132 per year) commencing October 1, 2012, with a three (3) percent increase in rent each year thereafter.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments in the Ingham County Friend of the Court 2012 and 2013 budgets with the funds to come from the Safe Haven Grant.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, Ph.D., MPA

DATE: January 12, 2012

RE: Authorization to Amend the Agreement with Ingham Intermediate School District

The Capital Region Community Foundation, Capital Area United Way, and Consumers Energy have demonstrated their investment in Ingham County through an ongoing partnership with the Ingham County Birth to Five Great Start Collaborative. Ingham Intermediate School District serves as fiscal agent for the project which is focused on:

- Developing strong relationships between children and parents.
- Helping parents become confident and knowledgeable caregivers of their young children.
- Providing safe home environments for young children.
- Giving children the social and emotional skills necessary to enter school.
- Assisting parents in establishing good health outcomes for their children
- Using innovative strategies for outreach to at-risk families.
- Making sure children have access to high-quality early educational opportunities.
- Helping to assure quality child care by increasing the capacity of child care providers.

The Office for Young Children and Family Outreach Services have been providing these services under an agreement Resolution #09-085. The agreement was later amended in resolutions #10-138 and #11-020 to accept additional funding and extend the period of the agreement.

We received a request from Ingham Intermediate School District to accept an additional \$78,860 and to extend the subcontract through September 30, 2012. These funds will be used to provide child care scholarships administered by the Office for Young Children, provide coaching for day care providers, support Play and Learn Groups for parents and young children and provide home visits to targeted families provided by Family Outreach Services. The scope of work and funding level are equivalent to previous years.

This extension will enable the Health Department to continue its work to foster strong families and appropriate youth development. The Department's FY12 budget anticipated continuance of the agreement with Ingham Intermediate School District.

I recommend that the Board authorize the amendment and accept the funds for this work.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE AGREEMENT
WITH INGHAM INTERMEDIATE SCHOOL DISTRICT
INGHAM BIRTH TO FIVE GREAT START COLLABORATIVE**

WHEREAS, the Capital Region Community Foundation in collaboration with the Capital Area United Way and Consumers Energy, have provided funding to Ingham Intermediate School District to support the Ingham County Birth to Five Great Start Collaborative; and

WHEREAS, several Health Department units provide services to youth including Family Outreach Services and Office for Young Children; and

WHEREAS, the Board of Commissioners authorized an agreement with Ingham Intermediate School District to provide services and childcare scholarships under the Birth to Five Great Start Collaborative in Resolution #09-085; and

WHEREAS, the agreement was extended in Resolution #10-138 and #11-020; and

WHEREAS, Ingham Intermediate School District has again requested to provide additional funding under the agreement and to extend the agreement's time period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with Ingham Intermediate School District to support the Ingham County Birth to Five Great Start Collaborative.

BE IT FURTHER RESOLVED, that the Commissioners accept up to \$78,860 of additional funding bringing the total amount the agreement up to \$258,528.

BE IT FURTHER RESOLVED, that the Commissioners authorize the use of up to \$15,000 of the new funding for childcare scholarships in accordance with established procedures in the Health Department's Office for Young Children.

BE IT FURTHER RESOLVED, that the agreement is extended through September 30, 2012.

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

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the amended documents after review as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, Health Officer

DATE: January 5, 2012

RE: Resolution to Authorize an Amendment to Resolution #11-308 – Authorization of the 2011-2012 AmeriCorps Grant

In Resolution #11-308, the Board authorized the acceptance of a 2011-2012 AmeriCorps Grant. During the process of developing the contract the County Attorney discovered that three items need to be changed that require approval by the Board of Commissioners.

4. The basic grant amount was increased by one dollar to \$172,026 over the previous number provided by the Department of Human Services/Michigan Community Service Commission (DHS/MCSC).
5. The amount the Health Department will actually receive under this grant is now \$170,306 as \$1,720 is being withheld for a grantee administrative retention fee that was not charged in past years.
6. The grant has been extended to March 30, 2013. In years past, most AmeriCorps Programs have requested no-cost extensions to their grants, if member service contracts cannot be completed in the 12 month program period. For 2012-13 DHS/MCSC added an additional article to the contract which automatically extends the contract year for member service costs only.

For the 2011-12 grant year, 13 AmeriCorps members (9FTE's) have been placed at:

- Allen Neighborhood Center – 2 Full-Time (FT); 1 Part-Time (PT)
- East Lansing Parks, Recreation and Arts – 1 PT
- Fenner Conservancy – 1 PT
- Greater Lansing Food Bank – 1 FT
- Ingham County Land Bank – 1 FT
- Ingham Family Center – 1 PT
- Michigan Energy Options – 1 FT
- Mid-Michigan Environmental Action Council – 1 PT
- NorthWest Initiative – 1 PT
- South Lansing Community Development Association – 1 FT

Nine additional quarter-time members selected via an RFP process will be placed in organizations during Summer 2012.

I recommend that the Board of Commissioners authorize an amendment to Resolution #11-308, to include these changes and extend the agreement through March 31, 2013.

c: John Jacobs w/attachment, Peggy Roberts w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #11-308 –
AUTHORIZATION OF THE 2011-2012 AMERICORPS GRANT**

WHEREAS, in Resolution #11-308, the Board of Commissioners authorized an AmeriCorps grant from the Department of Human Services (DHS), on behalf of the Michigan Community Service Commission (MCSC), in the amount of \$172,025 for a period of October 1, 2011 through September 30, 2012; and

WHEREAS, the Health Department received the AmeriCorps Grant Agreement from DHS/MCSC on behalf of the Power of We Consortium; and

WHEREAS, this Agreement contains three unexpected changes that must be approved by the Board:

1. The grant amount shall be \$172,026.
2. The actual amount the Health Department will receive is \$170,306 as \$1,720 is being withheld for a new grantee administrative retention fee.
3. The grant end date has been extended to March 30, 2013 to accommodate AmeriCorps member service costs.

THEREFORE BE IT RESOLVED, that Resolution #11-308 is hereby amended in order to incorporate the changes.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any 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, Ph.D., MPA, Health Officer

DATE: January 5, 2012

RE: Resolution to Authorize an Agreement with Eaton Intermediate School District

The Health Department is strongly committed to preventing and reducing tobacco use and alcohol abuse in our community. The Department is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC) which is dedicated to effective prevention services through comprehensive collaboration. Eaton Intermediate School District (EISD) provides administrative and staff support to ISAPC.

Utilizing a grant from Mid-South Substance Abuse Commission, the EISD contracts each year with community partners, including the Health Department, to carry out activities contained in the ISAPC Implementation Plan. The Health Department has contracted with EISD community service projects since 2008.

The activities to be performed by the Health Department include:

- Conduct a Community Scan and create a 'White Paper' on prescription drugs, medical marijuana and disposal of controlled substances.
- Enhance disposal events for prescription drugs in Ingham County through cooperation with Household Hazardous Waste (HHW) and Clean Sweep disposal programs.
- Conduct a Resource Scan, Action Plan and Logic Model for offering Seeking Safety regionally.
- Conduct a Media Training in four media classrooms and develop an Action Plan for distribution of materials.
- Create an Action Plan outlining recommendations on temporary alcohol-vendors to be server-trained.
- Conduct tobacco compliance checks on all tobacco vendors and serve as DYTUR for Ingham County.
- Create and distribute a listing of quit-tobacco resources to the community.
- Propose language that would amend the existing Ingham Clean Air Regulation language, and would serve as a model for Michigan municipalities to strengthen local support for, and mimics the Michigan Clean Air Law.
- Create a web-based training to be utilized by licensed tobacco vendors, which prevents tobacco sales to minors.
- Collect pre and post surveys and evaluations on the tobacco clerk training program.
- Host two "Pain Management Alternative" in-services for medical professionals in Ingham County, collecting pre and post surveys from attendees.
- Facilitate two Trainings for the Mid-South Region on "Prescription Drug Abuse" and "Social Justice".

