CHAIRPERSON
DALE COPEDGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

FINANCE COMMITTEE
MARK GREBNER, CHAIR
BRIAN McGRAIN
DEB NOLAN
REBECCA BAHAR-COOK
TODD TENNIS
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JULY 18, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the June 20, 2012 Minutes
Additions to the Agenda
Limited Public Comment

1. Treasurer
   a. Resolution to Authorize Transfer of Funds from Treasurer to Register of Deeds for the Purpose of Conducting Title Searches
   b. Resolution Approving Extension for One Year of Scheduled Sunset Position in the County Treasurer's Office

2. Drain Commissioner
   a. Resolution Pledging Full Faith and Credit to Kinawa View Drain Drainage District 2012 Bonds
   b. Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds

3. Community Corrections Advisory Board
   a. Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Authorizing Entering into Subcontracts for Community Corrections Programs for FY 2012-2013
   b. Resolution to Authorize Amending the Contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M.) for Drug Testing, DNA Collection, and Breathalyzer Services

4. Circuit Court Family Division - Resolution for Authorization to Enter into a Three Year Contract with KidsPeace Mesabi Academy

5. Department of Transportation & Roads
   a. Resolution to Approve Local Match Sharing Agreement with Delhi Township for the Ingham County Department of Transportation and Roads
   b. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
   c. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Department of Transportation and Roads
   d. Resolution to Approve Local Road Agreement with Locke Township for the Ingham County Department of Transportation and Roads
   e. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads
   f. Resolution to Approve Local Road Agreement with Aurelius & Onondaga Townships for the Ingham County Department of Transportation and Roads
   g. Resolution to Approve Local Road Agreement with Onondaga Township for the Ingham County Department of Transportation and Roads
   h. Resolution - Ingham Township (*To be Available at Meeting*)

6. Health Department
   a. Resolution to Authorize a Subcontract with Hunt and Associates
   b. Resolution to Authorize a 2012-2013 AmeriCorps Grant
   c. Resolution to Authorize Amendment #3 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
   d. Resolution to Authorize an Agreement with the United States Department of Health and Human Services, Division of Health Resources and Services Administration to Accept the Healthy Start Grant
   e. Resolution Authorizing an Agreement with Health Management Associates to Provide Start Up Core Functions of the Michigan Consumers Health Care Co-Op
   f. Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the Provision of Co-Located Primary and Behavioral Health Services

7. Housing Commission - Resolution to Authorize Grant Amendment to Resolution #09-262 - Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority for an Additional Amount of $272,750

8. Farmland and Open Space Preservation Board - Resolution Amending Resolution #12-190 to Accept $47,983.00 in Additional Funds

9. Facilities
   a. Resolution Awarding a Contract to Soap Slingers Window Cleaning LLC to Provide Window Cleaning Services to Various County Facilities
   b. Resolution Authorizing Entering into a Contract with Myer's Plumbing and Heating Inc., for Installation of the Plumbing in the New Handicap Restroom at the Health Department
   c. Resolution Authorizing Entering into a Contract with Perfitt Excavating, Inc. for the Replacement of the Asphalt Circle Drive at the Mason Courthouse

10. Parks
    a. Resolution Authorizing the Acceptance of a $250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
    b. Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society to Include Compensating the Society for Hiring a General Curator

11. Human Resources
    a. Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials
    b. Resolution Certifying Representatives for the MERS Annual Meeting

12. Financial Services - Presentation of the Comprehensive Annual Financial Report *(Please Bring Report Previously Distributed at the Board of Commissioners' Meeting)*

13. Controller/Administrator's Office
    a. Resolution to Authorize Budget Adjustments for 2012 Based on the Annual Evaluation of the County's Financial Reserve Policy
    b. Resolution to Adopt the 2013 Juvenile Justice Community Agency Process Calendar

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
June 20, 2012
Minutes

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

Members Absent: None

Others Present: Board Chairperson Copedge, Mary Lannoye, Teri Morton, Randy Marwede, Travis Parsons, Harry Moxley, Deb Brinson, Chuck Grey, Joe Bonsall, and others

The meeting was called to order by Chairperson Grebner at 6:02 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 6, 2012 Minutes
The June 6, 2012 Minutes were approved as submitted.

Additions to the Agenda
8b. Tabled - Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials

8c. Pulled - Resolution Authorizing the Establishment of MERS Hybrid Plans for Managerial and Confidential Employees

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 Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2012 Local Jag Grant

2. Treasurer
   a. Resolution to Renew Service Contracts for the Purpose of Conducting Title Searches
   b. Resolution to Renew Service Contracts for the Purpose of Conducting Personal Service Visits

3. Friend of the Court - Resolution Authorizing Entering into a Contract with Vidcom Solutions to Provide and to Install a Security System for the Oasis Center at the Cedar Pointe Office Complex

4. Department of Veteran Affairs - Resolution Accepting Donations and Scholarships for Accreditation Training for County Veteran Counselor

5. Health Department
   a. Resolution to Provide On-Call Bonus Payments to Physician Assistants Employed in the Ingham County Health Department
   b. Resolution Amending Resolution #11-235, to Accept Increased Awards to Support the Continued Operations of the Health Department's Child and Adolescent Health Centers

6. Farmland and Open Space Preservation Board
   a. Resolution Approving Proceeding to Close on Permanent Conservation Easement Deeds for the Tomlinson, Scripter and Baumer Properties

7. Financial Services - Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies

9. Controller/Administrator's Office - Resolution Approving Criteria for Ranking 2013 Applications for Community Agency Funding

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Treasurer
   c. Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY.

Mr. Bonsall, Ingham County Land Bank Coordinator explained the statutory process requires a decision to be made by the first Tuesday in July; therefore, the list was put together to evaluate all of the properties. He stated that there is no intention to acquire all of them. Mr. Bonsall estimated that twelve properties may be acquired and funding would be through the Neighborhood Stabilization Grant funds.

Comm. Dougan questioned the properties with larger costs specifically properties with no street frontage then asked if those properties are residential. Mr. Bonsall, reviewed the properties with larger costs explaining that those properties may have incurred liens on the tax roll because of demolition and/or fines assessed for such things as mowing during the tax foreclosure process. There could also be different fees.

Comm. Dougan asked for an explanation of the many properties with the address "Race". Mr. Bonsall explained that the properties identified by the address of "Race" and located in Leslie are vacant condominium sites that were improved with road, water and sewer; however, only one site was improved with a house. Each vacant site is being foreclosed on by its individual parcel number.

Comm. Dougan asked if there were any properties that the Committee should be aware of. Mr. Bonsall stated there are two condominiums being foreclosed on and there is nothing unusual on the list. Comm. Dougan asked if there were large acreage parcels that are vacant on the list. Mr. Bonsall stated Hull, Tomlinson, and College Roads. He noted that Vevay Township may be interested in the properties on College Road to use a cemetery.

Comm. McGrain stated that the properties the Land Bank has recently seen are of better quality and condition than in the past. (Comm. McGrain is an appointed member of the Land Bank).

Mr. Bonsall informed the Committee that at the next Treasurer's auction properties will be bundled. Comm. Grebner asked if Commissioners could bid on the properties referring to state statutes that prohibit government officials from participating in purchasing from the government body they are affiliated with. The Committee asked Mr. Bonsall to see if Commissioners may bid and purchase the properties at auction.

Comm. Nolan announced the Land Bank will hold the Treasurer's Auction at the Lansing Center on July 24, 2012 with registration at 9:00 a.m. and the auction beginning at 10:00 a.m. (Comm. Nolan is an appointed member of the Land Bank).

MOTION CARRIED UNANIMOUSLY.

6. Farmland and Open Space Preservation Board
    b. Resolution Approving a Cooperative Agreement Between United States and Ingham County to Accept $324,450.00

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION APPROVING A COOPERATIVE AGREEMENT BETWEEN UNITED STATES AND INGHAM COUNTY TO ACCEPT $324,450.00.

Chairperson Grebner reminded the Committee that next year the Purchasing Department will negotiate and purchase property.

The Committee asked Ms. Morton if the three properties were already approved in 2011 and if they are contiguous pieces of land. Ms. Morton will provide the Committee with an answer.

MOTION CARRIED UNANIMOUSLY.

8. Human Resources
    a. Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual (*Tabled at the June 6, 2012 Meeting*)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO TABLE THE RESOLUTION UNTIL AUGUST 22, 2012.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Dougan suggested, if the Hybrid Plan were to be approved, the County would require the employee contribution to be mandatory and sufficient in order to obtain the employer match. He noted it should be required from their first day. He expressed his concern that employees have the ability to retire with ample funds. He recognized that there may be certain circumstances that an employee would need to opt-out and the H.R. Director would have the ability to approve exceptions. Comm. Tennis preferred that an employee has the ability to opt-out. The Committee questioned if this was legal. Mr. Parsons stated that MERS requires a 1% employee contribution plus he does not see a problem with the suggestion. The Committee asked to be notified if there are any issues. Comm. Dougan also expressed his concern that the 457 Plan should be rarely used or obsolete because those providers earn a commission. He stated the important thing is to educate the employee about the best option for their circumstances with no commission interest from the provider. He further stated that the employees need to be given the proper tools to make their decisions because most employees invest too conservatively to retire when they would like to.

Comm. Nolan asked for an update on the Ingham County 911 Central Dispatch Center. Comm. Bahar-Cook stated the Court date is tomorrow. Comm. Grebner stated having employees tied to the opening of the building was his concern from the beginning.

Public Comment

Charlyn Stratton, MNA Nursing Union, stated that she does not have a problem with the Physicians Assistants being added to the on-call list. She provided a history of the on-call service. She expressed her concern that the secondary (back-up) on-call person including physicians in fact receive compensation even if they do not take a call. She noted that NP's do not need supervisors; however Physicians Assistants do require supervision. She expressed her concern of the on-call costs, as well as, having two physicians on-call because a physician does not need a supervisor.

The Committee asked Ms. Morton to confirm if the secondary on-call person receives compensation if they do not take a call. Chairperson Grebner suggested that the Human Resources Department consider on-call compensation when conducting their compensation study for doctors and dentists. Mr. Parsons agreed to do so.

The meeting adjourned at approximately 6:40 p.m.

Respectfully submitted,

Julie Buckmaster

JULY 18, 2012 FINANCE AGENDA
STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. *Treasurer - Resolution to Authorize Transfer of Funds from Treasurer to Register of Deeds for the Purpose of Conducting Title Searches*

Attached for your consideration is a proposed resolution to authorize the transfer of funds from the Treasurer to the Register of Deeds for title search services related to the tax foreclosure process. The County Treasurer and the Register of Deeds have had a long standing arrangement whereby the Register of Deeds office performs some of the necessary title search services. The Register of Deeds is reimbursed through a transfer of fees pursuant to state statute.

1b. *Treasurer - Resolution Approving Extension for One Year of Scheduled Sunset Position in the County Treasurer's Office*

The resolution would extend a property tax Coordinator position that was set to expire on December 31, 2012 for an additional year. The position is charged against the Delinquent Tax Revolving Fund.

2a. *Drain Commissioner - Resolution Pledging Full Faith and Credit to Kinawa View Drainage District 2012 Bonds*

This resolution would pledge the county's full faith and credit for a bond issue to pay for work performed on the aforementioned drainage district. The Drain office has not yet finalized the dollar amount but promises to do so by the County Services Committee meeting. Please see attached memorandum for additional information.

2b. *Drain Commissioner - Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds*

This resolution would pledge the county's full faith and credit for a bond issue to pay for work performed on the aforementioned drainage district. The Drain office has not yet finalized the dollar amount but promises to do so by the County Services Committee meeting. Please see attached memorandum for additional information.

3a. *Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Authorizing Entering into Subcontracts for Community Corrections Programs for FY 2012-2013*

This resolution will authorize the annual submission of the Grant application and also to enter into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections programming for the FY 2012-2013. In addition, the resolution also authorizes the appropriate subcontracts to various vendors subject to the availability of MDOC grant funds. (See attached memo from Mary Sabaj, CCAB Manager)

3b. *Community Corrections Advisory Board - Resolution to Authorize Amending the Contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M.) for Drug Testing, DNA Collection, and Breathalyzer Services*

This Resolution would authorize amending the current contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M., Inc.) to increase the fee for the 5-panel drug test from $10 to $12, to be effective upon adoption of this Resolution, for tests billed directly to the Circuit Court. Client paid fees will remain at $10.00. The Court agrees that the request is fair and reasonable and believes that they can cover the increased cost from within their existing budget. (It is estimated that the $2 increase will result in an additional $2,600 from $13,000 to $15,600.)

4. *Circuit Court Family Division - Resolution for Authorization to Enter into a Three Year Contract with KidsPeace Mesabi Academy*

This Resolution would authorize an agreement with a new vendor, KidsPeace Mesabi Academy for the care and treatment services of Court adjudicated youth not to exceed $490 per day for the time period of July 6, 2012 through September 30, 2014. KidsPeace Mesabi Academy serves adjudicated male court wards and offers a full continuum of residential and aftercare services, including secure treatment for sexual offenders in Buhl Minnesota.

The funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

5a. *Department of Transportation & Roads - Resolution to Approve Local Match Sharing Agreement with Delhi Township for the Ingham County Department of Transportation and Roads*

The resolution authorizes entering into a local match cost sharing agreement with Delhi Township for a federal aid funded road improvement project to be constructed in 2012 on Washington and Willoughby Roads from Holt Road to Miriam Street, east of Aurelius Road.

