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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, OCTOBER 3, 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 [September 12, 2012](#) and [September 19, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution Authorizing the [L3 Communications](#) Annual 2012-2013 Maintenance Contract for the Ingham County Sheriff's Office Digital In Car Camera System
2. Equalization/Tax Mapping - Resolution to Approve the 2012 [Apportionment Report](#) (*Report to be Distributed at the Meeting*)
3. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County [Family Dependency Treatment](#) Court
4. Judiciary Committee - Resolution Authorizing 2013 Agreements for [Juvenile Justice](#) Community Agencies
5. Health Department
  - a. Resolution to Amend the Agreements with the [Michigan Primary Care](#) Association for Medicaid and Chip Outreach and Enrollment Services
  - b. Resolution to Authorize 2012-2013 Public Health Service Agreement with the [Ingham Health Plan](#) Corporation
  - c. Resolution to Amend the Contract with [JoHo Technologies, Inc.](#)
  - d. Resolution to Authorize an Extended Agreement with [Midland County](#) Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center
6. Department of Transportation and Roads - Resolution to Authorize Six Job [Reclassifications](#), One Position Conversion, and One New Position for the Department of Transportation & Roads

7. MIS - Resolution to Approve Entering into an Agreement with [Dewpoint, Inc.](#) to Provide an Operations Manual for the Management Information Systems Department
8. Controller's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2012 Ingham County Budget
  - b. Resolution Authorizing the Filing of the Notice of Intent to Function as a Public Safety Answering Point ([PSAP](#)) in Accordance with the Ingham County 911 Service Plan

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
September 12, 2012  
Minutes

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

Members Absent: None

Others Present: Becky Bennett, Board Chairperson Copedge, Penelope Tsernoglou, Vince Dragonetti, Mary Lannoye, John Neilsen, Jared Cypher, Teri Morton, Beth Hamilton, Travis Parsons, Michelle Rutkowski, Renée Branch Canady, Deb Brinson, John Jacobs, Nancy Hayward, Stuart Dunning, Frank Deluca, Thomas Boyd, David Easterday, George Strander, Maureen Winslow, Rhonda Swayze, Mary Sabaj, Jonathan Roth, Alan Spyke, Gene Wriggelsworth, Willis Bennett, Bill Conklin, Mark Stevens, Chuck Gray, Michelle Dormer, Tia Wallen, Phillip Hofmeister, and others.

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

Additions to the Agenda

Handout: Memo from Ms. Lannoye, Technical Adjustments

Handout: Summary of Health Department’s Amended 2013 Strategic Planning Initiative Request

Limited Public Comment

Michelle Dormer, RN Ingham County Jail, expressed her concern of privatizing the Jail Nurses and asked for reconsideration. Ms. Dormer also reminded the Committee that the Jail Nurses also have families to support locally. She explained there are 9 staff members who provide services collectively 24/7 with integrity, in addition to, maintaining countless health care contacts throughout the community. Ms. Dormer further explained how many physicians’ patients prefer not to see inmates in the waiting room. She questioned if a vendor out of state will have the same relationships with physicians in the community.

Tia Wallen, Ingham County Jail Clinical Assistant, expressed her concern of privatizing the Jail Nurses. She explained how she has worked toward her MA for the purpose of serving the community. Ms. Wallen expressed her concern that an outside vendor will have first hand knowledge of the inmate both personally and medically. She then questioned if the County was being reimbursed for Michigan Department of Corrections (MDOC) inmate hospitalization. The Committee asked Ms. Brinson to follow up regarding the reimbursement.

Chuck Gray, UAW, stated that the Union is opposed to privatization and thanked the nurses for their public comments.

Phil Hofmeister stated he is running for District 1 and asked the Committee to consider the tax payers when making their decisions.

Judge Deluca provided the history of his work experience then described how behavior and quality of life can be changed through incarceration. He expressed his concern for the citizens that many inmates get out too early. Judge Deluca stated his opposition of the Jail Post Closing.

## 1. Overview of Liaison Committee Recommendations

Ms. Lannoye overviewed the following Liaison Committee's accepted the recommendations with the following amendments:

County Services: \$70,000 to the "Z" List for the Parks Department to restore, one, full-time equivalent position.

Human Services: Dr. Branch Canady provided an email revising the Health Department's request from the original Committee meeting including her priority ranking of the items. A handout of the email was provided to the Committee. Ms. Lannoye stated that she supports the revised recommendations and the only item remaining for the "Z" List is the restoration of the Health Communication Specialist.

Judiciary: No items were recommended for the "Z" List.

Law Enforcement: \$67,037 to the "Z" List for a Deputy position  
\$78,946 to the "Z" List for a Detective position  
Funding of the Jail Post from undesignated General Fund Reserves. Ms. Lannoye cautioned against using fund balances stating there are alternative funding sources.

## 2. Review and Action on County Services Committee Recommendations

Chairperson Grebner asked for a motion to begin the discussion.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO ACCEPT THE COUNTY SERVICE LIAISON COMMITTEE'S RECOMMENDATIONS AND INCORPORATE THE TWO TECHNICAL ADJUSTMENTS RECOMMENDED BY THE CONTROLLER (FACILITIES – ELIMINATE A CUSTODIAN POSITION INSTEAD OF A LEAD CUSTODIAN AND DEPARTMENT OF TRANSPORTATION AND ROADS–ADD AN ASSISTANT ENGINEER, PER BOARD APPROVAL, AND INCREASE APPROVED POSITIONS FROM 70.50 TO 71.50) AND PLACING \$70,000 ON "Z" LIST FOR THE PARKS POSITION.

Comm. Nolan asked to divide the question separating placing the Parks Position on the "Z" List.

Chairperson Grebner clarified that positions are established during the Budget Hearings and the technical adjustment to Facilities will eliminate a Custodian Position while preserving the Lead Custodian position. Ms. Lannoye explained that after additional analysis and discussions with the Facilities Department a Lead Custodian position was needed more than the Custodian position; therefore the technical adjustment.

MOTION, TO APPROVE THE COUNTY SERVICES COMMITTEE'S RECOMMENDATIONS AND INCORPORATE THE TWO TECHNICAL ADJUSTMENTS RECOMMENDED BY THE CONTROLLER, CARRIED UNANIMOUSLY.

Comm. Nolan stated that it would be helpful if the Parks Department could identify what position is needed and describe the duties. Chairperson Grebner clarified this is not adding a position rather providing the Parks Department with the means of eliminating one of two positions. Ms. Lannoye stated originally two Parks Positions were considered for elimination; however, after several conversations with Mr. Bennett prior to the Liaison Budget Hearings revenue changes could be made to save one of the positions leaving sufficient time to figure out how to keep the second position.

Comm. McGrain asked if the position for the "Z" List was brought forward by a Commissioner. Ms. Morton stated it was Mr. Bennett who requested the position for the "Z" List. She then explained that the County Services Committee passed the alternative revenue at their Budget Hearing.

Comm. Nolan stressed that the position and duties should be made known to the Committee. Chairperson Grebner stated it is not determined which of the two positions will be eliminated. Comm. Nolan stated that she will be voting no because the position is not identified. Chairperson Grebner stated he will have Mr. Bennett explain the position later in the meeting. Comm. Tennis suggested putting all of the items on the "Z" List so each can be ranked.