These activities are highly consistent with other prevention work undertaken by the Health Department. EISD will reimburse the County for up to \$35,695 for the activities. Revenue from this agreement was anticipated in the projections for the Department's 2012 budget.

The attached resolution will authorize the agreement with Eaton Intermediate School District. I recommend adoption of this resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON INTERMEDIATE SCHOOL DISTRICT TO PREVENT AND REDUCE TOBACCO USE AND ALCOHOL ABUSE IN INGHAM COUNTY

WHEREAS, Eaton Intermediate School District provides administrative support for the Ingham Substance Abuse Prevention Coalition to collaborate and advocate for stronger prevention measures for the access and availability of tobacco and alcohol; and

WHEREAS, Ingham Substance Abuse Prevention Coalition's Implementation Plan for FY2012 includes several outcomes targeted to prevent and reduce tobacco use and alcohol abuse in Ingham County; and

WHEREAS, the Ingham County Health Department is committed to preventing and reducing the use of tobacco and alcohol abuse; and

WHEREAS, the Ingham County Health Department has been requested to perform activities related to tobacco and alcohol prevention and reduction in the Ingham Substance Abuse Prevention Coalition's Implementation Plan; and

WHEREAS, Eaton Intermediate School District has agreed to reimburse the County for up to \$35,695 for performance of such activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Eaton Intermediate School District for up to \$35,695 to engage in the tobacco and alcohol prevention and reduction activities.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the agreement after it is approved as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady PhD, MPA, Health Officer

DATE: January 5, 2012

RE: Resolution to Authorize an Agreement with the Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center-Central and Eastern Regions

An Agreement with Midland County Educational Services Agency (MCESA) was authorized in Resolution #09-275 securing the services of the Office for Young Children (OYC) to develop the Great Start Central Region Child Care Quality Implementation Plan. The Agreement was amended in Resolution #10-074 to continue work on the Implementation Plan. Resolutions #10-272 and #11-022 authorized amendments to the agreement that expanded the initial scope of services to include the Eastern Region. MCESA has proposed a new agreement for FY2012 under which OYC will continue to administer both the Central and Eastern Region Plans.

The scope of work shall include the following services:

- Coordinate program communication and outreach
- Perform the duties and responsibilities of the Central/Eastern Region Program Director
- Coordinate professional development opportunities for licensed and registered child care providers and relative and day care aide (unlicensed) providers
- Provide support services and resources to childcare providers
- Provide assistance in families choosing quality childcare
- Provide assistance in families searching for childcare and to providers updating records on the Great Start Connect database
- Provide data and evaluation reports as specified in the agreement

The services listed in the scope of work will be funded by a Great Start Regional Child Care Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through this proposed agreement, MCESA will pay Ingham County Health Department up to \$212,164. The term of the Agreement is October 1, 2011 through March 31, 2012 and we anticipate additional six months of funding April 1, 2012.

The Health Department's FY2012 budget anticipated the provision of these services and receipt of these funds. I recommend the Board of Commissioners adopt the attached resolution and authorize an agreement with Midland County Educational Services Agency.

c: John Jacobs w/ attachment
Barb Monroe w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START REGIONAL CHILD CARE RESOURCE CENTER - CENTRAL AND EASTERN REGIONS

WHEREAS, in Resolution #09-275 an agreement was authorized with Midland County Educational Services Agency (MCESA) to develop the Great Start Central Region Child Care Quality Implementation Plan (the Plan); and

WHEREAS, in Resolution #10-074 an amendment was authorized with MCESA to continue work on the Implementation Plan; and

WHEREAS, in Resolution #10-272 and #11-022 the agreement was amended to include additional duties related to the Eastern Region; and

WHEREAS, MCESA has proposed a new agreement for FY2012 for continued administration of the Central and Eastern Regions; and

WHEREAS, MCESA shall pay Ingham County up to \$214,164 for this work; and

WHEREAS, the term of the Agreement shall be October 1, 2011 through March 31, 2012; and

WHEREAS, the Health Department's 2012 Budget anticipates providing these services and receiving these funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Midland County Educational Services Agency (MCESA) to administer the Central and Eastern Region Child Care Quality Implementation Plans.

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to \$212,164 for these services.

BE IT FURTHER RESOLVED, that the term of the Agreement shall be October 1, 2011 through March 31, 2012.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, Ph.D, MPA, Health Officer

DATE: January 5, 2012

RE: Agreement with the Michigan Department of Environmental Quality for 2011-2012

This is a recommendation to authorize an agreement with the Michigan Department Environmental Quality (MDEQ) under which the Ingham County Health Department will conduct environmental monitoring and inspections designated by MDEQ. MDEQ began to contract with Ingham County after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department Environmental Quality. The Public Health Code delegates the primary responsibility for environmental protection at the community level with local public health departments. The current contract expired September 30, 2011.

The proposed agreement for 2011-2012 includes the following services and funding of **\$25,624** allocated as follows:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM- up to \$19,124

The Health Department will conduct sanitary surveys of non-community public water supplies in Ingham County. The Health Department will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

DRINKING WATER LONG-TERM MONITORING- up to \$700

The Health Department will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

PUBLIC SWIMMING POOLS- up to \$5,500

The Health Department will inspect all public swimming pools/spas licensed by the MDEQ in Ingham County. In addition, the Health Department will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

CAMPGROUND REQUIREMENTS- up to \$300

The Health Department will inspect all campgrounds located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

I recommend that the Board of Commissioners authorize the agreement with the MDEQ and the Health Department from October 1, 2011 through September 30, 2012. The revenue for these services was anticipated in the Health Department's 2012 budget.

c: Jim Wilson w/attachment
John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR 2011-2012**

WHEREAS, the State of Michigan has placed responsibility for environmental regulation and environmental quality in Michigan Department Environmental Quality (MDEQ); and

WHEREAS, the Michigan Public Health Code places responsibility for environmental protection at the community level with county governments through the network of local health departments; and

WHEREAS, MDEQ proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from Ingham County; and

WHEREAS, MDEQ will reimburse Ingham County for expenses related to monitor and inspection services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MDEQ.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes an agreement with Michigan Department Environmental Quality to reimburse Ingham County for expenses related to environmental monitoring and inspection services.

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

BE IT FURTHER RESOLVED, that MDEQ shall reimburse Ingham County up to \$25,624 for expenses related to testing and inspection services.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 4, 2012

RE: Authorization to Amend the Infectious Disease Physician Services
Agreement with Michigan State University's College of Osteopathic Medicine - Tuberculosis
Program

This is a recommendation to amend the Agreement with the Michigan State University College of Osteopathic Medicine to provide infectious disease physician services within the Health Department's Tuberculosis Program by extending it through December 31, 2012. This program is operated at The Lung Institute, 405 West Greenlawn Ave, Suite 130 Lansing, MI, 48910 for Ingham County Health Department and ensures access to primary and specialty care for those afflicted with Tuberculosis Disease.