5b - g. *Department of Transportation & Roads - 6 Different Resolutions Authorizing Local Road Agreements*

Attached are resolutions that authorize entering into local road improvement projects (LRP) agreements with respective townships for the following 2012 proposed projects (see the respective resolutions for details on each project):

Potter and Ewers Roads in Bunker Hill Township
Plains Road on the borderline of Aurelius and Onondaga Townships
Rossman Road in Onondaga Township
Harris Road in Locke Township
Jewitt Road in Vevay Township
Baseline Road in Stockbridge Township

6a. *Health Department - Resolution to Authorize a Subcontract with Hunt and Associates*

This resolution authorizes an agreement with Hunt and Associates utilizing grant funds from the W.K. Kellogg Foundation in the amount of $20,000 to for the period of August 1, 2012 through December 31, 2012. Hunt and Associations will provide training to members of the community who wish to use community organizing principles and methods to pursue concrete social and environmental justice initiatives to improve the community's health.

6b. *Health Department - Resolution to Authorize a 2012-2013 AmeriCorps Grant*

This resolution authorizes an AmeriCorps grant agreement of $145,125 for the time period of October 1, 2012 through September 30, 2013. A total of 10.79 FTE AmeriCorps members will be placed in host sites selected through an RFP process, which is currently ongoing.

7. *Housing Commission - Resolution to Authorize an Amendment to Resolution #09-262-Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority for an additional amount of $272,750*

The County accepted $300,000 on behalf of the Ingham County Housing Commission from the Michigan State Housing Development Authority (MSHDA) on August 25, 2009. MSHDA has granted Ingham County an additional $272,750 for the acquisition and demolition of two (2) of the original foreclosed and abandoned properties and for the creation of two (2) new homes on these sites in the City of Mason for resale to residents of Ingham County. The grant has been extended thru September 30, 2012.

8. *Farmland and Open Space Preservation Board - Resolution Amending Resolution #12-190 to accept $47,983 in Additional Funds*

This resolution accepts an additional $47,983 in federal money that will be used to purchase the easement for 2 additional properties included in the 2011 application cycle.

9a. *Facilities - Resolution Awarding a Contract to Soap Slingers Window Cleaning LLC to Provide Window Cleaning Services to Various to County Facilities*

The resolution authorizes awarding a contract to Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities. After going through a competitive bidding process, Soap Slingers Window Cleaning LLC submitted the lowest responsive and responsible bid of $9,876.00 per year. The costs of the three (3) year contract cost will not to exceed $29,628.00, with an optional two (2) year renewal. The contract is recommended by both the Facilities and the Purchasing Departments. Funds for these services are available within the appropriate 931100 Maintenance Contractual accounts.

9b. *Facilities - Resolution Authorizing Entering into a Contract with Myer's Plumbing and Heating, Inc. for Installation of the Plumbing in the New Handicap Restroom at the Health Department*

The resolution authorizes a contract with Myer's Plumbing and Heating, Inc., for installation of the plumbing in the new handicap restroom at the Health Department for an amount not to exceed $9,800.00. Myer's Plumbing and Heating, Inc., submitted the lowest quote, and have the recommendation of the Facilities Department. The funds for this project are available in the approved CIP line Item 511-61501-976000-02240.

9c. *Facilities - Resolution Authorizing Entering into a Contract with Perfitt Excavating, Inc. for the Replacement of the Asphalt Circle Drive at the Mason Courthouse*

The resolution authorizes a contract with Perfitt Excavating, Inc. for the replacement of the asphalt circle drive at the Mason Courthouse for an amount not to exceed $14,905.00. The drive has deteriorated to the extent that it is beyond repair, and needs to be replaced. Perfitt Excavating, Inc. submitted the lowest responsive and responsible bid and is a local company that comes highly recommended. They were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. The funds for this project are available in the approved CIP line Item 245-90212-931000-2FC13.

10a. *Parks - Resolution Authorizing the Acceptance of a $250 Risk Avoidance Program (RAP) Grant Award for a Frill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Authority (MMRMA)*

The resolution authorizes a $250 grant award from MMRMA.

10b. *Parks - Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society to Include Compensating the Society for Hiring a General Curator*

Last year the Board approved a contract between the County and the Zoo Society for Interim Zoo Director Services. This resolution would amend that agreement to include a curator position. The Zoo Society would hire a Curator for the Zoo and share the costs with the County. More specifically the county would reimburse the Zoo for $3,125 per month. Funds are available within the operating budget of the Zoo.

11a. *Human Resources - Resolution authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials*

The resolution would establish a MERS Hybrid pension plan for newly elected officials effective January 1, 2013. This resolution was tabled at the last County Services Committee meeting after a discussion led by Travis Parsons regarding plan details.

11b. *Human Resources - Resolution Certifying Representatives for the MERS Annual Meeting*

This resolution authorizes delegates to the annual MERS conference.

13a. *Controller/Administrator's Office –Resolution to Authorize Budget Adjustments for 2012 Based on the Annual Evaluation of the County's Financial Reserve Policy*

This resolution will authorize budget adjustments consistent with the County's Financial Reserve Policy. The annual evaluation of the policy is included in the attached memo from Mary Lannoye.

13b. *Controller/Administrator's Office – Resolution to Adopt the 2013 Juvenile Justice Community Agency Process Calendar*

This resolution would authorize the adoption of the 2013 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount for the process. This will be the seventh Juvenile Justice Community Agency process.

The Judiciary Committee has recommended a $100,000 (on an annual basis) out of JJM funds for this program.

Staff recommends consideration of the flat/declining revenues for the JJM millage before passing this resolution and/or the amount approved. (See attached memo.)

OTHER ACTION ITEMS

The following resolutions were submitted after the agenda deadline, giving insufficient time for proper review. Therefore there is no recommendation at this time. However, staff will continue to work with the Health Department until the date of the meeting. If at that time, staff is not comfortable recommending the resolutions, we will request they be pulled from the agenda.

6c. *Health Department - Resolution to Authorize Amendment #3 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department Of Community Health*

This resolution authorizes Amendment #3 to the 2011-2012 CPBC Agreement, which will increase the budget for Comprehensive Local Health Services from $5,268,890 to $5,294,790, an increase of $25,900. Please see the attached memorandum for further details.

6d. *Health Department - Resolution to Authorize an Agreement with the United States Department of Health and Human Services, Division of Health Resources and Services Administration to Accept the Healthy Start Grant*

This resolution accepts a Healthy Start grant to address disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges. This is a two-year award in the amount of $965,000. Please see the attached memorandum for further details.

6e. *Health Department - Resolution Authorizing an Agreement with Health Management Associates To Provide Start up Core Functions of The Michigan Consumers Health Care Co-Op*

This resolution authorizes a contract with Health Management Associates to assist in providing the start up core functions of the Michigan Consumers Health Care Co-Op. Please see the attached memorandum for further details

6f. *Health Department - Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the Provision of Primary and Behavioral Health Co-Located Services*

This resolution authorizes an agreement with CMH to provide health care services to patients on-site at CMH. Please see the attached memorandum for further details

PRESENTATION

12. *Financial Services- Presentation of the Comprehensive Annual Financial Report*

Agenda Item 1a

Memorandum

ERIC SCHERTZING
Ingham County Treasurer

John C. Schlinker
Chief Deputy

P.O. Box 215
Mason, MI 48854-215
517/676-7220
Eschertzing@ingham.org

Date: May 30, 2012

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Transfer of funds to Register of Deeds for title search services

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Attached for your consideration is a proposed resolution to authorize the transfer of funds from Treasurer to Register of Deeds for title search services related to the tax foreclosure process. In December 2004, the Ingham County Board of Commissioners, with the consent of the Ingham County Treasurer, elected to have the County Treasurer act as Foreclosing Governmental Unit (FGU) and assume responsibility of the delinquent property tax foreclosure process (Resolution #04-731).

Under Public Act 123 of 1999, the FGU may enter into contracts to perform title search services as required by the tax foreclosure process. The County Treasurer and the Register of deeds agree to have the Register of Deeds perform some of the necessary title search services. The Register of Deeds is reimbursed through a transfer of fees generated by Public Act 123 of 1999.

Agenda Item 1a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE TRANSFER OF FUNDS FROM TREASURER TO REGISTER OF DEEDS FOR THE PURPOSE OF CONDUCTING TITLE SEARCHES

WHEREAS, under Public Act 123 of 1999, the Ingham County Board of Commissioners approved Resolution #04-371, designating the Treasurer as the foreclosing governmental unit (FGU); and

WHEREAS, Public Act 123 of 1999 provides that the FGU may enter into contracts to perform title search services necessary to the collection of delinquent taxes. [MCL 211.78i (1)]; and

WHEREAS, title search services are contracted to external entities at considerable cost; and

WHEREAS, title search services can be accomplished at a reduced cost by use of an employee in the Register of Deeds office at a salary rate of $13 per hour; and

WHEREAS, funds are available in the Treasurer's office from fees generated by Public Act 123, of 1999; and

WHEREAS, the Treasurer is receptive to the transfer of funds and continuing a cooperative working relationship with Register of Deeds to provide efficient title search services; and

WHEREAS, no general fund money is required to implement this Resolution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the transfer of $13,838 from 520-25500-804-000 (title search contractor) to 52025500 705000, 715000, 722000, 915050 (temporary salaries and fringes).

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

Agenda Item 1b

Memorandum

ERIC SCHERTZING

Ingham County Treasurer

John C. Schlinker
Chief Deputy

P.O. Box 215
Mason, MI 48854-215
517/676-7220
Eschertzing@ingham.org

Date: July 2, 2012

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Continuation of scheduled sunset Tax Foreclosure Coordinator Position

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Attached for your consideration is a proposed resolution to authorize the continuation of a scheduled sunset Tax Foreclosure Coordinator position. In 2009, the Board of Commissioners approved an additional Tax Foreclosure Coordinator position effective January 1, 2010 and expiring December 31, 2012 (Resolution #09-416). The Treasurer has determined that the services of the position for an additional year only are required because of the continued volume of work in the office related to property tax foreclosures. The volume of work is slowly decreasing and the position may not need renewal beyond December 31, 2013.

Agenda Item 1b

Introduced by the County Services and Finances Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING EXTENSION FOR ONE YEAR OF SCHEDULED SUNSET POSITION IN THE COUNTY TREASURER'S OFFICE

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Treasurer took action in December of 2004 to assume responsibility as the Foreclosing Governmental Unit (FGU) under Public Act 123 of 1999, the Delinquent Property Tax Foreclosure Act; and

WHEREAS, the Ingham County Treasurer previously created an additional Property Tax Coordinator position scheduled to expire on December 31, 2012 (Resolution #09-416) to assist with the surge in tax foreclosure activity and to assist in administering the requirements of PA 123 of 1999; and

WHEREAS, the Tax Foreclosure Process provides full cost recovery for this position and the Treasurer is generating additional funding necessary for this position in the Delinquent Tax Revolving Fund (Fund 520); and

WHEREAS, the Treasurer has identified a continuing need for assistance with the volume of forfeitures and the need for foreclosure prevention efforts; and

WHEREAS, the cost of extending the sunset position for one year only is paid entirely out of the Delinquent Tax Revolving Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves extending the Tax Forfeiture/Foreclosure Coordinator position originally established by Resolution #09-416 for one year only to an expiration date of December 31, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make necessary budget adjustments and position allocation list amendments in the Treasurer's 2013 Budget.

Agenda Item 2a

Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Kinawa View Drain Petition Project

July 5, 2012

I am requesting that the Board of Commissioners grant full faith and credit of the County for the Bonds that will finance the Kinawa View Drain petition project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for benefit of the project. The municipality with benefit at-large for this Project is the Charter Township of Meridian. The County of Ingham will receive an at-large assessment for benefit to county roads. There are 180 properties within the Special Assessment District for this project.

The project results from a petition submitted by landowners within the district to alleviate flooding caused by incomplete grading by the original builders of the subdivision, aggravated by drainage from Dobie Road and the County Medical Care Facility on the other side of Dobie Road. Additionally, those who constructed the storm drains and transferred them to the Drain Commissioner never obtained an easement to pipe the stormwater across the Okemos Public Schools property north of Kinawa Drive to the Briarwood Drain and the Red Cedar River. (This would be a violation of Drain Office Standards had it occurred during my term of office.) The existence of the Petition has authorized, and I have now obtained, a valid easement from the school district. The Project includes installation of over 1,400 feet of storm drain, with underdrains, as well as installation of a 50-foot culvert under Dobie Road.

The Project bid documents contain contract requirements for nondiscrimination and prevailing wage, all pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

As of this date, I do not have a final computation of cost for the Project so the resolution is drafted with a "not-to-exceed" figure. The exact computation of cost for the Project, and therefore the exact amount needed for full faith and credit, will however be final by the time I meet with your Committees on July 17th and July 18th. Also at the Committee meetings, I will ensure that you have the customary letter reporting the ratio of the assessment/cost to the SEV of the Drainage District, Township and County. I look forward to discussion of this Project with you at the Committee meetings, and also at the Board of Commissioners meeting on July 24th.

Thank you very much for consideration of my request. It is an honor and privilege to serve the citizens, businesses, and municipalities of Ingham County.

Agenda Item 2a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO KINAWA VIEW DRAIN DRAINAGE DISTRICT 2012 BONDS

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on July 24, 2012, at 6:30 p.m. local time.