Comm. Bahar-Cook questioned if this position is funded through the "Z" List will the Parks Department be the exception receiving everything they asked for. Ms. Morton stated there would not be any position reduction. Comm. Bahar-Cook asked if the Parks Department would also receive what they asked for in General Fund Dollars. Ms. Morton stated that is correct.

MOTION, TO ADD A PARKS POSITION (\$70,000) TO THE "Z" LIST, CARRIED with Comms. Bahar-Cook and Nolan Voting "no".

Ms. Morton clarified that if the position is funded through the "Z" List it should be made known that the Controller did recommend the elimination of two positions; however, the Parks Department found alternative funding for one of the positions.

#### 4. Review and Action on Judiciary Committee Recommendations

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO ACCEPT THE JUDICIARY LIAISON COMMITTEE'S RECOMMENDATIONS.

MOTION CARRIED UNANIMOUSLY.

Ms. Morton reminded the Committee that a new Pre-trial Services Coordinator (\$71,683) in the Circuit Court Budget is contingent upon the Jail Post closing.

### 3. Review and Action on Human Services Committee Recommendations

Ms. Morton referenced the Handout: Summary of Health Department's Amended 2013 Strategic Planning Initiative Request stating the \$102,000 to restore the Health Communication Specialist should be \$89,000. She then reviewed the costs and savings. Chairperson Grebner further clarified Item #4 is for identifying funding and no action will be taken on Items #5 Patient Portal or #6 Patient Centered Medical Home.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NOLAN, TO ACCEPT THE HUMAN SERVICE LIAISON COMMITTEE'S RECOMMENDATIONS WITH THE FOLLOWING CHANGES: 1) ELIMINATE ADDITIONAL OYC TRAINING COORDINATOR (\$103,000); ABSORB IN HEALTH DEPARTMENT BUDGET (\$2,597), RESTORE ENVIRONMENTAL HEALTH ADMINISTRATIVE ASSISTANT (\$63,933), RESTORE ¾ TIME ENVIRONMENTAL HEALTH SPECIALIST (\$41,664); RESTORE FOOD BANK SPECIALIST FOR LAST 6 MONTHS OF 2013 (\$23,684); RESTORE FOOD BANK SPECIALIST FOR LAST 6 MONTHS OF 2013 (\$22,956); RESTORE FOOD BANK OPERATIONAL EXPENSES (\$7,323); ELIMINATE ADDITIONAL OYC DAYCARE SPECIALIST (\$35,000); RECOGNIZE REVENUE FROM MDCH OBESITY INITIATIVE GRANT (-\$18,963); ADD DENTAL ELECTRONIC RECORD (ASSUMES \$147,000 OFFSET IN MEANINGFUL USE FUNDS); AND ADD THE HEALTH COMMUNICATION SPECIALIST AT REDUCED ICEA 8 LEVEL (\$89,000) TO THE "Z" LIST.

Comm. Dougan asked if the Office of Young Children (OYC) Day Care Specialist position is occupied. Dr. Branch Canady stated the position is occupied. She explained the loss of an OYC Grant making it necessary to determine which services to retain and where to make cuts, as well as, looking at the overall Health Department operations. Dr. Branch Canady stated regrettably it is now time to make difficult decisions.

Comm. Bahar-Cook disclosed that the Food Bank is a client of hers.

MOTION CARRIED UNANIMOUSLY.

### 5. Review and Action on Law Enforcement Committee Recommendations

Comm. Tennis stated the Controller strongly suggested not using the Reserve Funds because there are alternative revenues to consider. Ms. Lannoye explained that it will take \$511,000 net to restore the Jail Post then recommended the following sources: \$300,000 from the "Z" List, \$150,000 net revenue recognized from renting to the Michigan Department of Corrections and the difference of \$61,741 by reducing the 2013 Contingency Fund.

Comm. Dougan asked if by renting 64 beds the 57 beds would remain in tact. Ms. Lannoye answered yes.

Comm. McGrain asked what the 2012 Contingency fund balance is. Ms. Morton stated \$502,000 which is up from \$494,888 because of the Community Agency surplus. Comm. McGrain asked what funds were used for the records issue in the Clerk's Office. Ms. Lannoye answered the MIS Operational Budget noting a technical adjustment will be needed.

Comm. Bahar-Cook asked for clarification that the Deputy and Detective positions could not be funded through the "Z" List if the Controller's funding suggestion for the Jail Post is approved. Mr. Neilsen stated that is correct; however, there is a proposal between the Sheriff and FOP for the lobby control area. He explained special part-time people can be assigned to the lobby area saving about \$66,000 and as a result restoring the Deputy position. Comm. Nolan asked how quickly the positions can be assigned. Sheriff Wriggelsworth stated if the Jail Post remains open very quickly, plus, there are retirements pending. The Committee discussed funding sources.

Ms. Lannoye suggested asking the Sheriff how safe the Michigan Department of Correction funding is. Sheriff Wriggelsworth stated the MDOC does not enter into contracts. Undersheriff Spyke stated he contacted the nine other Counties who are doing this and they are happy with the arrangement noting typically capacity is at 100%. He explained the two-year mandatory sentencing. Undersheriff Spyke explained the legislation of the Jail Reimbursement Act that defines the payment of \$35.00 per day, along with, the arrangement for next day prescriptions through MEDCO, medical care and disciplinary action.

Chairperson Grebner asked if there was any reason to believe the arrangement would be terminated within the year. Sheriff Wriggelsworth explained that the County Jail is run more cost-effectively than the State facilities. Undersheriff Spyke added there is trend by the Department of Corrections using the County facilities. Comm. Bahar-Cook questioned the stability of the annual occupancy rate. Ms. Morton stated the \$150,000 is net and based on 97% occupancy of the 64 beds.

Comm. McGrain asked if there was anything that would stop the County from closing the Jail Post mid-year should the revenues not be as projected. Chairperson Grebner stated the Controller has the authority to come back to the Committee. Mr. Neilsen stated the Law Enforcement Committee will see a resolution to approve the MDOC arrangement and if approved the resolution will be on the next Finance Committee Meeting Agenda.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO ACCEPT THE LAW ENFORCEMENT LIAISON COMMITTEE'S RECOMMENDATION; HOWEVER, NOT ACCEPTING THE LAW ENFORCEMENT COMMITTEE'S FUNDING OF POST 7 BUT RATHER PROPOSING REVENUES SUFFICIENT TO KEEP THE JAIL POST OPEN AS FOLLOWS: \$300,000 FROM THE "Z" LIST, \$150,000 NET REVENUES WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS ARRANGEMENT FOR RENTING BEDS IN POST 3, AND \$61,741 FROM THE 2013 CONTINGENCY FUND, IN ADDITION, SWAPPING TWO FULL-TIME CORRECTION OFFICERS FOR SPECIAL PART-TIME OFFICERS FOR A SAVINGS OF \$66,000 AND RESTORING THE DEPUTY POSITION (\$67,037).