The Ingham County Health Department is obligated under the Public Health Code 333.5115 (4), 333.5301 (1) and 333.5307 to pay for the treatment of patients with active tuberculosis within its jurisdiction. Funding is included in the Health Department fiscal year 2012 budget, which includes support from the Michigan Department of Community Health.

The Health Department will pay the College of Osteopathic Medicine one hundred and sixty-five (\$165.00) dollars per hour for tuberculosis services. This amount includes the salary and benefits. The extension caps the total hours worked at twelve per month. This is a continuation of the terms of the current agreement.

I recommend that the Board adopt the attached resolution and authorize an amendment to the existing agreement with Michigan State University College of Osteopathic Medicine for infectious disease physician services.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE INFECTIOUS DISEASE PHYSICIAN SERVICES AGREEMENT
WITH MICHIGAN STATE UNIVERSITY COLLEGE OF
OSTEOPATHIC MEDICINE – TUBERCULOSIS PROGRAM**

WHEREAS, the Health Department is obligated under the Public Health Code 333.5115 (4), 333.5301 (1) and 333.5307 to ensure the provision of treatment for patients with active tuberculosis within its jurisdiction; and

WHEREAS, the Health Department has an existing agreement with the Michigan State University College of Osteopathic Medicine to provide services to patients with active tuberculosis at the Health Department's tuberculosis clinic at The Lung Institute, 405 West Greenlawn Avenue, Suite 130 in Lansing, Michigan as authorized in resolution #10-397; and

WHEREAS, Michigan State University College of Osteopathic Medicine wishes to continue their contract that provides physician specialty services to patients with active tuberculosis at one hundred and sixty five (\$165.00) dollars per hour up to a maximum of twelve hours per month ending December 31, 2012; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an one year extension of the agreement with Michigan State University College of Osteopathic Medicine to provide physician specialty services to patients with active tuberculosis.

BE IT FURTHER RESOLVED, that the period of the amendment shall be extended through December 31, 2012.

BE IT FURTHER RESOLVED, that Ingham County shall pay the Michigan State University College of Osteopathic Medicine one hundred and sixty five (\$165.00) dollars per hour, for tuberculosis services up to a maximum of twelve hours per month.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 3, 2012

RE: Resolution to Authorize an Amendment to the Pediatric Agreement with the College of Osteopathic Medicine at Michigan State University

This is a recommendation to authorize an amendment to the pediatric agreement with Michigan State University's College of Osteopathic Medicine (MSU COM), authorized in Resolution #08-325, to provide pediatric physician services within the Health Department's Community Health Center Network. Ingham County has contracted with MSU COM for more than 29 years for pediatric physician services to support its Community Health Centers. This is a recommendation to renew and continue this agreement through February 28, 2016 and allow this contract to automatically renew annually until either party requests material alterations.

The proposed pediatric physician services agreement with MSU COM will position the Health Department to continue to deliver primary care and well child services as required for all center programs covered under Section 330 of the Public Health Service Act as amended by the Health Centers Consolidation Act of 1996 (P.L. 104-299). This includes the Health Department's Community Health Center Network. I recommend that the Board of Commissioners authorize an agreement with MSU COM for 1.8 full time equivalent pediatric physicians through February 28, 2016. The contractual rate is established as follows:

1. During Calendar Year 2012 the rate per 1.0 FTE pediatric physician is \$210,612.
2. During Calendar Year 2013 the rate per 1.0 FTE pediatric physician is \$214,824.
3. During Calendar Year 2014 the rate per 1.0 FTE pediatric physician is \$219,120.
4. During Calendar Year 2015 the rate per 1.0 FTE pediatric physician is \$223,503.
5. During Calendar Year 2016 the rate per 1.0 FTE pediatric physician is \$227,972.

These rates are the same rates authorized in Resolution #11-093 that amended the pediatric physician agreement with the College of Human Medicine at Michigan State University.

The Ingham County Community Health Center Board has reviewed and approved the amendment to the agreement.

I recommend that the Board adopt the attached resolution and authorize the agreement for pediatric physician services with the College of Osteopathic Medicine at Michigan State University.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE PEDIATRIC PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY

WHEREAS, in Resolution #08-325, the Ingham County Board of Commissioners authorized the existing agreement between the Ingham County Health Department and Michigan State University's College of Osteopathic Medicine (MSU COM); and

WHEREAS, the Ingham County Health Department is required to fully comply with the Bureau of Primary Health Care's (BPHC's) Program Expectations as outlined in the Policy Information Notice (PIN) 98-23 for all health center programs covered under section 330 of the Public Health Service Act (P.L. 104-299); and

WHEREAS, in order to comply with PIN 98-23, the Ingham County Health Department is required to provide certain services, either directly or through contracts or cooperative arrangements, including primary care and well child services, among other required services; and

WHEREAS, the Ingham County Health Department requires 1.8 full-time equivalent pediatric physicians to provide these required services; and

WHEREAS, the County has contracted with the MSU COM for more than 29 years for pediatric physician services, to support the primary care provided to children through Ingham County's Community Health Center Network; and

WHEREAS, the Ingham Community Health Center Board has reviewed and approved the amendment; and

WHEREAS, the Health Officer has advised the Board of Commissioners that the associated projected program income (reimbursement) will financially offset the MSU COM contractual expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of Pediatric Physician Services agreement with Michigan State University's College of Osteopathic Medicine, not to exceed \$1,972,856 through February 28, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes the contractual rate as follows:

1. During Calendar Year 2012 the rate per 1.0 FTE pediatric physician is \$210,612.
2. During Calendar Year 2013 the rate per 1.0 FTE pediatric physician is \$214,824.
3. During Calendar Year 2014 the rate per 1.0 FTE pediatric physician is \$219,120.
4. During Calendar Year 2015 the rate per 1.0 FTE pediatric physician is \$223,503.
5. During Calendar Year 2016 the rate per 1.0 FTE pediatric physician is \$227,972.

BE IT FURTHER RESOLVED, that MSU COM shall provide 1.8 full-time equivalent Board certified physicians trained in pediatrics and adolescent medicine to implement the following scope of services:

1. Direct patient care (a minimum of 36 hours) to pediatric and adolescent patients of the Ingham County Community Health Center Network.
2. Provide medical consultation to registered nurses and other health team members on pediatric and adolescent health care matters.
3. Provide medical consultation related to pediatric and adolescent health care to other Community Health Center staff.
4. Provide and arrange emergency coverage (telephone triage) 24-hours a day, 7 days a week for all of the Health Department's pediatric patients, inclusive of detained or incarcerated youth.
5. Provide inpatient admissions, rounding and discharge when necessary and appropriate.
6. Referral of patients for specialty care.
7. Participate in team meetings with other staff members.
8. Provide routine physicals of children entering foster care.
9. Provide physical assessments by trained physicians in the area of abuse and neglect, for children who are suspected victims of abuse and neglect.
10. When services are provided by the contractor under the agreement to members/patients of a health plan that has contracted with Ingham County, the Contractor and its physicians shall comply with the applicable terms and conditions of the County's contract with the member's health plan.