PRESENT: Commissioners _____

_____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Kinawa View Drain Petition Project (the "Project") which is being undertaken by the Kinawa View Drain Drainage District (the "Drainage District") in the Kinawa View Drain Special Assessment District (the "Special Assessment District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed $800,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $800,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of
and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds, and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules or regulations.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners _____

_____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:
Yeas: _____

Nays: _____ **Absent**: _____ **Approved**: _____

FINANCE:
Yeas: _____

Nays: _____ **Absent**: _____ **Approved**: _____

RESOLUTION DECLARED ADOPTED.

Mike Bryanton, County Clerk, Ingham County

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

I, Mike Bryanton, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on July 24, 2012, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of July, 2012.

Mike Bryanton, County Clerk
Ingham County

Agenda Item 2b

Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Gilbert, Loch Woode Branch Drain Petition Project

July 5, 2012

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Gilbert, Loch Woode Branch Drain Petition Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for benefit of the project. For your information, the municipalities with benefit at-large for this Project include the Charter Township of Delhi and the County of Ingham. There are 234 properties within the Gilbert, Loch Woode Branch Drain Special Assessment District.

The Gilbert, Loch Woode Branch Drain Petition Project results from a petition submitted by Drainage District landowners in December, 2011, to maintain and improve the Gilbert, Loch Woode Branch Drain. These landowners had been experiencing long-standing flooding of yards. In January, 2012, the petition was found necessary by a statutory Board of Determination.

The Project includes installation of approximately 2200 linear feet of pipe and swale drains and improvements to the outlet of the Gilbert, Loch Woode Branch Drain retention pond. Project construction is expected to commence in August, 2012 and to be completed in November, 2012. Please note that from petition submission to completion of the Project will be less than one year. Please also note that the Project bid documents contain contract requirements for nondiscrimination and prevailing wage, all pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

As of this date, I do not have a final computation of cost for the Project so the resolution is drafted with a "not-to-exceed" figure. The exact computation of cost for the Project, and therefore the exact amount needed for full faith and credit, will however be final by the time I meet with your Committees on July 17th and July 18th. Also at the Committee meetings, I will ensure that you have the customary letter reporting the ratio of the assessment/cost to the SEV of the Drainage District, Township and County. I look forward to discussion of this Project with you at the Committee meetings, and also at the Board of Commissioners meeting on July 24th.

Thank you very much for consideration of my request. It is an honor and privilege to serve the citizens, businesses, and municipalities of Ingham County.

Agenda Item 2b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO GILBERT, LOCH WOODE BRANCH DRAIN DRAINAGE DISTRICT 2012 BONDS

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on July 24, 2012, at 6:30 p.m. local time.

PRESENT: Commissioners _____

_____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Gilbert, Loch Woode Branch Drain Petition Project (the "Project") which is being undertaken by the Gilbert, Loch Woode Branch Drain Drainage District (the "Drainage District") in the Gilbert, Loch Woode Branch Drain Special Assessment District (the "Special Assessment District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed $800,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $800,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds, and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules or regulations.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners _____

_____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:
Yeas: _____

Nays: _____ **Absent**: _____ **Approved**: _____

FINANCE:
Yeas: _____

Nays: _____ **Absent**: _____ **Approved**: _____

RESOLUTION DECLARED ADOPTED.

_____
Mike Bryanton, County Clerk, Ingham County

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

I, Mike Bryanton, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on July 24, 2012, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of July, 2012.

Mike Bryanton, County Clerk
Ingham County

Agenda Item 3a

TO: Law Enforcement and Finance Committees

FROM: Mary Sabaj
Community Corrections Manager

DATE: June 18, 2012

RE: 2012-2013 State Funding Application, MDOC Contract and Sub-contracts for Community Corrections Programs

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This Resolution approves submission of the MDOC-Office of Community Alternatives Grant Application and entering into a contract with the MDOC and vendor subcontracts for Community Corrections programs for the period of October 1, 2012 through September 30, 2013.

The Application and subsequent grant award provides funding for the following Community Corrections programming in the amounts shown below:

▪ Pathways Employment Program provided by Peckham, Inc.	$70,737
▪. Relapse Prevention & Recovery Program provided by C-E-I Community Mental Health	$47,200
▪ Holistic OUIL III Program Enhancements (HOPE) provide by C-E-I Community Mental Health	$36,169
▪ Cognitive Change Groups provided by National Council On Alcoholism	$34,650
▪ Program Referral & Gatekeeper Services provided by Community Corrections staff	$12,500
▪ Day Reporting services provided by Northwest Initiative - ARRO	$43,350
▪ Community Corrections Advisory Board Administration	$62,000
▪ Residential Substance Abuse Treatment Services to be provided by CEI- Community Mental Health – House of Commons, National Council on Alcoholism – Glass House and Holden House and other out- of- county programs Est.	$485,450
TOTAL	**$792,056**

Agenda Item 3a

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND AUTHORIZING ENTERING INTO SUBCONTRACTS FOR COMMUNITY CORRECTIONS PROGRAMS FOR FY 2012-2013

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Application for State of Michigan Community Corrections Act Funds for FY 2012-2013; and

WHEREAS, the FY 2012-2013 Application provides for the continuation of the following CCAB Plans and Services programming and Drunk Driving Jail Reduction and Community Treatment Program with a portion of Ingham County's allocation of State Community Corrections funds; Relapse Prevention and Recovery ($47,200) and House of Commons program enhancements (H.O.P.E.) ($36,169) to be provided by C.E.I. Community Mental Health, Employment Services ($70,737) to be provided by Peckham Vocational Industries, Inc; Jail-Based Case Management services ($12,500) to be provided by CCAB staff; Cognitive Change Groups ($34,650) to be provided by National Council on Alcoholism, and for Day Reporting services ($43,350) to be provided by Northwest Initiative - ARRO; and

WHEREAS, the FY 2012-2013 grant award provides Ingham County with the use of residential beds (estimated 28 per day) with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of $485,450; and

WHEREAS, pursuant to the FY 2012-2013 Application, residential services are to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, and C-E-I Community Mental Health – House of Commons; and

WHEREAS, pursuant to the FY2012-2013 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services and DDJR/CTP programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services and DDJR/CTP programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2012-2013 in the amount of $285,437 in CCAB Plans and Services and administration funds, $21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of $306,606 and for the use of an estimated 28 residential beds per day for a value amounting to $485,450 for the time period of October 1, 2012 through September 30, 2013.

BE IT FUTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2012 through September 30, 2013 with the National Council on Alcoholism for the actual cost of Cognitive Change groups not to exceed $34,650; with Peckham Vocational Industries, Inc. for the actual cost of employment services not to exceed $70,737; with C-E-I Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed $47,200; and, with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed $43,350.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract with C-E-I Community Mental Health for the use of DDJR/CTP ($21,169) and CCAB Plans and Services ($15,000) funds for the actual cost of Holistic OUIL III Program Enhancements (H.O.P.E.) at the House of Commons in an amount not to exceed $36,169.

BE IT FURTHER RESOLVED, that entering into the subcontracts is contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 3b

TO: Judiciary and Finance Committees

FROM: Mary Sabaj
Community Corrections Manager

DATE: June 26, 2012

RE: A.D.A.M., Inc. Contract Amendment

This Resolution approves amending the current contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M.) for drug testing, DNA collection and breathalyzer services. The contract automatically renews each year for the period of January 1, 2008 through December 31, 2013.

The contract requires that any proposed increases in the fees set forth in the contact as Exhibit B must be submitted to the County for review with written explanation as to why the fee should be changed. Additionally, the contract requires that no fees shall be changed without the mutual written consent of both the County and the Contractor in the form of an Amendment to the contract.

A.D.A.M. has provided a written request to increase the fee for the 5-panel drug test from $10 per test to $12 per test for the tests billed directly to the Circuit Court. A.D.A.M. explains that the need for the increase is due to increased administrative costs associated with processing the billings for the Court. Further, A.D.A.M. advised that they have held current rates since 2005 (with the exception of the laboratory confirmation see that was written into the contract.)

The Circuit Court is billed directly for testing services required by the Circuit Court- Family Division. It is estimated that the $2 increase will result in an additional $2,600 from $13,000 to $15,600.) The Circuit Court has reviewed A.D.A.M.'s request and has advised that the Court agrees that the request is fair and reasonable and that they are able to cover the increased cost with their existing budget.

Agenda Item 3b

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDING THE CONTRACT WITH ALCOHOL DRUG ADMINITRATIVE MONITORING, INC. (A.D.A.M.) FOR DRUG TESTING, DNA COLLECTION, AND BREATHALYZER SERVICES

WHEREAS, in the absence of Project Sentry, a contract to automatically renew each year for the period of January 1, 2008 through December 31, 2013 was entered between Ingham County and Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M., Inc.) for drug testing, DNA collection and breathalyzer services to ensure that Circuit Court testing and collection requirements are complied with, including approved chain of custody protocols; and

WHEREAS, it was also agreed that, in the absence of any monetary subsidy provided by Ingham County, client paid fees for services must be maintained at a level that is not overly burdensome to clients pursuant to the Fee Schedule attached to the contract as Exhibit B; and

WHEREAS, the contract also provides that any direct billing arrangement made between the Circuit Court to reimburse A.D.A.M., Inc. for the cost of testing services will also be billed pursuant to the contract's Exhibit B Fee Schedule; and

WHEREAS, the contract requires that any proposed increases in the fees set forth in the contract's Exhibit B must be submitted to the County for review with written explanation as to why the fee should be changed and that no fees shall be changed without the mutual written consent of both the County and the Contractor in the form of an Amendment to the contract; and

WHEREAS, A.D.A.M., Inc. has submitted a written proposal to increase the cost of the 5-panel drug test from $10 to $12 per test for Circuit Court reimbursed tests (the cost of client pay 5-panel tests will remain $10) siting the need to cover administrative costs for billing the Court, along with the fact that A.D.A.M., has held current rates since 2005 and has not proposed a fee increase since the contract was executed January 1, 2008; and

WHEREAS, the Circuit Court agrees that the proposed increase is fair and reasonable.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M., Inc.) that will automatically renew each year for the period of January 1, 2008 through December 31, 2013 to increase the fee for the 5-panel drug test from $10 to $12, to be effective upon adoption of this Resolution, for tests billed directly to the Circuit Court.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 4

MEMORANDUM

To: **Ingham County Judiciary Committee**

From: Sara Deprez

Date: July 5, 2012

Re: Resolution for Authorization to Enter into a Three Year Contract with KidsPeace Mesabi Academy

This resolution would authorize entering into a three year contract with KidsPeace Mesabi Academy for the care and treatment of adjudicated male juveniles, specifically secure sexual offenders. The proposed contract time frame is July 6, 2012 to September 30, 2014. Historically, the Court has entered into yearly contracts with placements. Recently, the Board has authorized entering into three year contracts with various residential facilities to allow for better forecasting of residential costs.

Mesabi Academy is owned by the parent company KidsPeace. This facility is located in Buhl, Minnesota. Mesabi Academy offers a full continuum of residential and aftercare services for delinquent youth, including secure sexual offenders.

Agenda Item 4

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT WITH KIDSPEACE MESABI ACADEMY

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into a three year contract with KidsPeace Mesabi Academy for the purpose of providing treatment intervention to adjudicated delinquent males; and

WHEREAS, a three year contract allows for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, KidsPeace Mesabi Academy serves adjudicated male court wards and offers a full continuum of residential and aftercare services, including secure treatment for sexual offenders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with KidsPeace Mesabi Academy for the care and treatment services of Court adjudicated youth not to exceed $490 per day for the time period of July 6, 2012 through September 30, 2014.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

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

Agenda Item 5a

MEMORANDUM

TO: Board of Ingham County Commissioners

FROM: William M. Conklin, Managing Director
Ingham County Department of Transportation & Roads

DATE: June 22, 2012

RE: Local Match Sharing Resolution
Washington-Willoughby Road Project, Delhi Township

Attached for Board review and consideration for approval is a proposed resolution for entering into a local match cost sharing agreement with Delhi Township for a federal aid funded road improvement project to be constructed in 2012 on Washington and Willoughby Roads from Holt Road to Miriam Street, east of Aurelius Road.

This project will involve recycling of the existing pavement, asphalt resurfacing, minor widening for a center left turn lane and paved shoulders for non-motorized use east of Aurelius Road, and separate sidewalk construction on the west side of Washington Road, and on the north side of Willoughby Road, from Ambler to Cooper Streets. The sidewalk project is separately funded under a federal Safe Routes to School (SR2S) grant.

Federal funding rules require the local road agency, the Road Department in this case, to contribute approximately 20% of the cost of a federally funded road project as local match. If the project includes township or municipal infrastructure such as utilities, sidewalks, paths, etc., which need improvement as part of the project, Road Department staff requests the township or municipality to share in the local match costs for these items of work. Agreements are then drawn up to cover this match sharing.

The former Ingham County Board of Road Commissioners periodically approved Local Match Cost Sharing Agreements with Townships as part of the their roles and responsibilities. This will now be the responsibility of the County Board of Commissioners who absorbed the powers, functions and duties of the Board of Road Commissioners per County Board Resolution #12-123.

Therefore attached is a resolution for entering into a Local Match Cost Sharing Agreement with Delhi Township for the Washington-Willoughby federal aid road improvement and sidewalk project. Board approval of the attached resolutions is recommended.