MOTION CARRIED with Comm. McGrain Voting "no".

Comm. Tennis expressed his angst in supporting privatizing the Jail Medical in such economically challenging times. Chairperson Grebner noted that the County works diligently to help those County employees who are losing their jobs with new employment opportunities.

Comm. Nolan asked to divide the question on the contracting of Jail Medical Services which was included in the Law Enforcement Committee's recommendation. Chairperson Grebner explained that in order to divide the question an offset funding source would need to be identified he then asked if Comm. Nolan could suggest such funding. Comm. Nolan withdrew her request to divide the question.

Comm. Nolan and Comm. McGrain asked to split the question to add the Detective Position (\$78,946) to the "Z" List which was included in the Law Enforcement Committee's recommendation.

MOTION, TO ADD A DETECTIVE (\$78,946) TO THE "Z" LIST, CARRIED with Comms. Nolan and McGrain Voting "no".

In the 2013 Controller and Liaison Committee recommended budgets, Jail Medical Services will be transferred from the Health Department to the Sheriff's Office and contracted out by the Sheriff. The Health Department fiscal year ends September 30, 2012, so there is no budget for this service after that time. The Committee agreed to have the Controller's recommended technical adjustment of transferring \$400,000 from the 2012 Contingency Fund to a separate activity in the General Fund to cover three months of funding for Jail Medical (October 1, 2012 through December 31, 2012). This will be handled through quarterly budget adjustments.

Comm. Bahar-Cook asked to hear more about the Communication Specialist from the Health Department. Dr. Branch Canady explained the urgency of public health events, the coordination of response including communicating the risk and health threat, in addition to, health education. Comm. Bahar-Cook asked if the media calls will be unanswered if the position does not exist. Dr. Branch Canady explained the inefficiencies without the position. Comm. Nolan asked about HIPPA violations. Dr. Branch Canady explained an investigation was done, it was not a security threat; however, it could have been better managed if a person was in this position. She noted the Health Department is always dealing with health threats it is the nature of the Department.

Chairperson Grebner asked Mr. Bennett to the table to discuss the Parks Position. Mr. Bennett stated in the recommendation to the Controller multiple positions were identified by the Parks Department based on the severity of the reductions. The number one positions considered for elimination was the entry level ranger. There are two entry level ranger positions that work at all of the parks but are primarily stationed at Hawk Island and Lake Lansing. The duties include maintenance projects that would not require a contractor for example: operating tractors, vandalism repair, irrigation repair and replacing rotted boardwalks. Mr. Bennett explained these positions save money because it is not necessary to hire a contractor. Mr. Bennett further explained these are not seasonal employees and they do assist with the daily operation including in the winter in the form of ski rental and operating the sledding hills.



Comm. Bahar-Cook asked if Facilities could handle the maintenance. Mr. Bennett explained for larger projects they do; however, they are too busy for the smaller projects. Chairperson Grebner noted the Facilities budget would need adjustment if they added such tasks for the Parks Department. Chairperson Grebner asked how many people visit the County Parks per year. Mr. Bennett estimated between 1.3 and 1.5 million. Chairperson Grebner noted that is about \$1.00 per visitor.

Chairperson Grebner asked Sheriff Wriggelsworth to the table to discuss the Detective Position. Sheriff Wriggelsworth explained the detective is assigned to the major crime task force. He described the crime relating to gangs where this detective is needed. Sheriff Wriggelsworth asked if it is acceptable to add the position with the forfeiture fund. Chairperson Grebner noted that would only be sufficient for a year. Sheriff Wriggelsworth stated that would give the Department time to find other funding sources. The Committee discussed gang violence. Comm. Bahar-Cook asked if the County was taking the task force lead. Undersheriff Spyke stated that MSU Police are taking the lead. Comm. Bahar-Cook asked that the Law Enforcement Committee is updated on the task force.

The Sheriff will consult with the Controller's Office about a proposal through the Committee process to fund the Detective position from forfeiture funds.

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

(The committee recessed at 8:00 pm and resumed at 8:13 pm)

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO ADOPT THE PREVIOUS TECHNICAL ADJUSTMENT MOTIONS AND CHANGE THE LIAISON RECOMMENDATIONS INCORPORATING THE FOLLOWING: REINSTATE A HEALTH COMMUNICATION SPECIALIST IN HEALTH DEPARTMENT POSITION BEGINNING ON JANUARY 1, 2013 AT COST OF \$66,750, CHANGE THE FUNDING SOURCE FOR THE FOOD BANK POSITIONS (ADDITIONAL 6 MONTHS) INSTEAD OF GENERAL FUNDS THE GENERAL FUND RESERVES IN THE AMOUNT OF \$53,963 WILL BE USED AND AS CONFIRMED BY STAFF WITH \$12,787 ABSORB IN HEALTH DEPARTMENT BUDGET AND LASTLY USE \$300,000 OF THE "Z" LIST FUNDING TOWARD CONTINUOUS OPERATION OF JAIL POST #7, WHEREBY AN ADDITIONAL \$61,741 IS TO BE TAKEN OUT OF THE 2013 CONTINGENCY FUND AND \$150,000 NET REVENUES FROM THE ARRANGEMENT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR POST 3.

Chairperson Grebner expressed his concern of the inefficiencies tracking Jail Bed expenses.

MOTION CARRIED UNANIMOUSLY.

7. Adoption of Finance Recommended Budget

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. DOUGAN, TO ADOPT THE AMENDED LIAISON COMMITTEE'S RECOMMENDED BUDGET.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS TO REFER BACK THE DETECTIVE POSITION TO THE LAW ENFORCEMENT COMMITTEE AND THE PARKS POSITION TO COUNTY SERVICES COMMITTEE FOR FUNDING SOLUTIONS.

MOTION CARRIED UNANIMOUSLY.

Comm. Dougan suggested that in the RFP process the current Jail Medical Staff is given every opportunity to gain employment through the new vendor contract. Mr. Neilsen stated the intent is the successful vendor would have to offer employment to the current County Jail Medical Staff; furthermore, they would be considered by the Health Department for their open positions. Comm. Dougan stated he wanted that said before leaving the meeting so those in attendance would have a better understanding of the process.

Comm. Nolan asked Dr. Branch Canady to inform the nurses of current Health Department openings. Dr. Branch Canady stated there are four open nursing positions of which two are Grant Funded. She explained the challenges in the nursing field and specialties. Dr. Branch Canady stated she would like to have conversations with the Controller regarding how to integrate the Jail Medical staff based on their qualifications. Ms. Lannoye stated the Controller's office and Human Resources will work with the Health Department to assist those individuals with employment.

Ms. Brinson responded to the Public Comment regarding reimbursement from the MDOC. She informed the Committee that the contract states the MDOC is to pay for all MDOC inmate hospitalizations. Chairperson Grebner asked about previous inmates discharged into MDOC custody. Ms. Brinson stated that has been resolved and the County has received payment.

Announcements

None.

Public Comment

Sheriff Wriggelsworth informed the Committee of the intent to expand the Dead Animal Recovery Team (DART) with volunteers.