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

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 Service Committee
Finance Committee

FROM: Renée Branch Canady, PhD, Health Officer

Date: January 5, 2012

Subject: Authorization of Contracts to Distribute County Urban Redevelopment Funds

Ingham County has a strong and successful history of implementing community summits and cultivating citizen ownership of efforts that expand and enhance opportunities for urban redevelopment. The Ingham County Health Department (ICHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County's priority to "Promote Environmental Protection and Smart Growth." Specifically, ICHD and PWC have established a mechanism to allocate the Urban Redevelopment Funds in the amount of \$35,000 which was established as part of the Health Department budget. This amount has remained unchanged since 2010.

This important investment of \$35,000 has been used to leverage millions of dollars in federal grants (Compassion Capital Fund) and thousands of volunteer service hours (AmeriCorps) towards making our neighborhoods more attractive, vital, and responsive to our residents. Utilization of these funds has included activities such as completion of the walking trail on the south side of Lansing; match for the PWC's Capacity Building Program for community and faith-based organizations and for the AmeriCorps program; support for the Ingham Change Initiative's Summer Youth Program for young men of color; and support for neighborhood community organizing.

For fiscal year 2012, the ICHD, in partnership with the PWC, has chosen to continue its support for the 2011 grant recipients in an effort to provide greater impact for these critical initiatives:

- Allen Neighborhood Center (\$15,000) to expand its Restoration Works project to include, in addition to a focus on residential restoration, the conversion of a functionally obsolete urban warehouse to a Food Resource Center (FRC). Urban Redevelopment funds will support engaging partners and community members in helping to co-create these structures—whether houses or the FRC.
- South Lansing Community Development Association (\$15,000) to utilize community forums, visioning sessions, surveys, market studies etc. in the revitalization of key neighborhoods in south Lansing, particularly Colonial Village and Jolly/Waverly area.

I recommend adoption of this resolution to authorize contracts between the Health Department and Allen Neighborhood Center, and South Lansing Community Development Association.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS TO DISTRIBUTE COUNTY URBAN REDEVELOPMENT FUNDS

WHEREAS, the Ingham County Health Department is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, the County allocated funds in the amount of \$35,000 intended to expand or enhance opportunities for urban redevelopment through engagement and;

WHEREAS, the purpose of the funds are to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and

WHEREAS, in 2011 \$30,000 was allocated via a competitive RFP process, overseen by the Investors Steering Committee of the Power of We Consortium, to Allen Neighborhood Center and to South Lansing Community Development Association in the amount of \$15,000 each; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the 2012 grant funds by allocating the same amount to each of these two organizations to extend their initiatives; and

WHEREAS, Allen Neighborhood Center and its partners will expand its Restoration Works project to include, in addition to a focus on residential restoration, the conversion of a functionally obsolete urban warehouse to a Food Resource Center; and

WHEREAS, South Lansing Community Development Association and its partners will use the funds to engage community members in the revitalization of key areas of economic need on Lansing’s south side, particularly around Colonial Village and the Jolly/Waverly area.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes contracts with Allen Neighborhood Center, and South Lansing Community Development Association, in the amount of \$15,000 each.

BE IT FURTHER RESOLVED, that the contract period shall be January 1, 2012 through September 30, 2012.

BE IT FURTHER RESOLVED, Chairperson of the Board of commissioners is hereby authorized to sign any 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: January 5, 2012

RE: Resolution to Authorize an Infectious Disease Physician Agreement with the
College of Osteopathic Medicine at Michigan State University

This is a resolution to authorize an infectious disease physician agreement with the College of Osteopathic Medicine at Michigan State University. The Health Department operates an HIV Continuum of Care Program within its Cedar Community Health Center to ensure access to primary and specialty medical care for individuals with HIV/AIDS. The Health Department receives funding through the Michigan Department of Community Health's HIV Continuum of Care program in the amount of \$275,000 to ensure the provision of ambulatory HIV/AIDS services.

To provide high quality medical care to people with HIV/AIDS, the Health Department requires a 0.4 full-time equivalent infectious disease physician. Since establishing its HIV Continuum of Care Program, the Health Department has contracted with Michigan State University College of Osteopathic Medicine (MSU COM) for these services. MSU COM provides a faculty member of the College who is Board Certified in Internal Medicine with a specialty in infectious disease.

The Community Health Board has reviewed and approved this request.

I recommend that the Board of Commissioners authorize an amendment to the agreement with MSU COM for infectious disease physician services for the period of January 1, 2012 through December 31, 2012. Ingham County shall pay MSU COM a 1.5% increase over the 2011 rate of \$87,837 for a total of \$89,155. This continues the standard rate of increase which has been agreed to since 2008.

Attachment

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN INFECTIOUS DISEASE PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY TO PROVIDE INFECTIOUS DISEASE PHYSICIAN SERVICES WITHIN THE HEALTH DEPARTMENT'S HIV CONTINUUM OF CARE PROGRAM

WHEREAS, the Health Department operates a HIV Continuum of Care Program within its Cedar Community Health Center; and

WHEREAS, the Health Department's HIV Continuum of Care Program ensures access to primary and specialty medical care for individuals with HIV/AIDS; and

WHEREAS, the Health Department receives external funding through the Michigan Department of Community Health's HIV Continuum of Care program in the amount of \$275,000 to ensure the provision of ambulatory HIV/AIDS services; and

WHEREAS, the Health Department requires a 0.4 full-time equivalent infectious disease physician to provide high quality medical care to those with HIV/AIDS; and

WHEREAS, the County has contracted with Michigan State University College of Osteopathic Medicine (MSU COM) for these services since establishing its HIV Continuum of Care Program as authorized in resolution #08-323; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with MSU COM for infectious disease physician services for the period of January 1, 2012 through December 31, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of an agreement with Michigan State University College of Osteopathic Medicine for a 0.40 full-time equivalent infectious disease physician, to provide infectious disease physician services within the Health Department's HIV Continuum of Care Program, who shall be a faculty member of the College and board certified in internal medicine with a subspecialty in infectious disease.

BE IT FURTHER RESOLVED, that the period of the agreement shall be January 1, 2012 through December 31, 2012.

BE IT FURTHER RESOLVED, that Ingham County shall pay MSU COM an amount not to exceed \$89,154.56.

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

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
County Services Committee
Finance Committee

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

DATE: January 5, 2012

RE: Resolution to Authorize the Restoration of the Dental Director Position

This is a recommendation to authorize the restoration of the Dental Director position. This position was originally authorized in Resolution #00-219. In 2005 however, the position was eliminated as a cost saving measure. Since 2005, the number of dental patients has grown by more than 3,000 patients as the dental health centers have expanded their service areas to include both local elementary schools and community events.

Both the Community Health Center supervisor and Dental Health Center staff have requested the supervision of a Dental Director to direct the dental health center staff. A dental professional is needed to respond to clinical oral health concerns such as the appropriate course of treatment or proper infection control measures. The restoration of this position will result in an increase in productivity and a consistent standard of care across the health center network.

The Human Resources Department approves the restoration of this position and concludes that the position should be compensated at an MCF 15 salary grade. To accomplish this, and upon approval of the Ingham County Board of Commissioners, a current Dentist position (#601418), which has been vacant since May 28, 2010, would be converted from a Dentist, compensated at MCF 14, to a Dental Director/Dentist position, compensated at MCF 15.