Agenda Item 5a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL MATCH SHARING AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Match Sharing Agreements with Townships to share local match costs on federal aid funded road projects in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, the Road Department contemplates road reconstruction, drainage improvements, and resurfacing for Washington Road between Holt Road & Willoughby Road and for Willoughby Road between Washington Road & Miriam Street (herein after referred to as the Project), during the 2012 construction year and has obtained state and federal funding therefore; and

WHEREAS, Delhi Township owns sanitary sewer utilities, and pathway facilities within the limits of the Project and desires that necessary township infrastructure improvements, including a Safe Routes 2 School (SR2S) pathway be accomplished as part of the Project; and

WHEREAS, the Delhi Township infrastructure improvements, including but not limited to sanitary manhole rehabilitation and pathway improvements, have been incorporated into the Project construction plans, per the Township's request and direction; and

WHEREAS, the Project will be undertaken pursuant to a contract between the State of Michigan/MDOT and the road construction contractor, with the Road Department (former road commission), in turn, previously having entered into a contract with the State, consistent with the requirement for state and federal funding requirements; and

WHEREAS, the Road Department is willing to cause the Township infrastructure improvements in the Project with the costs for the aforementioned Township work to be provided by the Township; and

WHEREAS, the Township infrastructure improvements require sanitary manhole rehabilitation and pathway improvements; the Project requires road reconstruction, drainage improvements, and resurfacing for Washington Road and Willoughby Road with much of the work within a road closure; and

WHEREAS, the Township infrastructure work is limited, located within the Project work zone, and requires specialized equipment and work force, and therefore will have a high unit cost if performed separately when compared to the combined project unit costs; and

WHEREAS, proper coordination of the combined project work should result in more efficient traffic control, less inconvenience to the public, and lower costs for both the Road Department and Township.

WHEREAS, the Township improvements that are federal-aid eligible will be included as participating work items, so that if the funding allows, the improvements can be funded using federal funds, pursuant to the Part I conditions of the Road Department and State of Michigan contract.

WHEREAS, the Township agrees to pay the Township infrastructure improvement local match costs for the Urban STP portion of the Project. Local match costs for the infrastructure improvement work is estimated to total $7,653.52.

WHEREAS, the SR2S improvements are 100% federal-aid eligible up to the programmed grant amount.

WHEREAS, the Township agrees to pay the Road Department any SR2S costs that exceed the final grant amount and a $4,000.00 construction administration fee.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Road Department to have the Township infrastructure improvements performed as part of the Project.

BE IT FURTHER RESOLVED, that the Road Departments will also have the Safe Routes 2 School (SR2S) pathway constructed as part of the Project.

BE IT FURTHER RESOLVED, that the aforementioned local match and construction administration fee ($11,653.52 total) shall be invoiced to the Township and paid within (30) thirty calendar days of receipt of the invoice.

BE IT FURTHER RESOLVED, that any joint costs incurred as a result of this Agreement shall be borne by the Road Department and the Township on a pro-rata basis.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township to effect the above described local match cost sharing as provided above.

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

Agenda Item 5b thru 5g

MEMORANDUM

TO: Board of Ingham County Commissioners

FROM: William M. Conklin, Managing Director
Ingham County Department of Transportation & Roads

DATE: June 22, 2012

RE: 2012 Local Road Program Resolutions

Attached for Board review and consideration for approval are several proposed resolutions for entering into local road improvement cost sharing agreements with the respective townships having the subject proposed local road projects.

Michigan Public Act 51 of 1951, Section 12, paragraph 15, (MCL 247.662 (15)) requires that any and all construction on local (as opposed to primary) roads be funded such that any Michigan Transportation Funds (MTF, aka Act 51 funds) used be matched by funds from other sources. Typically the match funds are provided by the townships having the respective local roads. This is what requires and drives our Local Road Program (LRP), in which we do construction and heavy maintenance on our local county roads.

The former Ingham County Board of Road Commissioners periodically approved Local Road Agreements with Townships as part of the their roles and responsibilities. This will now be the responsibility of the County Board of Commissioners who absorbed the powers, functions and duties of the Board of Road Commissioners per County Board Resolution #12-123.

Typically local road projects are suggested by Road Department staff based on pavement condition ratings, traffic volumes and other criteria. The suggested project list in each township is sent annually in the early spring to each township along with an update of the respective townships' annual match allocation and any residual or carryover balance of prior years' unused allocation(s). Staff representatives meet with each township as the township desires to advise and help select that township's local road project(s) for the year. The township ultimately chooses which project the township wishes to pursue. Some townships have local road committees consisting of a varying mix of interested citizens and township board members who participate in this decision.

The total local road program match amount from the Road Department is determined as part of our annual budgeting process. For 2012 and most recent years this amount is (has been) $534,800.00. The sub-allocation amount for each township is determined by the Act 51 statewide local road funding allocation formula of 65% by local road mileage and 35% by population of each township. The sub-allocation to each township has been consistently the same amount for most of the recent years. In 2011, the total LRP budget amount, and thus also the sub-allocations, were half the typical amounts due to budget constraints that year and the former Road Board's desire to budget a greater amount for primary road maintenance in 2011.

Therefore attached are resolutions for entering into LRP agreements with respective townships for the following 2012 proposed local road improvement projects (see the respective resolutions for details on each project):

Potter and Ewers Roads in Bunker Hill Township
Plains Road on the borderline of Aurelius and Onondaga Townships
Rossman Road in Onondaga Township
Harris Road in Locke Township
Jewitt Road in Vevay Township
Baseline Road in Stockbridge Township

Board approval of the attached resolutions is recommended.

Agenda Item 5b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH STOCKBRIDGE TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Stockbridge Township desires that improvements be performed on Baseline Road, Moechel Road to the south County/Township line, a total distance of approximately 1.4 miles, to include complete paving of two course asphalt at 3 inch total thickness (1.5 inch each course) with gravel shoulders and/or asphalt gutter where necessary at an estimated cost of $182,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, for 2012, the Road Department has allocated to Stockbridge Township's local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $22,200.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400.00 (2 times the maximum match available of $22,200.00), and then be split evenly between the parties for any final costs below $44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Stockbridge Township to effect the above described local road improvements as provided above.

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

Agenda Item 5c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH BUNKER HILL TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Bunker Hill Township desires that improvements be performed on Potter Road, Ewers Road to North Township Line, and on Ewers Road, Potter to Williamston Roads, a total distance of approximately 2.8 miles, to include approximately 900 tons of asphalt wedging and pads, and chip-sealing at an estimated cost of $112,200.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Bunker Hill Township's local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $22,200.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400, and then be split evenly between the parties for any final costs below $44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Bunker Hill Township to effect the above described local road improvements as provided above.

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

Agenda Item 5d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LOCKE TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Locke Township desires that improvements be performed on Harris Road, between Rowley and Sherwood Roads, a total distance of approximately 1.5 miles, to include approximately 180 tons of asphalt wedging and pads, and chip-sealing at an estimated cost of $45,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Locke Township's local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the Road Department agrees to contribute $22,200.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400, and then be split evenly between the parties for any final costs below $44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Locke Township to effect the above described local road improvements as provided above.

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

Agenda Item 5e

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH VEVAY TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Vevay Township desires that improvements be performed on JEWITT ROAD, Tomlinson to Kipp Roads, a total distance of approximately 1.0 mile, to include complete paving of one course asphalt at 2 inch thickness with gravel shoulders at an estimated cost of $96,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Vevay Township's local roads, a maximum sum of $30,000.00, plus carry-overs from 2011 of $15,000.00, and from 2010 of $2,195.63 for a total available in 2012 of $47,195.63, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $47,195.63 toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $94,391.26 (2 times the maximum match available of $47,195.63), and then be split evenly between the parties for any final costs below $94,391.26.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Vevay Township to effect the above described local road improvements as provided above.

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

Agenda Item 5f

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH AURELIUS & ONONDAGA TOWNSHIPS FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Aurelius and Onondaga Townships desire that improvements be performed on PLAINS ROAD, Onondaga to Edgar Roads, a road falling on the township line shared by Aurelius and Onondaga Townships, a total distance of approximately 3.0 miles, to include approximately 350 tons of asphalt wedging and pads, and chip-sealing at an estimated total cost of $86,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, Aurelius and Onondaga Townships are willing to split the cost of the improvement between their respective local road programs, and pay the remaining portion of the cost of said improvements; and

WHEREAS, that in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost shall be split between the matching programs of the two Townships up the extent of their respective 2012 match allocations with any carryovers as listed above. For any final costs which when split between the two Townships' match programs, exceed the respective Township's allocation amount plus Township match, the resulting overage shall be paid solely by the respective Township, provided, however, that the Township excess payment shall not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Aurelius Township's local roads, a maximum sum of $22,200.00, which shall be matched equally by Aurelius Township to the extent used.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Onondaga Township's local roads, a maximum sum of $22,200.00, plus carry-overs from 2011 of $11,100.00, and from 2010 of $13,268.37 for a total available in 2012 of $$46,568.37, which shall be matched equally by Onondaga Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $43,000.00.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the savings shall be split between the parties proportionate to their contributions—50% Road Department, 25% each Township.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Townships for their estimated contributions.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Aurelius and Onondaga Townships to effect the above described local road improvements as provided above.

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

Agenda Item 5g

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH ONONDAGA TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Onondaga Township desires that improvements be performed on ROSSMAN ROAD, Waverly to Bellevue Roads, a total distance of approximately 2.0 miles, to include approximately 100 tons of asphalt wedging and pads, and chip-sealing at an estimated cost of $47,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, that in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost shall be split between the parties up to a final cost amount of $50,136.74, (2 times the remaining match amount of $25,068.37), above which any excess cost shall be paid solely by the Township, provided, however, that the Township excess payment shall not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Onondaga Township's local roads, a maximum sum of $22,200.00, plus carry-overs from 2011 of $11,100.00, and from 2010 of $13,268.37 for a total available in 2012 of $$46,568.37, of which $21,500 has been committed to the Plains Road project between Onondaga and Edgar Roads leaving $25,068.37 for the Rossman Road project, which shall be matched equally by Onondaga Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $23,500.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall be split between the parties proportionate to their contributions—50% Road Department, 50% Township.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Onondaga Township to effect the above described local road improvements as provided above.

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

Agenda Item 6a

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: July 5, 2012

RE: Recommendation to Authorize a Subcontract Agreement with David Hunt and Associates

Since 2005, Ingham County Health Department (ICHD) has been working to transform its practice of public health within a framework of social justice. Facilitated dialogue has been a primary methodology for doing this work. With funding from the W.K. Kellogg Foundation, the Health Department has an opportunity to provide training to members of the community who wish to use community organizing principles and methods to pursue concrete social and environmental justice initiatives to improve the community's health. In May of 2012, the Health Department, through the Purchasing Department, issued a Request for Proposals (RFP) to provide training to local organizations around community organizing principles. The RFP was sent to nationally known or locally recommended providers of community organizing workshops. Locally recommended individuals were suggested through a community organizing workshop survey administered by ICHD in March and April 2012. Ten of the seventeen organizations and individuals that were sent the RFP are located in Michigan.

We received one response to the RFP. Health Department staff reviewed the proposal from David Hunt and Associates to enhance community organizing knowledge, skills and campaigns among community-based organizations and volunteer leaders in Ingham County. The proposal and David Hunt's qualifications fit the goals of the ICHD Health Equity and Social Justice Project.

David Hunt's 20 years experience in the community development and citizen empowerment field gives him a special interest in working with community based organizations and community organizers. David Hunt and Associates was founded in 1996 to enhance citizen empowerment and community development. Mr. Hunt has been trained in small and large group facilitation methods which serve him well as an international speaker, facilitator, trainer, planner, and community and organization builder. Mr. Hunt has been a principal trainer with the Midwest Academy for fourteen years. Mr. Hunt's research, training, and methodology were developed during his W.K. Kellogg Foundation National Leadership Fellowship from 1995-1997.

I recommend that the Board of Commissioners authorize a subcontract with David Hunt and Associates in the amount of $20,000 for the period of August 1, 2012 through December 31, 2012.

Agenda Item 6a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH HUNT AND ASSOCIATES

WHEREAS, health equity – which is the elimination of the root causes of healthy disparity is one of the core values for the Ingham County Health Department; and

WHEREAS, in 2004 and 2006 the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074 and #06-015) to launch a social justice network to advance health equity; and

WHEREAS, the Health Department has been awarded additional funding by the W.K. Kellogg Foundation to expand social justice practice to community based organizations, to allow these organizations to explore the use of community organizing and community building as a vehicle for transforming public health practice within a health equity framework; and

WHEREAS, in May 2012 the County issued a Request for Proposals to Michigan and National community organizing trainers and facilitators; and

WHEREAS, the County received one response to the RFP; and

WHEREAS, the proposal from David Hunt and Associates was reviewed by Health Department staff, which fits the goals of the Health Department's Health Equity and social Justice Project; and

WHEREAS, that the Health Officer recommends that a subcontract be awarded to David Hunt and Associates in the amount of $20,000 and the term of the subcontract shall be August 1, 2012 through December 31, 2012.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a subcontract in the amount of $20,000 with David Hunt and Associates to carry out community organizing workshops for the period August 1, 2012 and December 31, 2012.