Jeff Donahue, ICEA Attorney representing the Jail Nurses, stated the Union will be glad to work with the Controller and Human Resources; however, it is not always easy because going from one union to another union brings some nuances. He expressed the amicable concern of the Unions if the nurses are employed by a private company questioning the pensions through MERS. Lastly, he expressed his concern of the preservation of bargaining work and preventing privatization of Union work.

The meeting adjourned at approximately 8:33 p.m.

Respectfully submitted,

FINANCE COMMITTEE  
September 19, 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, Chuck Gray, Lisa McCormick, Mike Hughes, Willis Bennett, Allan Spyke, Renée Branch Canady, John Jacobs, Sam Davis, and others

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 22, 2012 Minutes

The August 22, 2012 Minutes were amended as follows:

Page 7, Item 5d, Change “Leon” to “Leo”, as follows: Comm. Dougan asked if **Leo** Urban was given the opportunity to bid on this. Page 10, Item 10, 1<sup>st</sup> paragraph change “insurance” to “investment”, as follows: Comm. Dougan expressed his concern of the dilemma when vendors change. He hopes this will force other **investment** agency’s to disclose inactive funds so people can make decisions to cash out or roll over their money.

Additions to the Agenda

- 2b. Substitute - Sheriff’s Office - Resolution to Authorize the Ingham County Sheriff’s Office and the Michigan Department of Corrections to Enter into a Rental Agreement for 64 Beds within the Ingham County Jail
  
- 9a. Substitute - Potter Park Zoo - Resolution Appointing Sherrie Graham as the Potter Park Zoo Director and Authorizing an Amendment to the Existing Contract with the Potter Park Zoo Society
  
- 9b. Substitute - Potter Park Zoo - Resolution Authorizing an Amendment to the Agreement with the City of Lansing for the Lease and Operations of the Potter Park Zoo (***Discussion Item Only***)
  
- 10a. Substitute - Human Resources - Resolution Authorizing the Human Resources Department to Contract with the Tri-County Office on Aging to Provide Human Resources Services
  
- 10b. Human Resources - Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials (***Referred by the Board of Commissioners***) **The County Services Committee tabled the resolution.**

- 10c. Substitute - Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual (*Referred by the Board of Commissioners*) **The County Services Committee tabled the resolution. A proposed substitute is attached.**
- 10d. Human Services - Resolution Authorizing the Establishment of MERS Hybrid Plans for Managerial and Confidential Employees **The County Services Committee tabled the resolution.**
11. Board of Commissioners - Resolution to Submit to the Electorate a Special Millage Question to Support Parks that are an Asset to the Region (*Referred by the Board of Commissioners*) **The County Services Committee referred the resolution to the Parks Commission.**

Limited Public Comment

None.

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

1. Prosecuting Attorney
  - a. Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding
  - b. Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Continuation of its Victims of Crime Act (VOCA) Program
2. Sheriff's Office
  - a. Resolution to Authorize the Ingham County Sheriff's Office to Extend a Contract with Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections
  - b. Resolution to Authorize the Ingham County Sheriff's Office and the Michigan Department of Corrections to Enter into a Rental Agreement for 64 Beds within the Ingham County Jail
3. Local Emergency Planning Committee - Resolution Authorizing the Lansing/Ingham CERT Program to Accept Donations from Organizations, Groups and Individuals to Support Emergency Preparedness and Response
4. Office of Homeland Security & Emergency Management - Resolution to Purchase (2) In-Car Video Units from L-3 Mobile Vision, Inc. Using Homeland Security Grant Program Funds
6. MSU Extension - Resolution to Amend the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County to Add a 4-H Program Coordinator Position to the Agreement

7. Health Department
  - a. Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail
  - b. Resolution to Authorize an Amendment to Resolution #12-106 to Authorize a Subcontract with the Nurse Family Partnership Program
  - c. Resolution to Authorize a 2012-2013 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Agreement
  
8. Facilities - Emergency Purchase Order - 2 Kettles for Jail Kitchen (*Additional Information to be Distributed at Meeting*)

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

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

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

Comm. Dougan expressed his concern that this is contingent upon the additional \$0.12 revenue and should follow the budget resolution on October 23, 2012. Comm. McGrain noted that the agreement begins October 1, 2012. Chairperson Grebner stated this is a conflict of budget fiscal years. Comm. Dougan pointed out the scope of services is predicated on the millage.

MOVED BY COMM. COMM. DOUGAN, TO AMEND THE RESOLUTION BY ADDING THIS IS CONTINGENT UPON THE ADOPTION OF THE \$0.12 IN THE BUDGET RESOLUTION WITH THE LANGUAGE TO BE DRAFTED BY THE COUNTY ATTORNEY.

Comm. Dougan stated after conversations with a new constituent in his district he found it shocking that a Spectran application would take seven weeks for approval. Chairperson Grebner explained temporary approvals are done immediately; however, a permanent approval requires certification by an agency which is not CATA. He suggested Delhi Township's Redi-Ride which does not require certification in the interim.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

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

9. Potter Park Zoo

- a. Resolution Appointing Sherrie Graham as the Potter Park Zoo Director and Authorizing an Amendment to the Existing Contract with the Potter Park Zoo Society

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION APPOINTING SHERRIE GRAHAM AS THE POTTER PARK ZOO DIRECTOR AND AUTHORIZING AN AMENDMENT TO THE EXISTING CONTRACT WITH THE POTTER PARK ZOO SOCIETY.

Comm. Nolan informed the Committee this resolution was brought before the Potter Park Advisory Board on Monday night (9/17/12). She noted that Penelope Tsernoglou is also on that Board.

Comm. McGrain asked if Ms. Graham will be a dual Director of the Zoo and the Zoo Society. Comm. Nolan stated that is correct and is the currently the trend throughout the country. Comm. Nolan explained the dual role is because this gives the Director added authority overseeing the employees. Chairperson Grebner stated it is also required for the AZA accreditation. Comm. Dougan stated that is why he voted against the original appointment of Ms. Graham because she did not have the authority to supervise the employees.

Chairperson Grebner suggested that the position needs to be regularized because a special-part-time with this compensation and supervision over employees seems unusual. Comm. Dougan noted this is an improvement over the original structure. Comm. Dougan asked for clarification that there are no fringe benefits. Ms. Lannoye explained special-part-time employees do not receive fringe benefits. The Committee discussed various fringe benefits. Comm. Dougan questioned who hires, fires, and evaluates the Zoo Director. Comm. Bahar-Cook noted that is part of the discussion in Agenda Item 9b.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing an Amendment to the Agreement with the City of Lansing for the Lease and Operations of the Potter Park Zoo (*Discussion Item Only*)

Comm. Dougan stated he is assuming the County Attorney is accepting of the resolution. Ms. Lannoye stated the Attorney has been sent a copy. Comm. Tennis questioned if the Zoo is under the Parks Commission and by approving this would become a direct report to the Controller. Chairperson Grebner stated this resolution calls for a separate position reporting to the Controller. He explained the County Services Committee discussed the elimination of having an advisory board report to another advisory board and instead suggested reporting to the County Services Committee. Chairperson Grebner expressed his concern that the Controller already has too many direct reports. Comm. Nolan agreed and asked to see an organizational chart of the direct reports to the Controller, Deputy Controller and Assistant Deputy Controller. Comm. Dougan expressed his concern of the Controller's duties and pay grade. Ms. Lannoye stated that maybe a concern of the Deputies but not hers. Comm. Dougan suggested this be a topic in the Board Leadership meeting in October. Comm. Nolan would like a draft concept of direct reports at the Board Leadership meeting.