The Dental Director position will be paid using the vacant Dentist position (#601418) and \$34,906 from the Contractual Services line item (22160110 818000 02065) of the FY 12 Healthy Smiles Dental Center budget, which was formally dedicated to the University of Michigan School of Dentistry (UMSD) program. The Health Department terminated this agreement with UMSD effective August 31, 2011 due to lack of physical space for the interns to work within the dental centers.

The Ingham Community Health Center Board of Directors has reviewed and approved this request.

I recommend the restoration of the Dental Director/Dentist position and the conversion of the Dentist position (#601418), compensated at MCF 14, to a Dental Director/Dentist position, compensated at MCF 15. I also request that the hiring freeze and hiring delay be waived for this position.

c: Debra Brinson, w/attachment; John Jacobs, w/attachment; Barbara Mastin, w/attachment
Carolyn Redman, w/ attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RESTORATION OF THE
DENTAL DIRECTOR POSITION**

WHEREAS, the Health Department established a Dental Director position in Resolution #00-219; and

WHEREAS, in 2005, the Health Department eliminated the position as a cost saving method; and

WHEREAS, since 2005 the need for urgent/emergent oral health services to the un/under insured has vastly grown as the dental health centers served approximately 3,000 more patients in 2010 than was served in 2005; and

WHEREAS, since 2005, the dental health centers have also expanded their pediatric oral health services and programs into local elementary schools and community events; and

WHEREAS, the need for a dental professional to direct these services and supervise dental staff as to the appropriate course of treatment or proper infection control measures has emerged; and

WHEREAS, the restoration of this position will result in an increase in productivity and a consistent standard of care across the health center network; and

WHEREAS, the health center dentists have requested supervision from a Dental Director; and

WHEREAS, the Ingham Community Health Center Board has reviewed and approved the recreation of the Dental Director position; and

WHEREAS, the Health Officer recommends that the Dental Director position is restored.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the restoration of the Dental Director position, compensated at MCF 15 effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a current Dentist position (#601418, MCF 14) to the Dental Director/Dentist position, compensated at MCF 15.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution, including the transfer of \$34,906 from the Contractual Services line item (22160110 818000 02065) of the FY 12 Healthy Smiles Dental Center budget to cover the cost of the position.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

**INGHAM COUNTY
JOB DESCRIPTION**

**DENTAL DIRECTOR/DENTIST
COMMUNITY HEALTH CARE SERVICES**

General Summary: Under the direction of the Deputy Health Officer for Community Health Care Services and in collaboration with the Medical Director for Community Health Care Services and Community Health Center Supervisor, provides direct patient care and oversees all dental services within the Community Health Center Network. Works in accordance with licensing, state and federal funding sources and the policies and procedures established by the Community Health Board Center and the Ingham County Health Department. Represents the Network in community-wide efforts to improve oral health within the community. Develops and maintains relationships with providers in the community. Serves as a resource for community and school activities that promote oral health of school-age children with appropriate follow-up, treatment, and education.

Essential Functions:

1. Diagnose dental disease or injury, establish treatment plans, perform general dental procedures, record patient-dentist interactions as they occur, and make appropriate referrals.
2. Provide leadership and clinical oversight of all dental care and services within the Community Health Care Network and at schools and community events. Assume quality of care for all dental patients. Evaluate current practice on an ongoing basis and make recommendations.
3. Ensure dental centers and individual providers comply with quality risk measures, credentialing requirements, and other performance standards such as Meaningful Use, Patient Centered Medical Home, Uniform Data System, etc.
4. Provide clinical supervision of Dental Hygienists and Dental Assistants and guide the practice of other directly-employed and contractual Dentists, in addition to interns/students.
5. Assist in the achievement of productivity standards and provide leadership within the health care team to achieve those standards.
6. Establish standards of care and maintain clinical policies and guidelines for the dental centers. Update clinical guidelines, protocols, and procedures in compliance with the most current and accepted standards, and work to ensure that clinical staff adheres to and carries out such protocols and procedures.
7. Participate in the recruitment, selection and training process of dental staff. Facilitate training opportunities for dental students/interns.
8. Assist in planning, implementing, and facilitating school programs and community activities.
9. Serve as a resource for community and school activities to ensure dental/oral health screening for school-age children with appropriate follow-up, treatment, and education.

10. Serve as a liaison to and maintain affiliations with the dental community at-large including local dental organizations, dental schools, and local providers. Represent the needs of the medically underserved and vulnerable populations.

Other Functions:

1. Perform other duties as assigned.
2. Must adhere to departmental standards relative to HIPAA and other privacy issues.
3. During a public health emergency, may be required to perform duties similar to, but not limited to, those in this job description.

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

Employment Qualifications:

Education: DDS or DMD from an accredited school of dentistry. A Master's of Public Health is preferred.

Experience: A minimum of five years of experience in areas such as a community dentistry program or Federally Qualified Health Centers.

Other Requirements: License to practice as a dentist in Michigan.

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

Physical Requirements:

1. Ability to sit, stand, walk, bend, and stretch in order to retrieve supplies and operate standard office equipment.
2. Ability to lift, hold, and carry objects weighing up to 25 pounds.
3. Ability to communicate and respond to inquiries both in person and over the phone.
4. Ability to operate a PC/laptop/tablet and other office equipment.
5. Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the physical requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

Works in clinical and office conditions. Exposure to communicable diseases, blood, and other body fluids.

**FARMLAND AND OPEN
SPACE PRESERVATION BOARD**

MEMO

To: Ingham County County Services and Finance Committees

Date: January 9, 2012

Re: FOSP Board Closing Conservation Easements on Ghere, Fogg, Jackson and Haynes Farms

This resolution approves the Option Agreements between Ingham County and four landowners; Gary and Sandra Haynes, John and Barb Ghere, Robert and Joann Fogg and Jerry and Estner Jackson based on values established by Yankee Appraisal Associates and Williams and Associates Inc. If the above landowners accept the Option Agreements as stated, the Ingham County Agricultural Preservation Board will proceed to closing and recording a Permanent Conservation Easement Deed.

The easements will be funded with matching dollars from the Federal Farm and Ranch Land Protection Program (FRPP), through the Great Lakes Restoration Initiative (GLRI). The Ingham County Board of Commissioners approved the GLRI grant with resolution # 10-340.

There will be costs associated with the Option Agreement if the landowners accept the stated value including, but not limited: survey, title commitment and title insurance costs. The costs are included in the 2012 budget.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION
EASEMENT DEEDS ON HAYNES, FOGG, JACKSON AND GHERE PROPERTIES**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Agricultural Preservation Board has scored and ranked all applications received for the 2010 cycle and has recommended to proceed with negotiations on the top five ranked farms; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has executed a Cooperative Agreement between Ingham County and the United States to purchase permanent conservation easements on the five farms using GLRI funds; and

WHEREAS, the Ingham County Agricultural Preservation Board enlisted the services of Yankee Appraisal Associates and Williams and Associates, Inc. to determine values for the purchase of development rights on the Haynes, Ghere, Fogg and Jackson farms; and

WHEREAS, the Ingham County Agricultural Preservation Board has funding in place to close Permanent Conservation Easement Deeds with landowners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Jackson, Ghere, Fogg and Haynes Farms.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Contract Extension with Sheridan Land Consulting
DATE: January 9, 2012

This resolution authorizes a 3-year contract extension with Sheridan Land Consulting to provide assistance to the Ingham County Farmland and Open Space Preservation Board. If the resolution is approved, Sheridan Land Consulting would be compensated as follows, utilizing millage funds:

1. In an amount not to exceed \$54,022 for January 1, 2012 through December 31, 2012.
2. In an amount not to exceed \$54,562 for January 1, 2013 through December 31, 2013.
3. In an amount not to exceed \$55,108 for January 1, 2014 through December 31, 2014.