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

Agenda Item 6b

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: July 5, 2012

RE: Resolution to Authorize a 2012-2013 AmeriCorps Grant

Following a successful Three-year funding cycle, the Michigan Department of Human Services has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps Program grant of $145,125 for the 2012-2013 fiscal year. Of this $145,125, the Michigan Community Service Commission will withhold $1,511 as an administrative fee. The net grant to Ingham County will be $143,614. This is the first program year of a new Three-year funding cycle, with additional anticipated funding for the 2013-2014 and 2014-2015 program years. A total of 10.79 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by DHS includes $48,217 (salary and fringe) for the temporary, full-time coordinator; staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

	Amount	Percent
Grant	145,125	61%
Match	91,084	39%*
Total	236,209	

*Grant guidelines direct applicants to hold the DHS share at $13,500 per member. Our match put the DHS share of our application at $13,438 per member.

The match is drawn from:
1) cash contributions from the external host sites totaling $78,736;
2) existing salary and fringe used as match of $4,795; and
3) indirect costs used as match of $7,554.

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the Michigan Department of Human Services for the third year of this AmeriCorps Program.

Attachment

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

Agenda Item 6b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2012-2013 AMERICORPS GRANT

WHEREAS, the Power of We Consortium will soon complete a successful 3-year grant-funded AmeriCorps*State Program, funded by the Michigan Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC), and authorized by Resolutions #09-338, #10-311, and #11-256; and

WHEREAS, the Consortium has been granted a new Three-year AmeriCorps*State Program; and

WHEREAS, on June 29, 2012, the Michigan Community Service Commission approved funding for the Ingham County Health Department, on behalf of the Consortium, in the amount of $145,125 for the time period of October 1, 2012 through September 30, 2013. Of this $145,125, the MSCS will withhold $1,511 as an administrative fee. The net grant to Ingham County will be $143,614; and

WHEREAS, a non-federal 26% local match of cash and/or in-kind contributions is required; and

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

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of $145,125 with Michigan Community Service Commission withholding $1,511 as an administrative fee for a net grant to Ingham County of $143,614, and authorizes a grant agreement with the Michigan Department of Human Services for the time period of October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, a non-federal match of $91,084 is authorized, cash match for 5% salary/fringe for the PWC Coordinator, and the remainder obtained through cash contributions of up to $7,290 from each of the AmeriCorps host sites, as selected through a Request for Proposal process.

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

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

Agenda Item 6c

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: July 6, 2012

RE: CPBC Agreement Amendment #3 for 2011-2012

This is a recommendation to authorize Amendment #3 of the 2011-2012 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2011-2012 Agreement in Resolution #11-283, authorized Amendment #1 in Resolution #11-395, and authorized Amendment #2 in Resolution #12-106.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #3 will increase the budget for Comprehensive Local Health Services from $5,268,890 to $5,294,790, an increase of $25,900. The Amendment makes the following specific changes in the budget:

1. PRIME Local Learning Collaborative, an increase of $4,000 to $9,200.
2. Bioterrorism, an increase of $14,400 to $40,585.
3. Funding to Support Minority Health Month, $7,500.

Regarding Item 3, this funding supports a contract with One Love Global, Inc., authorized in Resolution Number #12-109.

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

c: John Jacobs w/attachment

Agenda Item 6c

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2011-2012 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2011-2012 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process as authorized by Resolution #11-283 and amended in Resolutions #11-395 and #12-106; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2011-2012 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall increase from $5,268,890 to $5,294,790, an increase of $25,900.

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

1. PRIME Local Learning Collaborative, an increase of $4,000 to $9,200.
2. Bioterrorism, an increase of $14,400 to $40,585.
3. Funding to Support Minority Health Month, $7,500.

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, PhD, MPA, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #3 of the 2011-2012 CPBC grant documents electronically through the Mi-E Grants system.

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

Agenda Item 6d

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: July 6, 2012

RE: Recommendation to Authorize Agreement with the United States Department of Health and Human Services, Division of Health Resources and Services Administration to accept a Healthy Start Grant

This is a recommendation to authorize an agreement with United States Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) to accept a Healthy Start grant. This national project addresses the significant disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges.

The ICHD Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. Healthy Start will address disparities in perinatal health outcomes through direct services, perinatal system coordination, and community mobilization.

Grant funds will be utilized to support two new positions – a Perinatal Systems Coordinator and a Health Educator. The Perinatal Systems Coordinator will provide overall coordination for the project, including outreach and connection within the broader community. The Health Educator position will provide weekly educational sessions at Lansing Housing Commission sites, and will refer eligible women to case management services. Grant funds will support the work of an existing ICHD Public Health Advocate, and .50 of an existing ICHD full-time Public Health Nurse to provide enhanced case management.

The project proposes two subcontracts to ensure successful implementation. The first, Lansing Housing Commission, provides support to assist with meeting logistics for the Health Education sessions; as well as four stipends for community residents to assist with project development. The second subcontract is expected with Dr. Ellen Whipple, of Michigan State University's School of Social Work to conduct an overall project evaluation.

The attached resolution authorizes a contract with HRSA and the Ingham County Health Department in the amount of $965,000 for the proposed grant period of June 1, 2012 through May 31, 2014.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement for the Healthy Start Grant with HRSA.

Agenda Item 6d

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIVISION OF HEALTH RESOURCES AND SERVICES ADMINISTRATION TO ACCEPT THE HEALTHY START GRANT

WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community's health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, the Health Department has been awarded funding by the United States Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) to implement a Healthy Start grant; a national initiative focusing on reducing the rate of infant mortality and improving perinatal outcomes to project areas with high annual rates of infant mortality; and

WHEREAS, the ICHD Healthy Start Project is driven by three local goals: (1) reduce the incidence of overall infant mortality and African American infant mortality in Lansing, Michigan through direct services; (2) strengthen and sustain comprehensive coordination of perinatal providers caring for women before, during, and after pregnancy, and (3) build and expand the capacity of the community to prevent infant mortality by addressing social determinants of health; and

WHEREAS, the United States Department of Health and Human Services, Division of Health Resources and Services Administration has awarded the Ingham County Health Department a grant in the amount of up to $965,000 to support the delivery of Healthy Start grant activities for the period of June 1, 2012 through May 31, 2014; and

WHEREAS, the Health Department requests the establishment of two new positions: Perinatal Systems Coordinator, MNA Grade 6 and a Health Educator II, ICEA Grade 7; and

WHEREAS, the Healthy Start Project funds will provide support of the work of an existing ICHD Public Health Advocate, as well as an existing ICHD Public Health Nurse; and

WHEREAS, the Healthy Start Project will provide support for two subcontracts - Lansing Housing Commission will assist with outreach and health education meeting logistics; and Dr. Ellen Whipple, of the Michigan State University's School of Social Work will provide program evaluation services; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to $965,000 from the United States Department of Health and Human Services (HHS), Division of Health Resources and Services (HSRS) for the Health Start Project for the period of June 1, 2012 through May 31, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with United States Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) to implement a Healthy Start Project in the amount of $965,000 for the period of June 1, 2012 through May 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of two new grant-funded positions: Perinatal Systems Coordinator, MNA Grade 6 and a Health Educator II, ICEA Grade 7.

BE IT FURTHER RESOLVED, that the Healthy Start Project funds will provide support of the work of an existing ICHD Public Health Advocate, as well as .5 FTE of an existing ICHD Public Health Nurse.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the time period of June 1, 2012 through May 31, 2013 with Lansing Housing Commission in the amount of $30,000 to assist with outreach and health education meeting; and Dr. Ellen Whipple, of the Michigan State University's School of Social Work in the amount of $19,000 to provide program evaluation services.

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

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay is waived for the newly established Perinatal Systems Coordinator and Health Educator II positions.

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

Agenda Item 6e

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: July 6, 2012

RE: Resolution to Authorize an Agreement between the Health Department's Health Plan Management Services and Health Management Associates

Section 1322 of the Affordable Care Act created the Consumer Operated and Oriented Plan program (CO-OP program) to foster the creation of new consumer-governed, private, nonprofit health insurance issuers, known as "CO-OPs." In addition to improving consumer choice and plan accountability, the CO-OP program also seeks to promote integrated models of care and enhance competition in the Affordable Insurance Exchanges established under sections 1311 and 1321 of the Affordable Care Act. To establish these CO-OPs, the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services Center for Consumer Information and Insurance Oversight issued an Invitation to Apply for loans to capitalize eligible prospective CO-OPs with a goal of having at least one in each state. To respond to this invitation, the Ingham Health Plan joined with several other County Health Plans throughout Michigan to form the Michigan Consumers Health Care CO-OP (MCHCO). The Centers for Medicare and Medicaid Services announced its award of $72 million in financing for the new MCHCO in May 2012.

MCHCO contracted with Health Management Associates (HMA) to perform various core management functions, including obtaining a license to provide health care coverage and performing a vendor search and bid process. HMA recognized the experience and expertise of Ingham County Health Department's Health Plan Management Services (HPMS) and requested that HPMS assist in providing the start up core functions of the MCHCO. As a result, HMA would like to contract with HPMS at a rate of $50 per hour for support staff and $100 per hour for professional staff. HPMS estimates that it will take approximately 1,286 hours to complete the required scope of services for an estimated total of $103,000. The term of the agreement will be from June 1, 2012 through December 31, 2012. This is a start up contract, HPMS will begin negotiations this fall for an ongoing contract directly with MCHCO.

With Electronic Health Record implementation, the Community Health Center Network utilized HPMS staff for training and quality purposes. In order to fulfill the needs of this agreement with HMA, the position will need to be reassigned back to HPMS, which will leave a void in the EHR implementation team. As part of this agreement, HPMS is requesting to establish and hire an Electronic Health Care/Nurse Trainer position, which will be funded through this agreement and then with the ongoing agreement with MCHCO. The position has been assessed by Human Resources at MNA Grade 3, with a salary range of $54,384 to $65,287 (2011 rates) in the MNA contract, with a total position cost of $93,944 (at Step 5). Attached is the job description from Human Resources.

I recommend that the Board of Commissioners approve this resolution and authorize an agreement between Health Plan Management Services and Health Management Associates and to establish an Electronic Health Care/Nurse Trainer position.

c: Debbie Brinson
Barb Mastin
John Jacobs
Jonathon MacGowen
Carolyn Redman
Kathy Fitton, MNA

Agenda Item 6e

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH HEALTH MANAGEMENT ASSOCIATES TO PROVIDE START UP CORE FUNCTIONS OF THE MICHIGAN CONSUMERS HEALTH CARE CO-OP

WHEREAS, section 1322 of the Affordable Care Act created the Consumer Operated and Oriented Plan program (CO-OP program) to foster the creation of new consumer-governed, private, nonprofit health insurance issuers, known as "CO-OPs"; and

WHEREAS, in addition to improving consumer choice and plan accountability, the CO-OP program also seeks to promote integrated models of care and enhance competition in the Affordable Insurance Exchanges established under sections 1311 and 1321 of the Affordable Care Act; and

WHEREAS, to establish these CO-OPs, the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services Center for Consumer Information and Insurance Oversight issued an Invitation to Apply for loans to capitalize eligible prospective CO-OPs with a goal of having at least one in each state; and

WHEREAS, to respond to this invitation, the Ingham Health Plan joined with several other County Health Plans throughout Michigan to form the Michigan Consumers Health Care CO-OP (MCHCO); and

WHEREAS, the Centers for Medicare and Medicaid Services announced its award of $72 million in financing for the new MCHCO in May 2012; and

WHEREAS, Health Management Associates (HMA) recognized the experience and expertise of Ingham County Health Department's Health Plan Management Services (HPMS) and requested assistance in providing the start up core functions of the MCHCO; and

WHEREAS, HMA would like to enter into an agreement with the Health Department's HPMS in the amount of $103,000 to assist with providing the start up core functions; and

WHEREAS, it is estimated that it will take approximately 1,286 hours to complete the required scope of services at a rate of $50 per hour for support staff and $100 per hour for professional staff; and

WHEREAS, to fulfill the needs of this agreement, it is necessary to create an Electronic Health Care/Nurse Trainer position; and

WHEREAS, the position has been assessed by Human Resources at MNA Grade 3, with a salary range $54,384 to $65,287 (2011 rates) in the MNA contract; and

WHEREAS, the term of the agreement shall be from June 1, 2012 through December 31, 2012; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement between the Health Department and Health Management Associates for the period of June 1, 2012 through December 31, 2012.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with Health Management Associates for the period of June 1, 2012 through December 31, 2012.

BE IT FURTHER RESOLVED, that Health Plan Management Services will perform various core functions for this contract, including:

- Develop COOP project plan for CMS
- Develop and submit HMO application on behalf of COOP
- Develop customer service plan for COOP
- Establish HIPAA compliance plan
- Select and work with a third party administrator for the COOP
- Develop a quality assurance plan for the HMO application and COOP

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the establishment and hiring of the position of Electronic Health Care/Nurse Trainer position, MNA Grade 3.

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

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for the Electronic Health Care/Nurse Trainer position.

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.

Agenda Item 6f

MEMORANDUM

TO: Dale Copedge, Board Chairperson

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

DATE: July 9, 2012

RE: Recommendation to authorize an agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the provision of co-located primary and behavioral health services

This is a recommendation to authorize an agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH). The Ingham Community Health Center Network is working with CMH to provide integrated primary and behavioral health care services to patients on-site at CMH.

This agreement is mutually beneficial to the community health center network, CMH and its patients. CMH will provide the required space, utilities and communication system and the Community Health Center Network will provide the staff.