10. Human Resources

- a. Resolution Authorizing the Human Resources Department to Contract with the Tri-County Office on Aging to Provide Human Resources Services

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING THE HUMAN RESOURCES DEPARTMENT TO CONTRACT WITH THE TRI-COUNTY OFFICE ON AGING TO PROVIDE HUMAN RESOURCES SERVICES.

Comm. Dougan disclosed that he and Comm. Bahar-Cook have voted on both sides of this action.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials (*Referred by the Board of Commissioners*)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS (REFERRED BY THE BOARD OF COMMISSIONERS).

Comm. Nolan thanked Ms. Lannoye and her staff for the work done on the Hybrid Plans and all of the numbers she has provided. Comm. McGrain stated that he would like to return the multiplier to 1.00% from 1.50%.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION CHANGING THE BENEFIT MULTIPLIER TO 1.00%.

Comm. Nolan stated it is her opinion that the Board of Commissioners and Elected Officials should not get something different than the employees and it is her intention to vote this way for the employees. Chairperson Grebner noted there are many different groups with various multipliers and retirement expectations. Comm. Tennis stated to that point is why he prefers to wait until negotiations have concluded for all groups rather than setting what could be possibly be a high or a low during those negotiations. He further stated that his interest is not for the benefit of the Board of Commissioners or Elected Offices but is for the Employees.

MOTION, TO AMENDED, CARRIED with Comm. Tennis Voting “no”.

Comm. Dougan asked to divide the question separating the Board of Commissioners and Elected Officials. Chairperson Grebner granted the request.

BOARD OF COMMISSIONERS:

MOVED BY COMM. DOUGAN, TO AMEND THE RESOLUTION BOARD OF COMMISSIONERS TO ELIMINATE THE RETIREMENT PLAN FOR SUCCESSOR COMMISSIONERS.

MOTION FAILED DUE TO LACK OF SUPPORT.

Comm. McGrain stated throughout all of the Hybrid discussions he believes the employee contribution should be mandatory suggesting 2.5% is reasonable for retirement purposes. The Committee discussed multipliers, returns on investment, requirements, term of appointment, age and opt-out possibilities.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION CHANGING THE BENEFIT MULTIPLIER TO 1.00% (PAGE 3, ITEM D) AND THE CONTRIBUTION TO 2.5% (PAGE 11, ITEM IV SUB-ITEM #2) FURTHER MAKING THESE CHANGES THROUGHOUT THE DOCUMENT WHERE REQUIRED.

Comm. Tennis questioned if there is a requirement when making changes to have an actuarial study.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, FOR THE BOARD OF COMMISSIONERS AS AMENDED, CARRIED with Comms. Tennis and Bahar-Cook Voting “no”.

ELECTED OFFICIALS:

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION CHANGING THE BENEFIT MULTIPLIER TO 1.00% (PAGE 17, ITEM D) AND THE CONTRIBUTION TO 2.5% (PAGE 25, ITEM IV SUB-ITEM #2) FURTHER MAKING THESE CHANGES THROUGHOUT THE DOCUMENT WHERE REQUIRED.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, FOR ELECTED OFFICIALS AS AMENDED, CARRIED with Comms. Tennis and Bahar-Cook Voting “no”.

- c. Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual (*Referred by the Board of Commissioners*)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2012 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL (*REFERRED BY THE BOARD OF COMMISSIONERS*).

Ms. Lannoye overviewed the substitution pointing out the changes in pay grade for the Account Clerk; Parks, Chief Deputy Treasurer, and the addition of the Department of Transportation and Roads: Managing Director, Director of Engineering, Design Engineer and Operations Manager. In addition, the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2013 and shall expire on December 31, 2013.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION BY SUBSTITUTION.



THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO AMEND ITEM #3 BY ADDING THE WORD “REQUIRED 2.5%” BETWEEN “EMPLOYEE’S AND CONTRIBUTION” AND STRIKING “IN AN AMOUNT UP TO 2.5%, AS FOLLOWS:

3. Add new retirement plan: Employees hired on or after the effective date of this manual will be covered by the Municipal Employees’ Retirement System’s Hybrid Plan - consisting of a Defined Benefit (DB) component with a 1.0% Benefit Multiplier and a Defined Contribution (DC) component with an employer match of the Employee’s **required 2.5%** contribution ~~in an amount up to 2.5%~~ of the employee’s payroll.

The Committee discussed allowing Human Resources to approve employees with unusual circumstances to waive the required contribution.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Ms. Lannoye referenced Item #5, stating that County Services took out “At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at step 5 based on applicable experience”. Comm. Tennis expressed his concern that the County’s compensation is competitive. Chairperson Grebner stated County Services has directed Human Resources to do an analysis of physician compensation.

Comm. Tennis asked for a graduated retirement scale. Ms. Lannoye will provide the Committee with that information.

Ms. Lannoye reminded the Committee of the “me too” language in the resolution. Chairperson Grebner stated some provisions cannot be changed.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED with Comms. Tennis and Bahar-Cook Voting “no”.

- d. Resolution Authorizing the Establishment of MERS Hybrid Plans for Managerial and Confidential Employees

The Committee discussed if this could be voted on because it was tabled at the County Services Meeting and not referred to this Committee. The Committee agreed to proceed.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR MANAGERIAL AND CONFIDENTIAL EMPLOYEES.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION CHANGING THE BENEFIT MULTIPLIER TO 1.00% (PAGE 3, ITEM D) AND THE CONTRIBUTION TO 2.5% (PAGE 11, ITEM IV SUB-ITEM #2) FURTHER MAKING THESE CHANGES THROUGHOUT THE DOCUMENT WHERE REQUIRED.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED with Comms. Tennis and Bahar-Cook Voting “no”.

11. Board of Commissioners - Resolution to Submit to the Electorate a Special Millage Question to Support Parks that are an Asset to the Region (*Referred*)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO REFER THIS TO THE PARKS COMMISSION.

MOTION CARRIED UNANIMOUSLY.

12. Board Referrals
  - a. Notice with Attachment of Public Hearing from City of East Lansing Regarding The Brownfield Redevelopment Authority Amended Plan #16
  - b. Notice of Public Hearing from Charter Township of Meridian Regarding the Commission Review #12053 (Planning Commission) 2005 Master Plan Amendment
  - c. Letter from the Department of Health and Human Services Office of Inspector General Regarding the Audit Report of the County for the Period January 1, 2011 through December 31, 2011
  - d. Letter from City of East Lansing with Attached Form 4564, Assessing Officers Report for Industrial Facility Exemption Certificates for the City of East Lansing for 2012

The Board Referrals were received and placed on file.

Announcements

Comm. Bahar-Cook announced she would not be at the Regular Board Meeting on Monday.