The resolution also approves a revised scope of services, which is attached. This is necessary because the current scope of services is obsolete, and in many cases the tasks pre-date the voter approval of the Farmland and Open Space Preservation Millage.

At their December 2011 meeting, the Ingham County Farmland and Open Space Preservation Board voted to recommend that the Board of Commissioners approve this contract and scope of services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A THREE YEAR CONTRACT EXTENSION WITH SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004 and the Ingham County Open Space Purchase of Development Rights Ordinance in October 2009; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinances authorize the Ingham County Farmland and Open Space Preservation Board to oversee the implementation of the Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland and Open Space Purchase of Development Rights Ordinance through December 2010; and

WHEREAS, the Farmland and Open Space Preservation Board has recommended the contract with Sheridan Land Consulting to provide technical assistance be continued through December 31, 2014; and

WHEREAS, funding for this contract will be derived from the Farmland and Open Space Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall continue a contract with Sheridan Land Consulting for technical assistance to the Ingham County Farmland and Open Space Preservation Board as follows:

1. In an amount not to exceed \$54,022 for January 1, 2012 through December 31, 2012.
2. In an amount not to exceed \$54,562 for January 1, 2013 through December 31, 2013.
3. In an amount not to exceed \$55,108 for January 1, 2014 through December 31, 2014.

BE IT FURTHER RESOLVED, this contract is to be funded solely from Farmland and Open Space Preservation Millage dollars.

BE IT FURTHER RESOLVED, that the attached scope of services be incorporated into the contract to replace the previous scope of services.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign contract documents consistent with this Resolution after approval as to form by the County Attorney.

Sheridan Land Consulting 2012 – 2014

Contract with Ingham County for the administration of the Farmland and Open Space Preservation Program

Revised Scope of Services

The purpose of the Director is to assist the Farmland and Open Space Preservation Board in the development and implementation of a structure for purchasing Permanent Conservation Easement Deeds on farmland and open space lands, as outlined in the Ingham County Farmland and Open Space Preservation Ordinances. The Director assists the Farmland and Open Space Preservation Board in the development and implementation of land conservation programs consistent with the FOSP Board's organizational mission, conservation initiatives through new programs and strategic partnerships and with developing and maintaining a conservation vision, which identifies and prioritizes areas where land conservation efforts should be focused. More specifically, the Director oversees all aspects of the Farmland and Open Space Preservation Program including, but not limited to : development of the Selection Criteria, scoring and ranking applications, landowner assistance, advising the FOSP Board, all due diligence associated with closing and recording the Deed of Easements, overseeing and coordinating all contractors leading to closing, seeking matching funds from various sources, coordinates with the U.S. Office of General Counsel to fulfill all closing requirements associated with the use of federal matching dollars and work with County Departments including policy recommendations to the County Board of Commissioners. In addition to the structure of the purchase of Conservation Easements, the Director also works closely with community and stakeholder groups on program and outreach efforts that directly or indirectly impact farmland and open space preservation in Ingham County.

Ingham County Management Information Services

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

To: Board of Commissioners
From: Tom Shewchuk
CC:
Date: January 5, 2012
Re: Resolution – DotNetNuke Pro License Subscription

Dear Commissioners,

In 2011, Ingham County converted to a new web Content Management System called DotNetNuke. The license subscription for this software was \$2,500.00 for the first year and is due to expire on March 1, 2012. This subscription allows Ingham County to get the needed support and updates required to maintain the system. I am recommending Ingham County renew the license subscription for a period of 3-years which will allow us a 15% discount off the 1-year subscription pricing or a savings of \$1,125.00 over the 3-year term. The total amount for the 3-year subscription will be \$6,375.00.

Thank you in advanced for your consideration. Please feel free to contact me if you have any questions.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF THE DOTNETNUKE PRO LICENSE
SUBSCRIPTION FROM THE DOTNETNUKE CORPORATION**

WHEREAS, in 2011 Ingham County purchased and converted to a new website Content Management System call DotNetNuke; and

WHEREAS, the licensing subscription for this software will be expiring on March 1, 2012; and

WHEREAS, the price for the 1st years subscription was \$2,500.00; and

WHEREAS, MIS is recommending the purchase of a 3-year agreement at a 15% discounted rate off a 1-year subscription for a total amount of \$6,375.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of a 3-year DotNetNuke licensing subscription from the DotNetNuke Corporation in the amount of \$6,375.00; and

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund (245-25810-932030).

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

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

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Ingham County Board of Commissioner
FROM: Jill Rhode, Director of Financial Services
RE: Worker's Comp Excess Insurance
DATE: January 10, 2012

The County and Medical Care Facility are self insured for worker's compensation insurance. As of 2012, we have changed our third party administrator from CompOne to Eagle Claims Management.

We have traditionally been self-insured with a specific retention of \$300,000 and \$5,000,000 aggregate. After review by Eagle and County, we are recommending that the coverage be changed to a \$400,000/\$5,000,000 policy. A specific retention amount of \$300,000 is extremely uncommon and it is difficult and costly to obtain coverage.

Eagle Claim Management solicited bids for the excess insurance coverage. After I saw the costs, I also obtained some additional bids. I then reviewed all the information with the Medical Care Facility and we are recommending that we purchase the insurance from Safety National and increase the specific retention from \$300,000 to \$400,000. The cost of the insurance for 2012 equals \$75,511.

Attached is a resolution authorizing the purchase of the insurance coverage from Safety National and change the specific retention from \$300,000 to \$400,000.

If you have any questions or need any additional information, please let me know.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF EXCESS WORKER'S COMPENSATION
INSURANCE FOR 2012**

WHEREAS, Ingham County and the Medical Care Facility are self-insured for worker's compensation insurance; and

WHEREAS, Ingham County has recently selected Eagle Claims Management as its worker's compensation third party administrator; and

WHEREAS, Eagle Claims Management has solicited bids for excess workers compensation insurance; and

WHEREAS, after review of the bids, the County and Medical Care Facility administration are recommending that we contract with Safety National for coverage with a \$400,000 specific retention and \$5,000,000 aggregate excess for a premium of \$75,511 for the 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the insurance and approval of the \$400,000 specific retention and \$5,000,000 aggregate excess limits.

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

Memorandum

TO: County and Finance Committee

FROM: Rick Terrill, Director of Facilities

DATE: January 4, 2012

SUBJECT: Software System for Administering Material Safety Data Sheets

This is a recommendation to purchase an online system to manage material safety data sheets (MSDS) and to make it available County wide to all departments that have hazardous chemicals. Under the Michigan Occupational Safety Health Administration (MIOSHA) Act 154 of 1974, employers are responsible for informing employees about the hazardous chemicals in their workplaces by maintaining up to date MSDS.

The current process for County departments to manage MSDS is to maintain a hard copy MSDS book for all hazardous chemicals. Managing paper MSDS requires staff time to research the most current MSDS for a product, maintain an up to date MSDS Notebook and date stamp the MSDS when received and when archived.