To effectively provide primary health care services for the general population at CMH, a Nurse Practitioner (MNA Grade 6 - $82,795) position will need to be established and hired. An existing Clinic Assistant, UAW/TOPS Grade D - $36,525, and an Administrative Assistant, UAW/TOPS Grade G - $43,549, will also be relocated to this Health Center.

This project will also require the purchase of licenses and fees related to the Electronic Health Record, which will not exceed $18,000. A copy of the budget and revenue projections is attached for your review.

I recommend that the Ingham County Board of Commissioners approve the attached resolution and authorize an agreement between the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties and the Ingham County Health Department Community Health Center Network. The term of the agreement will be from August 1, 2012 through December 31, 2012 with the option to automatically renew for twelve month periods, unless either party provides notice otherwise.

cc: Debra Brinson, MPA, Deputy Health Officer
Barb Mastin, MA, Chief Operating Officer
John Jacobs, CPA, Chief Financial Officer
Jayson Welter, JD, Director of Policy, Programs and Compliance
Jonathon MacGowen, CPA, MBA, Finance Coordinator
Carolyn Redman, Project Specialist

Agenda Item 6f

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES FOR THE PROVISION OF CO-LOCATED PRIMARY AND BEHAVIORAL HEALTH SERVICES

WHEREAS, the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) have a long standing and successful partnership of providing co-located services within the Community Health Center Network locations; and

WHEREAS, this is a recommendation to authorize an agreement with CMH to provide integrated primary and behavioral health care services to patients on-site at CMH; and

WHEREAS, this agreement is mutually beneficial to the Community Health Center Network, CMH and its patients as CMH will provide the required space, utilities and communication system and the Community Health Center Network will provide the staff; and

WHEREAS, to effectively provide primary health care services for the general population at CMH, a Nurse Practitioner (MNA Grade 6 - $82,795) will need to be established and hired; and

WHEREAS, this project also requires the purchase of licenses and fees related to the Electronic Health Record, not to exceed $18,000; and

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed and approved this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement between the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties and the Ingham County Health Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the provision of co-located primary and behavioral health services.

BE IT FURTHER RESOLVED, that the term of the agreement will be from August 1, 2012 through December 31, 2012 with the option to automatically renew for twelve month periods, unless either party provides notice otherwise.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby establishes and authorizes the posting and hiring of a Nurse Practitioner (MNA Grade 6 - $82,795) position.

BE IT FURTHER RESOLVED, that an existing Clinic Assistant, UAW/TOPS Grade D - $36,525, and an Administrative Assistant, UAW/TOPS Grade G - $43,549, will be relocated to this Health Center.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the purchase of licenses and fees related to the Electronic Health Record, not to exceed $18,000.

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

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

Agenda Item 7

June 16, 2012

MEMORANDUM

TO: Board of Commissioners
FROM: Bruce Johnston and Glen Rockey, Ingham County Housing Commission
RE: MSHDA Grant Amendment Request - Grant #NSP-2008-0552-CFR

The Board of Commissioners approved Neighborhood Stabilization Program (NSP) Grant funds in the amount of $300,000 from the Michigan State Housing Development Authority (MSHDA) on August 25, 2009 (Resolution #09-262).

These funds were utilized to purchase four (4) abandoned and foreclosed homes in the City of Mason in cooperation with the Ingham County Land Bank Fast Track Authority in order to redevelop them for resale to residents of Ingham County. We were able to complete the rehabilitation of two (2) of the homes and resell them. Funding limitations and the extensive cost to bring the other two (2) homes up to the standards that MSHDA requires precluded further work being performed.

MHSDA has granted us additional funding in the amount of $272,750 in order to perform demolition of the two (2) remaining properties and to build entirely new homes on the sites for resale. These funds, in addition to the proceeds already recognized from the sale of the two renovated homes will also be utilized to acquire two (2) additional abandoned and foreclosed homes in the City of Mason for purposes of demolition and future development.

If approved, the total NSP Grant amount will be $572,750 and the grant term will be extended through September 30, 2012. It will also allow for the grant program description to include demolition and new builds on the sites.

Agenda Item 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE GRANT AMENDMENT TO RESOLUTION #09-262 - NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT FUNDS FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR AN ADDITIONAL AMOUNT OF $272,750

WHEREAS, the Ingham County Board of Commissioners accepted $300,000 on behalf of the Ingham County Housing Commission from the Michigan State Housing Development Authority on August 25, 2009; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County an additional $272,750 for the acquisition and demolition of two (2) additional foreclosed or abandoned properties and for the creation of two (2) new homes in the City of Mason for resale to residents of Ingham County; and extended the grant term until September 30, 2012; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. 2012-01 NSP has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the additional Neighborhood Stabilization Program (NSP) Grant funding of $272,750 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the extended term grant agreement.

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

Agenda Item 8

To: County Services and Finance Committees

From: Stacy Byers, Ingham County Farmland and Open Space Preservation Board

Date: 7/12/2012

Re: Resolution Amending Resolution #12-190 to accept an additional $47,983.00 for two additional properties

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This resolution approves amending the 2012 Cooperative Agreement with the United States for $324,450.00 (resolution #12-190) for the purchase of Permanent Conservation Easement Deeds on the top ranked properties of the 2011 Ingham County Farmland and Open Space Preservation Board application cycle. Eight properties were submitted for matching fund consideration, five were awarded funds under Cooperative Agreement 73-5D21 -11-31 NEST Agreement No. 735D2111016LG. This new agreement amends the old agreement and provides funding for two additional properties, bringing the FOSP Board's total awarded funds for 2012 to $372,433.00. The two additional properties are the Richardson and Hudson properties as listed in Attachment B of the Agreement.

There will be future costs associated with proceeding with negotiations on the top scoring properties, including, but not limited to, appraisal, survey, title commitment and insurance costs. These costs are allocated through the established County budget process.

Attached is the Amended 2012 Cooperative Agreement.

Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #12-190 TO ACCEPT $47,983.00 IN ADDITIONAL FUNDS

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space 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 and Open Space Purchase of Development Rights Ordinance in July 2004 and amended by resolution 10-99; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2011 and submitted 8 properties to the Federal Farm and Ranchland Protection Program, for consideration of matching funds; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase the Permanent Conservation Easement Deeds on the top ranked properties from the 2011 application cycle; and

WHEREAS, the USDA-NRCS wishes to amend Cooperative Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG for $324,450.00 approved by resolution # 12-190 to allow for two additional properties to be funded.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG Amendment 2 for a total not to exceed $372,433.00 for two additional properties between United States of America (The United States), acting by and through the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) on behalf of the Commodity Credit Corporation (CCC), and Ingham County for the implementation of the Farm and Ranch Lands Protection Program (FRPP).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG Amendment 2, after review and approval by County Attorney.

Agenda Item 9a

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: July 3, 2012

SUBJECT: RESOLUTION AWARDING A CONTRACT TO SOAP SLINGERS WINDOW CLEANING LLC TO PROVIDE WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES

The resolution before you authorizes awarding a contract to Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities.

After going through a competitive bidding process, Soap Slingers Window Cleaning LLC, who submitted the lowest responsive and responsible bid of $9,876.00 per year with a total three (3) year contract cost not to exceed $29,628.00, with an optional two (2) year renewal, are recommended by both the Facilities and the Purchasing Departments.

Funds for these services are available within the appropriate 931100 Maintenance Contractual accounts.

I recommend approval of this resolution.

Agenda Item 9a

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 3, 2012

SUBJECT: Proposal Summary for Window Cleaning Services

Project Description:
This project solicited proposals from qualified and experienced firms for the purpose of providing window and glass cleaning services at various County facilities on a semiannual basis for a period of three-years with an option for a two-year renewal.

Proposal Summary:
Vendors contacted: 5 Local: 4
Vendors responding: 5 Local: 4

Company Name	Annual Cost	Local
Soap Slingers Window Cleaning, LLC	$9,876	Yes – Lansing
Above All Else, LLC	$11,340	Yes – Lansing
Great Lakes Window Cleaning	$14,310	Yes – Lansing
Michigan House Window Cleaning	$17,250	No – Flint
Diverse Home Cleaning	$21,130	Yes – Webberville

Recommendation:
The Evaluation Committee recommends awarding a three-year contract to Soap Slingers Window Cleaning at a not-to-exceed cost of $9,876 per year, with an option to renew for two additional years.

Soap Slingers, is a local vendor, has been in business for 13 years, and possess the required insurance for this contract.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

Agenda Item 9a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO SOAP SLINGERS WINDOW CLEANING LLC TO PROVIDE WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES

WHEREAS, the current contract for window cleaning will expire on July 31, 2012; and

WHEREAS, the Purchasing Department has solicited bids from qualified and experienced firms for the purpose of providing window cleaning services to various county facilities on a semi-annual basis; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Soap Slingers Window Cleaning LLC for a three (3) year agreement period beginning August 1, 2012 and ending July 31, 2015, with an optional two (2) year renewal, the locations and services provided will be billed to the county as follows:

Facilities	**Cleaning Service**	**Cost**	**Quantity**	**Annual Cost**
Hilliard Building	Interior/Exterior	$1,084.00	2	$2,168.00
IC Courthouse	Interior/Exterior	$ 976.00	2	$1,952.00
Veteran's Memorial Courthouse	Exterior Only	$1,548.00	2	$3,096.00
Grady Porter Building	Exterior Only	$ 450.00	2	$ 900.00
Human Services Bldg.	Exterior Only	$ 720.00	2	$1,440.00
Youth Center	Exterior Only	$ 50.00	2	$ 100.00
Willow Clinic	Exterior Only	$ 10.00	2	$ 20.00
911 Center	Interior/Exterior	$ 100.00	2	$ 200.00
Total Annual Cost				$ 9,876.00
Total Three Year Cost				$29,628.00

WHEREAS, funds for these services are available in the appropriate 931100 Maintenance Contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Soap Slingers Window Cleaning LLC, 1305 South Cedar Street #606, Lansing, MI, 48910 to provide semi-annual window cleaning services to various county facilities for an annual cost of $9,876.00, and a total three (3) year contract cost not to exceed $29,628.00 with an optional two (2) year renewal.

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

Agenda Item 9b

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 3, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYER'S PLUMBING AND HEATING INC. FOR INSTALLATION OF THE PLUMBING IN THE NEW HANDICAP RESTROOM AT THE HEALTH DEPARTMENT**

The resolution before you authorizes entering into a contract with Myer's Plumbing and Heating, Inc., for installation of the plumbing, in the new handicap restroom, at the Health Department, for an amount not to exceed $9,800.00.

Myer's Plumbing and Heating, Inc., who submitted the lowest quote, was chosen and have the recommendation of the Facilities Department. We are confident that Myer's Plumbing and Heating, Inc., will provide us with the quality service we need to complete this project successfully.

The funds for this project are available in the approved CIP line Item 511-61501-976000-02240 which has a balance of $20,000.00.

I recommend approval of this resolution.

Agenda Item 9b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYER'S PLUMBING AND HEATING INC., FOR INSTALLATION OF THE PLUMBING IN THE NEW HANDICAP RESTROOM AT THE HEALTH DEPARTMENT

WHEREAS, the handicap restroom will be installed in the Sparrow Lab, on the second floor of the Human Services Building; and

WHEREAS, this project will allow the lab to do more of the testing and screening themselves, taking the load off of the other Health Department clinics; and

WHEREAS, three quotes were received from qualified, experienced vendors and after careful review of the quotes the Facilities Department recommends that a contract be awarded to Myer's Plumbing and Heating Inc., to provide labor and materials for an amount not to exceed $9,800.00; and

WHEREAS, funds for this project are available in the approved CIP Line Item 511-61501-976000-02240 which has a balance of $20,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myer's Plumbing and Heating Inc., 16825 Industrial Parkway, Lansing, MI 48906, to provide labor and materials, for the installation of a new handicap restroom in the Sparrow Lab, located in the Human Services Building, for an amount not to exceed $9,800.00.

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

Agenda Item 9c

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 3, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PERFITT EXCAVATING INC. FOR THE REPLACEMENT OF THE ASPHALT CIRCLE DRIVE AT THE MASON COURTHOUSE**

The resolution before you authorizes awarding a contract to Perfitt Excavating, Inc. for the replacement of the asphalt circle drive, at the Mason Courthouse, for an amount not to exceed $14,905.00. The drive has deteriorated to the extent that it is beyond repair, and needs to be replaced.

Perfitt Excavating, Inc. submitted the lowest responsive and responsible bid and is a local company that comes highly recommended. They were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. We are confident that Perfitt Excavating, Inc., will provide us with the quality service we need to complete this project successfully.

The funds for this project are available in the approved CIP line Item 245-90212-931000-2FC13 which has a balance of $32,980.00.

I recommend approval of this resolution.

Agenda Item 9c

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 3, 2012

SUBJECT: Bid Summary for Asphalt Services

Project Description:
Bids were sought from experienced and qualified firms for the purpose of installing a new asphalt driveway at the Ingham County Courthouse Circle Drive.

Bid Summary:
Vendors contacted: 16 Local: 7
Vendors responding: 3 Local: 2

Company Name	Total Cost	Local
Perfitt Excavating, Inc.	$14,905	Yes – Dansville
Rieth-Riley Construction Co.	$17,071	Yes – Lansing
Mike & Son Asphalt, Inc.	$18,550	No – Bath

Hayhoe Asphalt, Mason – Did not submit a bid as the required work of installing under drains was beyond its normal scope of work.