Public Comment

None.

The meeting adjourned at approximately 7:07 p.m.

Respectfully submitted,

Julie Buckmaster

## OCTOBER 3, 2012 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

1. Sheriff's Office – Resolution Authorizing the L3 Communications Annual 2012-2013 Maintenance Contract for the Ingham County Sheriff's Office Digital In Car Camera System

This resolution authorizes the Ingham County Sheriff's Office to pay \$11,276.00 to L3 Communications for the 2012-2013 maintenance program for the time period of May 14, 2012 through May 13, 2013. Funds are available within the 2012/2013 LOFT budget for this contract.

2. Equalization/Tax Mapping – Resolution to Approve the 2012 Apportionment Report (Report to be Distributed at the Meeting)

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

3. Circuit Court/Family Division – Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

This resolution would authorize the renewal of the grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the purposes of eliminating barriers to treatment, providing rewards and incentives, participation in the annual Drug Court conference and continued employment of a Special Part Time Family Dependency Treatment Court Program Assistant Grant position for the time period of October 1, 2012 through September 30, 2013. Authorization and funds for subcontracts to treatment providers are also provided. The grant amount of \$45,000 is anticipated within the 2012/13 budgets. (See attached memo for details.)

4. Judiciary Committee – Resolution to Authorizing 2013 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2013 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Judiciary Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #12-237 “Resolution to Adopt the 2013 Juvenile Justice Community Agency Process Calendar “ , and other background material were distributed to the Board of Commissioners at their September 24, 2012 meeting per the adopted Calendar.

There were a total of four applications received for funding requests for this fiscal year including one new agency as follows:

For 2013 the individual agency requests for funds are:

Child and Family Services Capital Area -	\$ 46,500
Resolution Services Center of Central Michigan -	25,000
Lansing Teen Court -	<u>30,000</u>
	\$ 101,500

NEW : Eaglevision Ministries Inc.	
Dream Center of Lansing	\$ 100,000

However , there have been concerns raised as to the eligibility of the Eaglevision Ministries Inc. Dream Center of Lansing program request. The clients served have been identified as “Youth ages 17 -21.“ Those are adults for the purposes of the Ingham County Juvenile Justice System and our attorney has pointed out that they would be ineligible under the terms of the Juvenile Justice Millage. I have relayed that concern to Eaglevision Ministries Inc.

Therefore, the County has \$101,500 in requests for funding with a allocation of \$100,000 available, due to the ineligibility of the NEW: Eaglevision Ministries Inc. Dream Center of Lansing clients.

Therefore, the requests exceed available funds by \$1,500. (Eaglevision requested funding in the amount of \$100,000, but that request was ruled ineligible for funding from JJM funds, see attached memo.)

5a. *Health Department - Resolution to Amend the Agreement with Michigan Primary Care Association for Medicaid and Chip Outreach and Enrollment Services*

This resolution amends Resolution #11-393 to authorize the extension of the terms of the existing agreements with the Michigan Primary Care Association (MPCA) for the provision of outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or the Children’s Health Insurance Program (Medicaid/CHIP). The resolution extends the main agreement and the related Business Associate Agreement through August 17, 2013. MPCA will pay \$18,826 for the period from August 18, 2012 through August 17, 2013.

5b. Health Department - Resolution to Authorize 2012-2013 Public Health Service Agreement with the Ingham Health Plan Corporation

This resolution authorizes a Public Health Service Agreement for 2012-2013 with the Ingham Health Plan Corporation (IHPC). The IHPC will contract with Ingham County to purchase public health services provided to low income residents of Ingham County. The IHPC proposes to purchase services for up to \$2,581,683.00. The purchased services include: Public Health Nursing, Adult Dental, Outreach and Enrollment, and Support for the Ingham Community Health Center Network

5c. Health Department - Resolution to Amend the Contract with JoHo Technologies, Inc.

This resolution extends the existing agreement with JoHo Technologies through September 30, 2015. JoHo Technologies provides complete electronic document imaging storage and retrieval solutions for information management. Ingham County will pay JoHo Technologies \$300.00 per week, for volumes up to 700 images, and \$0.43 per page for images in excess of 700 per week.

5d. Health Department - Resolution to Authorize an Extended Agreement with Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center

Through these proposed agreements, Midland County Education Services Agency (MCESA) will pay Ingham County Health Department up to \$196,255. The terms of the extension and Agreement shall be April 1, 2012 – April 30, 2012 (\$35,360) and May 1, 2012 through September 30, 2012 (\$160,895). The budget and work plan for these agreements were finalized with MCESA and Early Childhood Investment Corporation in late August 2012. The Health Department's FY2012 budget anticipated the provision of these services and receipt of these funds.

6. Department of Transportation and Roads - Resolution to Authorize Six Job Reclassifications, One Position Conversion, and one New Position for the Department of Transportation and Roads

The resolution would authorize 6 reclassifications that were requested in previous years at the time the respective jobs changed. Review and approval of these requests were delayed per a series of directives by the former Road Commission Board. Human Resources has evaluated and supports the requests. The results were reviewed with the affected employees and their union for those employees in bargaining units. As of September 30, 2012 total retroactive payments are estimated at \$61,940. Funds are available within the Road Department's personnel accounts.

The resolution also converts a Building & Grounds position to an Engineering Technician. Please refer to Bill Conklin's memorandum for additional information.

7. Management Information Services - Resolution to Approve Entering into an Agreement with Dewpoint, Inc. to Provide an Operations Manual for the Management Information Systems Department

After the Clerk's vital records data was accidentally deleted by MIS earlier this summer, the County Services Committee requested that an outside consultant be brought in to review the operations of the MIS Department. Bids were solicited from outside vendors and the selection committee recommends a contract award to Dewpoint at a total cost not to exceed \$44,324. Dewpoint was not the lowest bidder but the Committee felt they were the most responsive. A transfer from the contingency fund is recommended to cover the costs.

8a. Controller's Office - Resolution Authorizing Adjustments to the 2012 Ingham County Budget

The resolution authorizes 3rd Quarter budget adjustments. Total increase to the general fund is \$347,000. Please refer to attached memorandum for additional detail.

8b. Controller's Office - Resolution Authorizing the Filing of the Notice of Intent to Function as a Public Safety Answering Point (PSAP) in Accordance with the Ingham County 911 Service Plan

This resolution authorizes Ingham County to file the proper Notice of Intent to function as a Public Safety Answering Point (PSAP) for the Capitol Region International Airport and other property contained within the 425 Agreement as well as those areas that Ingham County is currently serving as the PSAP within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton. The separate issue of Ingham County not receiving reimbursement for 911 Services from the Counties of Clinton and Eaton County for those areas within the Cities of East Lansing and Lansing located within those Counties is still being debated with options being researched. (See attached memo for details.)

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

**TO:** Law Enforcement Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** September 18, 2012

**RE:** L3 Maintenance Agreement Resolution

This resolution requests permission pay the 2012-2013 yearly maintenance fee to L3 Communications for the Digital In Car Camera systems purchased in 2009 and 2010.