In September 2010, County employees from several different departments calling themselves the Health and Safety Committee (i.e., Health Department, Sheriffs Department, Human Resources, Facilities, Zoo, Parks/Recreation, MIS, and Administration) met to evaluate three online MSDS companies, Site Hawk, MSDS Online, and MSDS Source. The committee rated each company on cost, ease in ability to use, and special features.

The committee determined that an online MSDS management system would improve compliance and recommends purchasing the MSDS Online system. It is the only company that provides 24/7 phone access to emergency personnel in case an employee has an exposure to a chemical.

I recommend purchasing the system offered by MSDS Online and making it available County wide for all departments that have hazardous chemicals. The attached table documents the basis for our recommendation.

Comparison of Three Online MSDS Services

Issue	SiteHawk (1 st Demo, Aug 31)	MSDS Online (2 nd Demo, Sept 8)	MSDS Source (3 rd Demo, Sept 22)
COST			
<ul style="list-style-type: none"> Cost for System Management 		\$2,249.00 each year	No charge
<ul style="list-style-type: none"> Cost per MSDS 	<p>1st year: \$12,733.00</p> <p>2nd year: \$8,735.00</p> <p>* see below</p>	<p>1st year options:</p> <ul style="list-style-type: none"> \$2.50 per MSDS if they supply and implement \$1.00 if we supply and they implement No charge if we set system up and implement <p>2nd year: No charge for MSDSs</p>	Each year: \$3.00 per MSDS
<ul style="list-style-type: none"> County Administration Required 	Pay for each admin support (?)	\$ 400.00 for 20 admin support (Our staff trained to add/delete MSDSs)	Not required
<ul style="list-style-type: none"> Least Complicated Cost Structure 	NO	YES	YES
EASE IN ABILITY TO USE			
<ul style="list-style-type: none"> Most user friendly 	NO	Middle	YES
SPECIAL FEATURES			
<ul style="list-style-type: none"> Date Stamp (for archiving purposes) 	YES	YES	No date stamp currently but "in discussion phase"
<ul style="list-style-type: none"> Access to facilities outside of Ingham County (such as at ER's) 	NO	YES Additional Cost	NO
<ul style="list-style-type: none"> OSHA Training Options 	NO	YES	NO
<ul style="list-style-type: none"> On Call Trained Professional 24/7 	NO	YES \$ 450.00	NO
<ul style="list-style-type: none"> Fax Back MSDS 	NO		NO
Total Cost	<p>1st year: \$12,733.00 Plus admin support*</p> <p>2nd year: \$8,735.00 Plus admin support*</p>	<p>1st year based on 2500 MSDS: \$9,349.00 (\$2.50/MSDS)</p> <p>\$5,599.00 (\$1.00/MSDS)</p> <p>\$3,099.00 (we set up)</p> <p>2nd year: \$3,099.00</p>	<p>Each year based on 2500 MSDS: \$7,500.00</p>
* Quote based on 1000 MSDS – it is anticipated that County wide there are approximately 2,500 unduplicated MSDSs			

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE
PURCHASE OF A SYSTEM TO MANAGE MATERIAL SAFETY DATA SHEETS**

WHEREAS, employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, the federal Occupational Safety and Health Administration (OSHA—see 29 C.F.R. S1910.1200), and the Michigan Occupational Safety and Health Administration (MIOSHA—see Public Act No. 154 of 1974) require employers to notify employees of hazardous chemicals using *material safety data sheets* (MSDS); and

WHEREAS, the management of the MSDS Systems will be in accordance with the attached Ingham County Policy and Guidelines for maintaing and use at County Facilities and Properties; and

WHEREAS, the Director of the Facilities Department has informed the Board that the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MIOSHA regulations; and

WHEREAS, both the Facilities and Purchasing Director has recommended that a system offered by MSDS Online is the lowest cost system for administering MSDS that meets the County's needs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase of the software system for administering MSDS offered by MSDS Online.

BE IT FURTHER RESOLVED, that the initial agreement shall be for a period of three years.

BE IT FURTHER RESOLVED that the cost of this system shall not exceed \$10,000 in the first year and \$4,000 in subsequent years and is funded through the Workers Compensation Fund.

BE IT FURTHER RESOLVED that the department heads responsible for maintaining MSDS books will be responsible for maintaining MSDS Online software and identify who will maintain the Online MSDS books for their area as well as provide a list of names to the Insurance Administrator is complete.

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

Ingham County

Material Safety Data Sheet (MSDS) Policy

Material Safety Data Sheets (MSDS) Policy

- Material Safety Data Sheets (MSDS's) for all hazardous chemicals (solids, liquids, gases) shall be readily accessible to employees/residents/volunteers. An inventory of all chemicals should be included with the MSDSs and updated at least annually.
- Though OSHA regulation does not specify access to *hard copies* of MSDSs, Ingham County encourages the departments to maintain current hard copies of MSDSs annually in case of a power outage, disaster or catastrophic event.
- Online or electronic access to MSDSs is acceptable so long as all employees understand how to gain access and understand the limitations of online or electronic access.
- Accidents involving chemicals may require providing a MSDS to emergency responders and an attending physician. In these situations, all employees should be able to immediately produce the appropriate MSDS for any hazardous chemical.

Excerpt from the OSHA standard 29 CFR 1910.1450:

Hazard identification. 1910.1450(h)(1) With respect to labels and material safety data sheets: 1910.1450(h)(1)(i) Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced. 1910.1450(h)(1)(ii) Employers shall maintain any material safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible to County employees or citizens entering County buildings or properties.

The OSHA standard 29 CFR 1910.1450 - Occupational Exposure to Hazardous Chemicals applies to all employers engaged in the use of hazardous chemicals.

Ingham County / Emergency Response

- Hard copies of MSDSs for all the chemicals are made available to emergency responders. These MSDSs are maintained by INGHAM COUNTY in coordination with the individual department's designee. Please forward copies of MSDS for chemicals newly added to your inventories.
- Individual Departments currently responsible for maintaining MSDS will be required to do so electronically and provide the County's Insurance Administrator with annual updates on who within the department is responsible for maintaining MSDS.
- INGHAM COUNTY maintains MSDSs for hazardous waste stored on County properties or in County Buildings are managed, updated, and made available as required by OSHA.

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

MEMO

DATE: December 28, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: **RESOLUTION AUTHORIZING THE ACCEPTANCE OF CHARITABLE DONATIONS FROM THE FRIENDS OF INGHAM COUNTY PARKS FOR THE INGHAM COUNTY PARKS**

Since 2000 the mission of the Friends of Ingham County Parks is to support the Ingham County Parks through fundraising and volunteerism. This resolution authorizes the acceptance of the 2011 donation of \$28,000 from the Friends of Ingham County Parks for the Ingham County Parks.

The Friends of Ingham County Parks, Band Shell Committee donated over \$13,000 to support Friday evening band shell concerts at Lake Lansing South Park, the Hawk Island Snow Tubing Hill received a \$4,000 grant from the Capital Region Community Foundation used for construction of the hill, \$8,900 in funding supported stewardship efforts in the parks, \$1,100 from the community supported the Hawk Island Boarding Hill project and \$1,000 of miscellaneous expenditures for the parks, for the total 2011 donation of \$28,000 to the Ingham County Parks.