Recommendation:
The Evaluation Committee recommends awarding a contract to Perfitt Excavating, Inc. in an amount not-to-exceed $14,905.

Perfitt is a local vendor, is bonded and insured, submitted the lowest cost bid, and has previously worked for the County.

This project requires the payment of prevailing wages in compliance with the County's Prevailing Wage Policy.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

Agenda Item 9c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PERFITT EXCAVATING, INC. FOR THE REPLACEMENT OF THE ASPHALT CIRCLE DRIVE AT THE MASON COURTHOUSE

WHEREAS, the circle drive at the Mason Courthouse has deteriorated over time to the extent that it is beyond repair and is need of replacement; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Perfitt Excavating, Inc. for an amount not to exceed $14,905.00; and

WHEREAS, funds for this project are available in the approved CIP Line Item 245-90212-931000-2FC13 which has a balance of $32,980.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Perfitt Excavating, Inc. 1957 Seven Gables Road, Dansville, MI 48819 for the replacement of an asphalt circle drive at the Mason Courthouse, for an amount not to exceed $14,905.000.

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

Agenda Item 10a

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: **June 20, 2012**

TO: **County Services and Finance Committees**

FROM: **Willis Bennett, Director**

RE: **Resolution Authorizing the Acceptance of a $250 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo From the Michigan Municipal Risk Management Association (MMRMA)**

This resolution authorizes the acceptance of grant funds from MMRMA in the amount of $250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

The Potter Park Zoo was offered the chance to participate in a grant opportunity with MMRMA. MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility. The grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for the patrol vehicle at Potter Park Zoo. Installation of the grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed.

The Potter Park Zoo Board and the Parks & Recreation Commission supported this recommendation at their June 2012 meetings with the passage of a resolution.

Agenda Item 10a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $250.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A GRILL GUARD FOR THE PATROL CAR AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo was offered the chance to participate in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for the patrol vehicle at Potter Park Zoo; and

WHEREAS, installation of the grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed; and

WHEREAS, the Potter Park Zoo Board and the Parks & Recreation Commission supported this recommendation at their June 2012 meetings with the passage of a resolution.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of $250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

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

Agenda Item 10b

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: **June 20, 2012**

TO: **County Services and Finance Committees**

FROM: **Willis Bennett, Director of Parks**
Sherrie Graham, Interim Zoo Director

RE: **Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement Authorizing and Compensating the Society for Hiring a General Curator**

This resolution authorizes the County Controller and County Attorney to negotiate an addendum to the Amended Agreement between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement further authorizing and partially compensating a General Curator position at the Potter Park Zoo. In addition, the resolution authorizes the termination date of both agreements be further extended to one year from the effective date of both amendments to the agreements.

Said compensation from the County to the Society shall be $3,125.00 per month, equal to one-half or 50-percent of the sum total of an average salary and benefits expense for a Curator in the Midwest region of the United States of comparable size, based on total operating budget, as reported by AZA salary data, with the professional requirements and responsibilities as stated in the position description. Said compensation is available fully from remaining funds budgeted for the 2013 Zoo Director position, such that appropriate County Zoo Budget line item transfers shall be made to fund this position from the funds remaining from the vacant permanent Zoo Director position.

Upon former Zoo Director Gerry Brady's announcement of his intent to retire in January 2012, the Potter Park Zoo Board initiated discussion of an updated position description for a suitable replacement given the growth and diversity of the Zoo's collection over his tenure. The 2007 AZA Reaccreditation Evaluation Committee voiced a similar staffing concern that one position combining the Zoo Veterinarian and Curator responsibilities can no longer effectively meet the specific goals of each, namely proper animal health care and proper animal husbandry for conservation and education, respectively. After much discussion about the need to address both concerns amidst an extended period of decreasing millage funds, the Zoo Board Chairman commissioned a Needs Assessment Committee to determine the future staffing structure at the Potter Park Zoo and report such recommendations to the Zoo Board.

The Needs Assessment Committee's first recommendation to amend the Ingham County/Zoological Society contract authorizing and compensating the Society to serve as Interim Zoo Director, including the supervision of Ingham County Zoo employees, allowing the Committee to further consider how the need for a General Curator position could be addressed, was successfully implemented. After approximately 6 months, the amended services arrangement has not only met, but exceeded, expectations regarding the financial benefit to Ingham County and advancement of the Zoo's operations and advancement.

By contract conservation and education are part of the primary responsibilities of the Potter Park Zoological Society. The Needs Assessment Committee has developed a recommended General Curator position description, reviewed and approved by the Zoo Board by consensus only. The Zoo Board is confident the Society can and will administer well the General Curator position, thereby meeting the needs of both the Society and Ingham County, as well as satisfy AZA reaccreditation concerns, provided funding the position is shared by Ingham County, as per precedent set via the current Interim Zoo Director Services Agreement and the Amended Agreement between County of Ingham and Potter Park Zoological Society. The Interim Zoo Director shall seek input from the Ingham County Parks Director, Ingham County Human Resources, and the Zoo Veterinarian regarding the suitable candidate to fill the General Curator Position.

Both the Potter Park Zoo Board and the Parks & Recreation Commission supported this concept with the passage of a resolution at their June 2012 meetings.

Agenda Item 10b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN INGHAM COUNTY AND THE POTTER PARK ZOOLOGICAL SOCIETY TO INCLUDE COMPENSATING THE SOCIETY FOR HIRING A GENERAL CURATOR

WHEREAS, upon former Zoo Director Gerry Brady's announcement of his intent to retire in January 2012, the Potter Park Zoo Board initiated discussion of an updated position description for a suitable replacement given the growth and diversity of the Zoo's collection over his tenure; and

WHEREAS, the 2007 AZA Reaccreditation Evaluation Committee voiced a similar staffing concern that one position combining the Zoo Veterinarian and Curator responsibilities can no longer effectively meet the specific goals of each, namely proper animal health care and proper animal husbandry for conservation and education, respectively; and

WHEREAS, after much discussion about the need to address both concerns amidst an extended period of decreasing millage funds, the Zoo Board Chairman commissioned a Needs Assessment Committee to determine the future staffing structure at the Potter Park Zoo and report such recommendations to the Zoo Board; and

WHEREAS, the Committee's first recommendation to amend the Ingham County/Zoological Society contract authorizing and compensating the Society to serve as Interim Zoo Director, including the supervision of Ingham County Zoo employees, allowing the Committee to further consider how the need for a General Curator position could be addressed, was successfully implemented; and

WHEREAS, after approximately 6 months, the amended services arrangement has not only met, but exceeded, expectations regarding the financial benefit to Ingham County and advancement of the Zoo's operations and advancement; and

WHEREAS, by contract conservation and education are part of the primary responsibilities of the Potter Park Zoological Society; and

WHEREAS, the Needs Assessment Committee has developed a recommended General Curator position description, reviewed and approved by the Zoo Board by consensus only; and

WHEREAS, the Zoo Board is confident the Society can and will administer well the General Curator position, thereby meeting the needs of both the Society and Ingham County, as well as satisfy AZA reaccreditation concerns, provided funding the position is shared by Ingham County, as per precedent set via the current Interim Zoo Director Services Agreement and the Amended Agreement between County of Ingham and Potter Park Zoological Society; and

WHEREAS, the Potter Park Zoo Board and the Parks & Recreation Commission supported this concept with the passage of a resolution at their June 2012 meetings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the County Controller and County Attorney to negotiate an addendum to the Amended Agreement between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement further authorizing and partially compensating a General Curator position.

BE IT FURTHER RESOLVED, that the termination date of said agreements be further extended to one year from the effective date of said amendments.

BE IT FURTHER RESOLVED, said compensation from the County to the Society shall be $3,125.00 per month, equal to one-half or 50-percent of the sum total of an average salary and benefits expense for a Curator in the Midwest region of the United States of comparable size, based on total operating budget, as reported by AZA salary data, with the professional requirements and responsibilities as stated in the position description.

BE IT FURTHER RESOLVED that said compensation is available fully from remaining funds budgeted for the 2013 Zoo Director position, such that appropriate County Zoo Budget line item transfers shall be made to fund this position from the funds remaining from the vacant permanent Zoo Director position.

BE IT FURTHER RESOLVED, that the Interim Zoo Director shall seek input from the Ingham County Parks Director, Ingham County Human Resources, and the Zoo Veterinarian regarding the suitable candidate to fill the General Curator Position.

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

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

Agenda Item 11a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS

WHEREAS, the County Board of Commissioners has recognized the escalating cost of the current MERS Defined Benefit Plan; and

WHEREAS, the County Board of Commissioners have discussed changes in the MERS pension plans to be provided to future newly elected Board of Commissioners and Elected Officials, serving in their initial term of office effective January 1, 2013; and

WHEREAS, the Human Resources Department has discussed with MERS the establishment of Hybrid Plans for newly elected County Board of Commissioners, in division 16 and Elected Officials, in division 19 and prepared the attached MERS mandated resolution forms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for Board of Commissioners and Elected Officials, to be provided to those future newly elected to their initial term of office, effective January 1, 2013.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized on behalf of the County's retirement system to sign and execute all documents to effectuate and finalize this transaction, subject to prior approval as to form, by legal counsel.

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

MERS
Municipal Employees' Retirement System
1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

> [s]hall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. **NEW EMPLOYEES** (Plan Sec 19B(4) – (12))

Effective the first day of January, 20 16, (to be known as the ADOPTION DATE), the

County of Ingham hereby adopts Benefit Program H for
(MERS municipality/court)

Board of Commissioners - Division 16
(specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. **ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.**

(A) HYBRID PLAN CONTRIBUTIONS

- The DB Component shall be exclusively funded by the employer, with no member contributions permitted.
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement ("Adoption Agreement," Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

- For the DB Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document, **with the exception of the last sentence, which shall not apply.**
- For the DC Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member's federal form W-2, wage and tax statement.

(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):

  Where a member has previously acquired in the employ of any participating municipality or participating court:

  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;

  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;

  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC;

  such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:

  (1) The Benefit Multiplier (Plan Section 19B(4)) **initially selected shall be irrevocable, shall not later be changed.**

Commission Discussion

The multiplier shall be one of the following *dependent upon the division's social security coverage status:*

Social Security Coverage	No Social Security Coverage
☒ 1.00%	☐ 1.00%
☐ 1.25%	☐ 1.25%
☐ 1.50%	☐ 1.50%
	☐ 1.75%
	☐ 2.00%

(2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).

(3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

option ☐ Check here to adopt F55/25

(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):

  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:

  (1) Lump sum distribution to the vested former member or beneficiary.

  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.

  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.

  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. **STOP**

II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)

(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the **Adoption Date,** pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year) which shall be known as the **"CONVERSION DATE."**

The opportunity for current employees on the **Adoption Date** to participate in the Hybrid Program shall (select 1 of the following 2 choices):

- ☐ apply to all employees who separate from or terminate employment with this municipality after the **Adoption Date** and before the **Conversion Date**, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
- ☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.

(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

(1) **The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).**

(2) **The funded level for the member's specific MERS division** (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):

☐ Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).

☐ If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the **Conversion Date;** if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

Not Applicable

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the **Adoption Date**, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the **Adoption Date** shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year), which shall be known as the **"CONVERSION DATE."**

The opportunity for current employees on the **Adoption Date** to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the **Adoption Date** and before the **Conversion Date**, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the **Adoption Date**.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.

V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held

on _____, 20_____ _____
(Signature of authorized official)

Please send MERS fully executed copy of:

- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Declaration of Trust and certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20_____ _____
(Authorized MERS signatory)

MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement

MERS
Municipal Employees' Retirement System
1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Hybrid under MERS Plan Document ("MERS Hybrid DC")** as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham
Name of municipality or court

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: January 2013.
Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _____. This adoption agreement is
Month and Year

intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _____.
Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

Board of Commissioners - Division 16

Specify employee classification **and** division numbers

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant see schedule % of Earnings or $_____ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute 1 % of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

   If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

   The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

   ☒ Yes ☐ No

   [**Note to Employer:** Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

   ☐ Weekly ☐ Bi-weekly ☒ Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.

VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

Commissioner Discussion

☒ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: ☐ 1 ■ 2 ☐ 3 ☐ 4 ☐ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

_____ % after 1 year of service.
_____ % after 2 years of service.
_____ % (not less than 25%) after 3 years of service.
_____ % (not less than 50%) after 4 years of service.
_____ % (not less than 75%) after 5 years of service.
100 % (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:_____).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

Commissioner Discussion

☐ Yes ■ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.

IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 20____.

Employer: _____

Authorized Signature: _____

Title: _____

Witness: _____

MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IV. Contribution Provision (page 2, Form MD-044)

1. Schedule of Employer Contributions (maximum cap of 2.5%)

Employee Contribution	Employer Match
1.0%	1.0%
1.5%	1.5%
2.0%	2.0%
2.5%	2.5%

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

MERS
Municipal Employees' Retirement System
1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

> [s]hall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of January, 20 12, (to be known as the ADOPTION DATE), the

County of Ingham hereby adopts Benefit Program H for
(MERS municipality/court)

Elected Officials - Division 19
(specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. **ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.**

(A) HYBRID PLAN CONTRIBUTIONS

- The DB Component shall be exclusively funded by the employer, with no member contributions permitted.
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement ("Adoption Agreement," Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

- For the DB Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document, **with the exception of the last sentence, which shall not apply.**
- For the DC Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member's federal form W-2, wage and tax statement.