The financial implications for this maintenance agreement is for \$11,276.00 for the 2012-2013 year to be paid for by the Sheriff's Office thru LOFT funds.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE L3 COMMUNICATIONS ANNUAL 2012-2013  
MAINTENANCE CONTRACT FOR THE INGHAM COUNTY SHERIFF'S OFFICE  
DIGITAL IN CAR CAMERA SYSTEM**

WHEREAS, the Ingham County Sheriff's Office purchased from L3 Communications several In Car Digital Cameras as well as Server Hardware in 2009 and 2010 (County Resolution #09-023); and

WHEREAS, in order to maintain the quality of this equipment, the Ingham County Sheriff's Office wishes to purchase a yearly maintenance program from L3 Communications; and

WHEREAS, the Ingham County Sheriff's Office along with MMRMA realize the importance of proper working Digital In Car Camera Systems as a valuable risk management tool; and

WHEREAS, the cost of the 2012-2013 maintenance program from L3 Communications is for \$11,276.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to pay \$11,276.00 to L3 Communications for the 2012-2013 maintenance program for the time period of May 14, 2012 through May 13, 2013.

BE IT FURTHER RESOLVED, funds are available within the 2012/2013 LOFT budget for this contract.

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



## **Agenda Item 2**

To: Finance Committee  
Ingham County Board of Commissioners

From: Douglas Stover, Director  
Equalization/Tax Mapping

Date: September 20, 2012

Re: 2012 County Apportionment Report

Attached please find the resolution approving the 2012 Apportionment Report for presentation at the Finance Committee meeting on October 3, 2012. The Apportionment Report is not complete at this time. I will distribute the report prior to the meeting.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE 2012 APPORTIONMENT REPORT**

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

THEREFORE BE IT RESOLVED that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year 2012 is hereby approved.

# MEMORANDUM

TO: Judiciary and Finance Committee

FROM: Maureen Winslow

DATE: September 18, 2012

RE: **Family Dependency Treatment Court Grant**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$45,000 to the Ingham County Circuit Court's Family Dependency Treatment Court.

The award allows the Family Court to continue the funding for the special part time Program Assistant position, transportation of clients to court ordered treatment programs, rewards and incentives, cognitive behavioral therapy programming, relapse prevention sessions, therapeutic parenting time, and substance testing.

The resolution requests the authorization to accept the grant, to allow for the continuation of the current grant funded position and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism, Dr. Kathleen Jager, House Arrest Services, Alcohol Drug Administrative Monitoring, Inc (ADAM.) and Smithey Services.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$45,000 to the Ingham County Circuit Court's Family Dependency Treatment Court for purposes of eliminating barriers to treatment as well as continuing funding a position; and

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

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

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

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2013; and

WHEREAS, the grant award will pay for up to three employees to attend the annual Drug Court conference held in Lansing, Michigan in 2013; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$45,000 for the purposes of eliminating barriers to treatment, providing rewards and incentives, participation in the annual Drug Court conference and continued employment of a Special Part Time Family Dependency Treatment Court Program Assistant Grant position without benefits at a UAW B pay grade for the time period of October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Kathleen Burns Jager, PH.D., LMFT, LLP is authorized to provide therapeutic parenting time at a cost of \$63.00 per hour, not to exceed \$10,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism is authorized to provide cognitive behavioral therapy/relapse prevention programming at a cost of \$25.00 per person, per session, not to exceed \$10,000 for the duration of this grant period; and to provide in-patient treatment services not to exceed a total of \$2,800 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring at a cost of \$25.00 activation & \$9.50/day for SCRAM alcohol tether and \$7.00/day for the MEMS3000 in home PBT machine, not to exceed \$9,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Alcohol Drug Administrative Monitoring Inc. (ADAM) is authorized to provide substance abuse testing at a cost of \$25 for EtG tests, \$40 for K2 tests, and \$37 for mouth swabs not to exceed \$2,500 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Smithey Services is authorized to provide in home drug testing at a cost of \$62.00 per test, not to exceed \$1,000 for the duration of this grant period.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2012 and 2013 Circuit Court Family Division budget and Position Allocation List.

**Agenda Item 4**

To: Ingham County Finance and Judiciary Committees  
From: John Neilsen, Deputy Controller  
Date: September 20, 2012  
Re: Resolution to Authorizing 2013 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2013 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Judiciary Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #12- 237, “Resolution to Adopt the 2013 Juvenile Justice Community Agency Process Calendar”, and other background material were distributed to the Board of Commissioners at their September 24, 2012 meeting per the adopted Calendar.

The current 2012 allocation is as follows:

- Child and Family Services Capital Area	\$ 46,500
- Resolution Services Center of Central Michigan	\$ 23,500
- Lansing Teen Court	<u>\$ 30,000</u>
	\$ 100,000

For 2013, \$100,000 is available for this purpose, the requests exceed available funds by \$1,500. (Eaglevision requested funding in the amount of \$100,000, but that request was ruled ineligible for funding from JJM funds.)

For 2013 the individual agency requests for funds are:

Child and Family Services Capital Area -	\$ 46,500
Resolution Services Center of Central Michigan -	25,000
Lansing Teen Court -	<u>30,000</u>
	\$ 101,500

This will be the seventh Juvenile Justice Community Agency Process. The second round was for eighteen months for the time period July 1, 2007 through December 31, 2008, as a one time transitional process. For the third round and hereafter, the Juvenile Justice Community Agency Process is an annual process for the duration of the millage period to coincide with the County calendar fiscal year

This resolution is consistent with a Board of Commissioners’ 2013 Budget priority objective as adopted by Resolution #12-126:

e. Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders, including exploring the cost benefits of providing a male group home.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING 2013 AGREEMENTS FOR JUVENILE JUSTICE  
COMMUNITY AGENCIES**

WHEREAS, a Juvenile Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006 and 2012 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 established a Juvenile Justice Community Agency Process, through Resolution #12-237 reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2013 Juvenile Justice Community Agency Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2013 through December 31, 2013, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2013 Budget as stated below, and for the services to Ingham County residents previously approved by the Judiciary Committee:

Child and Family Services Capital Area	\$
Resolution Services Center of Central Michigan	\$
Lansing Teen Court	\$

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contracts documents consistent with this resolution and approved as to form by the County Attorney.



## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: September 19, 2012

RE: Request to amend Resolution #11-393 and amend the agreements with Michigan Primary Care Association for the provision of outreach and enrollment services to children on Medicaid/CHIP

This is a request to amend Resolution #11-393 to authorize the extension of the terms of the existing agreements with the Michigan Primary Care Association (MPCA) for the provision of outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or the Children's Health Insurance Program (Medicaid/CHIP).

The term of the original agreement expired August 17, 2012. MPCA would like to extend the agreement and the related Business Associate Agreement through August 17, 2013. MPCA will pay \$18,826 for the period from August 18, 2012 through August 17, 2013.

The Ingham Community Health Center Board of Directors recommends extending the term of both agreements through August 17, 2013.