Over the course of more than a decade of service to the Ingham County Parks this group of supportive citizens have now raised over \$555,000. The Friends of Ingham County Parks are a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Ingham County Parks. The intent of this charitable gift is that the funds are to be used solely and exclusively to benefit the Ingham County Parks.

The Parks & Recreation Commission supported this donation with the passage of a resolution at their December 2011 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF CHARITABLE DONATIONS FROM THE FRIENDS OF INGHAM COUNTY PARKS FOR THE INGHAM COUNTY PARKS

WHEREAS, the Friends of Ingham County Parks whose mission, since the year 2000, is to support the Ingham County Parks through fundraising and volunteerism; and

WHEREAS, the Friends of Ingham County Parks, Band Shell Committee donated over \$13,000 to support Friday evening band shell concerts at Lake Lansing South Park, the Hawk Island Snow Tubing Hill received a \$4,000 grant from the Capital Region Community Foundation used for construction of the hill, \$8,900 in funding supported stewardship efforts in the parks, \$1,100 from the community supported the Hawk Island Boarding Hill project and \$1,000 of miscellaneous expenditures for the parks, for the total 2011 donation of \$28,000 to the Ingham County Parks; and

WHEREAS, over the course of more than a decade of service to the Ingham County Parks this group of supportive citizens have now raised over \$555,000; and

WHEREAS, the Friends of Ingham County Parks are a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Ingham County Parks; and

WHEREAS, the intent of this charitable gift is that the funds are to be used solely and exclusively to benefit the Ingham County Parks.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of the 2011 donation of \$28,000 from the Friends of Ingham County Parks for the Ingham County Parks.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: December 28, 2011
TO: County Services & Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing Reimbursement Terms and Conditions to the Potter Park Zoological Society for Interim Zoo Director Services

On November 8, 2011, the Ingham County Board of Commissioners approved Resolution #11-346. This resolution authorized a contract amendment with the Potter Park Zoological Society to appoint Sherrie Graham as the Interim Zoo Director. This resolution authorizes reimbursement to the Potter Park Zoological Society in the amount of \$4,000 per month throughout the agreement duration specified in the executed agreements.

In accordance with Resolution #11-346, Ingham County Controller Mary Lannoye and Attorney Richard McNulty have met with Potter Park Zoological Society President Kevin Feuka and Executive Director Sherrie Graham to negotiate mutually agreeable terms and conditions of a contract amendment. By the authorization granted in the approved resolution, and upon the two parties reaching mutually agreeable terms and conditions, the contracts were subsequently executed.

Item III. Compensation of the Interim Zoo Director Services Agreement provides for County reimbursement to the Society for that portion of the personnel costs for Interim Director Services as mutually agreed upon by both contracting parties for periods after January 18, 2012. The Potter Park Zoological Society will provide on a monthly basis to the Ingham County Director of Parks an invoice for these services, which is due within 30 (thirty) calendar days from the date of invoice. Said invoice shall be approved for payment in a timely fashion and in accordance with all County policies and procedures so that said invoice will be paid within the timeframe stated above.

The Potter Park Zoo Board and Parks & Recreation Commission supported these reimbursement terms and conditions with the passage of a resolution at their December meetings. The language of the last Be It Further Resolved was revised for clarification after it passed the Zoo Board and Parks & Recreation Commission. According to Mr. Feuka, the Chair of the Zoo Society Board, the intent was that late payment is allowed ONLY when a dispute of the services is provided in writing to the Society. There is a tendency in the business world that an invoice goes unpaid because of some dissatisfaction that the client never bothers to share with the business/consultant until time passes and the business/consultant checks why it has not been paid. It is certainly fair to hold something pending a resolution which may, or may not, result in a change. But to be fair, that should be proactively brought up sooner than later. This new wording better reflects that sentiment and more accurately describes the intent of the two boards.

The original wording was as follows:

BE IT FURTHER RESOLVED, that said payment of any invoice within the timeframe stated above and any accrued interest shall not be withheld for any reason including, but not limited to, the County's dispute regarding the compliance or satisfaction of invoiced services with the terms of the executed agreements is provided in writing by the Director of Parks to the Potter Park Zoological Society Executive Director within 5 (five) business days of when cause of said dispute occurred, or 10 (ten) business days of when said dispute was brought to the attention of the Director of Parks, whichever is earlier.

The new wording is as follows:

BE IT FURTHER RESOLVED, that said payment of any invoice and accrued interest within the timeframe stated above may only be withheld pending resolution of a County dispute regarding the satisfaction with, or compliance of, invoiced services within the terms of the executed agreements.

BE IT FURTHER RESOLVED, notice of such dispute must be provided in writing by the Director of Parks to the Potter Park Zoological Society Executive Director within 5 (five) business days of when cause of said dispute occurred, or 10 (ten) business days of when said dispute was brought to the attention of the Director of Parks, whichever is earlier.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING REIMBURSEMENT TERMS AND CONDITIONS TO THE POTTER PARK ZOOLOGICAL SOCIETY FOR INTERIM ZOO DIRECTOR SERVICES

WHEREAS, on November 8, 2011, the Ingham County Board of Commissioners approved Resolution #11-346, authorizing a contract amendment with the Potter Park Zoological Society to appoint Sherrie Graham as the Interim Zoo Director; and

WHEREAS, in accordance with Resolution #11-346, Ingham County Controller Mary Lannoye and Attorney Richard McNulty have met with Potter Park Zoological Society President Kevin Feuka and Executive Director Sherrie Graham to negotiate mutually agreeable terms and conditions of a contract amendment; and

WHEREAS, by the authorization granted in the approved resolution, and upon the two parties reaching mutually agreeable terms and conditions, the Chairperson of the Board of Commissioners and the County Clerk signed the necessary contract documents including the resulting Amended Agreement Between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement, also signed by the Potter Park Zoological Society President, thereby subsequently executing the two Agreements; and

WHEREAS, item III. Compensation of the Interim Zoo Director Services Agreement provides for County reimbursement to the Society for that portion of the personnel costs for Interim Director Services as mutually agreed upon by both contracting parties for periods after January 18, 2012; and

WHEREAS, the Potter Park Zoo Board and Parks & Recreation Commission supported these reimbursement terms and conditions with the passage of a resolution at their December meetings.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the provided reimbursement in the amount of a lump sum \$4,000 (Four Thousand and 00 Dollars) per month throughout the agreement duration specified in the executed agreements.

BE IT FURTHER RESOLVED, that the Potter Park Zoological Society shall provide on a monthly basis to the Ingham County Director of Parks an invoice for these services, which is due within 30 (thirty) calendar days of the date of invoice.

BE IT FURTHER RESOLVED, that said invoice shall be approved for payment in a timely fashion and in accordance with all County policies and procedures so that said invoice will be paid within the timeframe stated above.

BE IT FURTHER RESOLVED, that said payment of any invoice and accrued interest within the timeframe stated above may only be withheld pending resolution of a County dispute regarding the satisfaction with, or compliance of, invoiced services within the terms of the executed agreements.

BE IT FURTHER RESOLVED, notice of such dispute must be provided in writing by the Director of Parks to the Potter Park Zoological Society Executive Director within 5 (five) business days of when cause of said dispute occurred, or 10 (ten) business days of when said dispute was brought to the attention of the Director of Parks, whichever is earlier.