(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):

  Where a member has previously acquired in the employ of any participating municipality or participating court:

  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;

  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;

  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC;

  such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:

  (1) The Benefit Multiplier (Plan Section 19B(4)) **initially selected shall be irrevocable, shall not later be changed.**

  The multiplier shall be one of the following *dependent upon the division's social security coverage status:*

Social Security Coverage	No Social Security Coverage
☒ 1.00%	☐ 1.00%
☐ 1.25%	☐ 1.25%
☐ 1.50%	☐ 1.50%
	☐ 1.75%
	☐ 2.00%

Commission Discussion

(2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).

(3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

☐ Check here to adopt F55/25

(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):

  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:

  (1) Lump sum distribution to the vested former member or beneficiary.

  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.

  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.

  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. **STOP**

II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)

(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the **Adoption Date,** pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year) which shall be known as the **"CONVERSION DATE."**

The opportunity for current employees on the **Adoption Date** to participate in the Hybrid Program shall (select 1 of the following 2 choices):

- ☐ apply to all employees who separate from or terminate employment with this municipality after the **Adoption Date** and before the **Conversion Date**, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
- ☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.

(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

(1) **The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).**

(2) **The funded level for the member's specific MERS division** (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):

☐ Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).

☐ If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the **Conversion Date**; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the **Adoption Date**, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the **Adoption Date** shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year), which shall be known as the **"CONVERSION DATE."**

The opportunity for current employees on the **Adoption Date** to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the **Adoption Date** and before the **Conversion Date**, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the **Adoption Date**.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.

V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held

on _____, 20_____ _____
(Signature of authorized official)

Please send MERS fully executed copy of:
- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Declaration of Trust and certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20_____ _____
(Authorized MERS signatory)

MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement

MERS
Municipal Employees' Retirement System
1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Hybrid under MERS Plan Document ("MERS Hybrid DC")** as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham
Name of municipality or court

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: January 2013.
Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _____. This adoption agreement is
Month and Year

intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _____.
Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

Elected Officials - Division 19

Specify employee classification **and** division numbers

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant see schedule % of Earnings or $_____ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

Commissioner Discussion

2. Each Participant is required to contribute 1 % of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

   If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

   The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

   ☒ Yes ☐ No

   [**Note to Employer:** Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

   ☐ Weekly ☐ Bi-weekly ☒ Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.

VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☒ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: ☐ 1 ☐ 2 ☐ 3 ■ 4 ☐ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

_____ % after 1 year of service.
_____ % after 2 years of service.
_____ % (not less than 25%) after 3 years of service.
_____ % (not less than 50%) after 4 years of service.
_____ % (not less than 75%) after 5 years of service.
100 % (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:_____).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes ■ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.

IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 20____.

Employer: _____

Authorized Signature: _____

Title: _____

Witness: _____

MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IV. Contribution Provision (page 2, Form MD-044)

1. Schedule of Employer Contributions (maximum cap of 2.5%)

Employee Contribution	Employer Match
1.0%	1.0%
1.5%	1.5%
2.0%	2.0%
2.5%	2.5%

Agenda Item 11b

TO: **County Services Committee**

FROM: **Travis Parsons, Human Resources Director**

RE: **MERS Annual Convention**
Funding for Ingham County Representative for the MERS Annual Meeting

DATE: **July 5, 2012**

In regards to the 2012 MERS Annual Meeting to be held at the Amway Grand Plaza Hotel in Grand Rapids, Michigan on October 3 through Friday, October 5, 2012, the appointment of an employee delegate was accomplished through the employee nomination process. Human Resources did not receive any nominations for an alternate candidate. I have attached the memo, sent to all non-managerial employees, in regards to naming Sally Auer the 2012 MERS Employee Delegate. The Officer Delegate for this years MERS meeting is Jill Rhode, Finance Director.

The requested funding for the two delegates to attend this year's MERS Annual Meeting is as follows:

All charges will be posted against the Human Resources Line Item 101-22600-863000
(Travel and attendance for the Annual MERS Conference)

MERS Annual Meeting Registration	200.00 per person (Employee Delegate and Officer Delegate). This registration includes all scheduled meetings and meals.
Amway Grand Plaza Hotel Annual Meeting Group Rate	129.00 + tax per night (2 nights needed) = 258.00
Amway Grand Plaza Hotel Parking	10.00 per night x 3 days = 30.00
Mileage Charge	55.5 cents per mile x 164 round trip miles = 91.02

Registration, accommodation, parking and mileage expense for travel are paid by the County. The Human Resources Department has reviewed and approves these expenses. Total estimated expenses for the Officer Delegate and the Employee Delegate are $1158.04.

Agenda Item 11b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL MEETING

WHEREAS, the Municipal Employees' Retirement System will hold the 66th Annual Meeting at the Amway Grand Plaza Hotel in Grand Rapids, MI during the time period of October 3 - October 5, 2012; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: Jill Rhode, Director – Finance

Employee Delegate: Sally Auer

BE IT FURTHER RESOLVED, Ingham County will pay the estimated expenses of the Officer Delegate and Employee Delegate pursuant to the County's travel policy of $1158.04, not to exceed a maximum of $1, 200.00.

Agenda Item 13a

July 12, 2012

TO: Finance Committee

FROM: Mary Lannoye, Controller/Administrator

RE: Financial Reserve Status/Recommended Transfers

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund (GF), the Budget Stabilization Fund (BSF), and the Public Improvement Fund (PIF).

RESERVE STATUS AS OF 12/30/11

The reserves in the BSF, GF, and PIF as of 12/31/11 total $31.0 million. This equates to 16.0% of the $194.6 million in total budgeted expenditures for 2012. In total, financial reserves are within policy. As of 12/31/11 the GF has $16.1 million more than the policy's minimum target; the PIF is $105,632 more than the policy minimum; and the BSF is $1,268,362 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the BSF as of 12/31/11 is $10.56 million, or 14.8% of the current year GF Budget. It is in excess of the desired minimum of 13%. The maximum allowable amount is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at 14.0%.

- The unassigned balance in the GF as of 12/31/11 is $19.7 million, or 27.8% of the previous year's total GF expenditures. The desired minimum is 5%, or $3.5 million. Last year's balance at the time of the analysis was $16.3 million, or 23.2%. Overall, GF revenues exceeded expenditures by approximately $5.2 million in 2011.

- The balance in the PIF as of 12/31/11 is $808,303. It is $105,632 above the minimum desired level of $702,671, which is equivalent to 1/10 mill of the property tax levy. However, $602,633 of this fund balance is budgeted to be used in 2012, which will leave the fund below the policy minimum by nearly $500,000 at the end of 2012. The PIF is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

GF BALANCE THROUGH 2013

The amended 2011 budget had assumed the use of $633,448 in GF unreserved fund balance. Instead the GF actually increased its unreserved balance by $3.4 million to $19.7 million. The large swing is primarily attributable to the significant lapse ($2.3 million) from the budgeted transfer to the Health Fund and various expenditures that were underbudget in the general fund, including GF lapses of $240,000 in the transfer to the Family Division Child Care Fund and $200,000 in the transfer to the DHS Child Care Fund.

The 2012 budget assumes the use of $2 million in GF surplus. As you are all well aware the shortfall in the 2013 GF budget is projected at around $5 million. The shortfall estimate assumes the continuation of $2 million in planned use of fund balance included in the 2012 adopted budget. Due to the large increase in unreserved fund balance at the end of 2011, the 2013 Controller Recommended Budget will include an increase to at least $2.5 million in planned use of fund balance. I believe that this amount is sustainable over the next 4-5 years as we continue to struggle with the declining housing market and its affect on our main source of GF revenue, property taxes.

RECOMMENDATIONS

- I am not recommending a transfer from the GF to the BSF since it is currently above its historical level of 14% of the GF budget, and nearly at its maximum level of 15%. In addition, the GF budget will in all likelihood continue its overall decline over the next few years, thereby lowering the dollar amount necessary to maintain the minimum target of 13%, or the historical target of 14%.

- I am recommending a transfer to the Public Improvement Fund of $600,000 in order to maintain the balance within the financial reserve policy and to allow up to $100,000 for necessary capital improvements to be considered as part of the 2013 budget process.

- I am recommending increasing the $2 million in budgeted use of fund balance in 2012 to at least $2.5 million for 2013 to offset the $5 million projected shortfall.

SUMMARY

These actions may reduce the $19.7 million in GF unassigned reserves to $14.6 million at the end of 2013. Based on past history, the $14.6 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls, or for one-time capital needs. The $14.6 million represents 20.6% of the previous year's (2011) GF expenditures.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, allow the county to continue to budget a relatively insignificant portion of the fund balance to offset projected annual shortfalls, and address any necessary capital needs.

Another reason for Ingham County to maintain a relatively high fund balance in the GF and the BSF is to address cash flow issues. Since taxes are now collected in July (six months after the start of the fiscal year), the county will soon run into the situation where tax anticipation notes will be needed in order to continue operation until taxes are collected. The greater the cash balance in the GF and the BSF, the fewer funds will need to be borrowed each year.

Please contact me if you have any questions.

GENERAL FUND	
12/30/11 Unassigned Balance	19,669,021
12/30/12 Minimum Target (5% of 2011 GF expenses)	3,532,168
12/30/11 Unreserved Balance as a % of 2011 Expenses	27.8%
12/30/11 Surplus in Relation to Minimum Target	16,136,853
2012 Budgeted Use of Fund Balance	(2,000,000)
12/30/12 Projected Balance	17,669,021
12/30/12 Proposed Unassigned Fund Balance	17,069,021
12/30/12 Minimum Target (5% of 2011 GF expenses)	3,532,168
2012 Proposed Unreserved Balance as % of 2011 Expenses	24.2%
Surplus in Relation to Minimum Target	13,536,853

BUDGET STABILIZATION FUND (GF Restricted)	
12/30/11 Balance	10,562,365
Minimum Target (13% of 2012 Adopted GF Budget)	9,294,003
Maximum Target (15% of 2012 Adopted GF Budget)	10,723,849
Surplus in Relation to Minimum Target	1,268,362
Amount Below Maximum Target	(161,484)
Target %	14.8%
12/30/12 Proposed Balance	10,562,365
Surplus in Relation to Minimum Target	1,268,362
Amount Below Maximum Target	(161,484)
Target %	14.8%

PUBLIC IMPROVEMENT FUND (in GF Assigned)	
12/30/11 Balance	808,303
Minimum Target (1/10 mill of the property tax levy)	702,671
2011 Surplus in Relation to Minimum Target	105,632
2012 Budgeted Use of Fund Balance	(602,633)
12/30/12 Projected Balance	205,670
12/30/12 Proposed Balance	805,670
Minimum Target (1/10 mill of the property tax levy)	702,671
2012 Surplus in Relation to Minimum Target	102,999

ADOPTED - JANUARY 22, 2002
Agenda Item No. 18

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budget, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel
Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

Agenda Item 13a

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2012 BASED ON THE ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller, based on 2011 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2012 budget be amended to authorize a transfer of $600,000 from the General Fund unassigned balance to the Public Improvements Fund in order to maintain the balance in excess of the minimum target of 1/10 mill of the property tax levy.

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

Agenda Item 13b

To: Ingham County Judiciary and Finance Committees

From: John Neilsen, Deputy Controller

Date: July 6, 2012

Re: Resolution to Adopt the 2013 Juvenile Justice Community Agency Process Calendar

This resolution would authorize the adoption of the attached 2013 Juvenile Justice Community Agency Process calendar to establish time lines for the process. This will be the seventh Juvenile Justice Community Agency process.

The 2011 year end audited fund balance is $4,998,957 for the Juvenile Justice Millage Fund.

- First Juvenile Justice Community Agency Process reserved $50,000.
- Second Juvenile Justice Community Agency Process reserved $150,000 (18 month period).
- Third through sixth Juvenile Justice Community Agency Process reserved $100,000 (12-month period).

The sixth year grant awards were:

-	Child and Family Services Capital Area	$ 46,500
-	Resolution Services Center of Central Michigan	$ 23,500
-	Lansing Teen Court	$ 30,000

The 2012 operating budget for Juvenile Justice Millage funded programs exceeds the budgeted revenue by about $1,019,810 and 2013 revenues are projected to be reduced. Therefore, this trend makes it likely that a $100,000 continuation appropriation will put some strains on adequately funding at continuation levels other existing Court programs that are funded in whole or partially with JJM funds.

Staff recommends consideration of the flat/declining revenues for the JJM millage before passing this resolution and/or the amount approved.

Agenda Item 13b

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE 2013 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a Resolution to establish the 2013 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of **$_____** for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2013 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

2013 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 24, 2012	The Board of Commissioners adopts the 2013 Juvenile Justice Community Agency Process Calendar Resolution.
July 25, 2012	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 24, 2012, 5:00 p.m.
August 27, 2012	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 24, 2012	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Judiciary Committee. (Notebook is distributed at the September 24, 2012 Board of Commissioners' Meeting.)
September 27, 2012	The Judiciary Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Judiciary Committee meeting. The Judiciary Committee makes their recommendations by Resolution to the Finance Committee.
October 3, 2012	The Finance Committee approves the Resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 9, 2012	The Board of Commissioners authorizes a Resolution for the 2013 Juvenile Justice Community Agency grant awards.
October 12, 2012	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 12, 2012	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
November, 2012	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January, 2013	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 15, 2013	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.