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

### Attachment

cc: Debra A. Brinson, w/attachment  
John Jacobs, w/attachment  
Barbara Watts Mastin, w/attachment  
Jayson Welter, w/attachment  
Jonathon MacGowen, w/attachment  
Carolyn Redman, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**RESOLUTION #11-393**

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

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

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

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

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

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

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

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

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

**RESOLUTION #11-393**

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

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

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

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

**HUMAN SERVICES: Yeas:** Tennis, McGrain, Koenig, Nolan, Vickers, Dougan  
**Nays:** None      **Absent:** None      **Approved 12/5/11**

**FINANCE: Yeas:** Schor, Tsernoglou, Nolan, Bahar-Cook, McGrain, Dougan  
**Nays:** None      **Absent:** None      **Approved 12/7/11**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE AGREEMENTS WITH THE MICHIGAN PRIMARY CARE ASSOCIATION FOR MEDICAID AND CHIP OUTREACH AND ENROLLMENT SERVICES**

WHEREAS, the Michigan Primary Care Association (MPCA) has provided funding to the Ingham County Health Department's Ingham Community Health Centers (Ingham CHC) to provide outreach and enrollment services to children who are uninsured or fail to complete their redetermination application for Medicaid or the Children's Health Insurance Program (Medicaid/CHIP); and

WHEREAS, the Board of Commissioners authorized an agreement and Business Associate Agreement with MPCA to provide these services in Resolution #11-393; and

WHEREAS, MPCA has requested to provide additional funding under the agreement and to extend the time period for both agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with MPCA to support outreach and enrollment services to children who are uninsured or fail to complete their redetermination for Medicaid/CHIP.

BE IT FURTHER RESOLVED, that the Board of Commissioners accept up to \$18,826 of additional funding bringing the total amount of the agreement up to \$33,892.

BE IT FURTHER RESOLVED, that the agreements are extended through August 17, 2013.

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 documents on behalf of the County after approval as to form by the County Attorney.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: September 20, 2012

Subject: Resolution to Authorize Public Health Service Agreement with Ingham Health Plan Corporation

This is a recommendation to authorize a Public Health Service Agreement for 2012-2013 with the Ingham Health Plan Corporation (IHPC).

The IHPC will contract with Ingham County to purchase public health services provided to low income residents of Ingham County. The IHPC proposes to purchase services for up to \$2,581,683.00. The purchased services include:

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

I recommend that the Board of Commissioners adopt the attached resolution and authorize the proposed agreement with the Ingham Health Plan Corporation.

### Attachment

cc: Deb Brinson, w/attachment  
John Jacobs w/attachment  
Holly Wilson w/attachment  
Jayson Welter w/attachment  
Jonathon MacGowen, w/attachment  
Carolyn Redman, w/ attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE 2012-2013 PUBLIC HEALTH SERVICE AGREEMENT WITH THE  
INGHAM HEALTH PLAN CORPORATION**

WHEREAS, the Ingham Health Plan Corporation (IHPC) has historically contracted with Ingham County to purchase services to serve low-income populations in Ingham County; and

WHEREAS, the IHPC proposes to contract with Ingham County to purchase services from the Ingham County Health Department during the period October 1, 2012 through September 30, 2013; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a Public Health Services Agreement with the Ingham Health Plan Corporation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Public Health Services Agreement, for up to \$2,581,683.00, with the Ingham Health Plan Corporation, through which the IHPC will purchase from Ingham County the following public health services:

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

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2012 through September 30, 2013.

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

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

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

DATE: September 20, 2012

RE: Resolution to amend the agreement with JoHo Technologies, Inc.

The Ingham County Health Department's Health Plan Management Services (HPMS) provides administrative services to support the operation of 14 county health plans. Services include requesting and receiving provider refund checks for County Health Plan members who received Medicaid and other coverage retroactively. JoHo Technologies provides complete electronic document imaging storage and retrieval solutions for information management that has substantially improved the efficiency of this project since 2006.

The most recent agreement expires September 30, 2012. HPMS and JoHo Technologies, Inc. have agreed to extend all terms and conditions of the agreement through September 30, 2015, with an out clause in the event business requirements change and services are no longer needed.

I recommend that the Board of Commissioners approve the attached resolution and authorize the extension of this agreement.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE CONTRACT WITH JOHO TECHNOLOGIES, INC.**

**RESOLUTION #09-306**

WHEREAS, the Ingham County Health Department Health Plan Management Services (HPMS) provides administrative support to the Ingham Health Plan Corporation and to 16 other County Health Plans; and

WHEREAS, services include requesting and receiving provider refund checks for County Health Plan members who receive Medicaid and other coverage retroactively; and

WHEREAS, Resolution #06-201 authorized the Health Department to enter into an agreement with JoHo Technologies, Inc. for the time period of October 1, 2006 through September 30, 2009; and

WHEREAS, HPMS has utilized JoHo Technologies, Inc. to provide document imaging, storage, and retrieval services to make the refund check process more efficient and electronic; and

WHEREAS, JoHo Technologies, Inc. has agreed to extend all terms and conditions of the current agreement for the time period of October 1, 2009 through September 30, 2012; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment for the time period of October 1, 2009 through September 30, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the services contract with JoHo Technologies, Inc. of Grand Ledge, Michigan.

BE IT FURTHER RESOLVED, that the amendment shall extend all terms and conditions of the current agreement and shall be for the time period October 1, 2009 through September 30, 2012.

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

**HUMAN SERVICES: Yeas:** Tennis, McGrain, Schor, Dougan, Vickers  
**Nays:** None      **Absent:** Davis      **Approved 9/14/09**

**FINANCE: Yeas:** Grebner, Bahar-Cook, Tennis, Davis, Dougan  
**Nays:** None      **Absent:** Nolan      **Approved 9/16/09**



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JOHO TECHNOLOGIES**

**RESOLUTION #06-201**

WHEREAS, the Bureau of Health Plan Management supports the operation of 17 county health plan organizations; and

WHEREAS, services include requesting and receiving provider refund checks for health plan members who receive Medicaid retroactively; and

WHEREAS, this is currently an inefficient, manual process; and

WHEREAS, the Bureau has identified a vendor that provides customers with complete document imaging, storage, and retrieval solutions for information management that could substantially improve the efficiency of the process; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a contract with JoHo Technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with JoHo Technologies of Grand Ledge, Michigan to provide document imaging, storage, and retrieval services to the Health Department.

BE IT FURTHER RESOLVED, that the contract shall be for the period beginning October 1, 2006 and ending September 30, 2009.

BE IT FURTHER RESOLVED, that Ingham County will pay JoHo Technologies \$300.00 per week, for volumes up to 700 images, and \$0.43 per page for images in excess of 700 per week.

BE IT FURTHER RESOLVED, that the Health Department's 2007 budget shall include \$15,000 in revenue from county health plans and \$15,000 in contractual expenses to implement this resolution.

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

**HUMAN SERVICES: Yeas:** Grebner, Bahar-Cook, Hertel, Dedden, Schor, Severino  
**Nays:** None      **Absent:** None      **Approved 7/17/06**

**FINANCE: Yeas:** Hertel, Grebner, Dedden, Weatherwax-Grant, Dougan  
**Nays:** None      **Absent:** Thomas      **Approved 7/19/06**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE CONTRACT WITH JOHO TECHNOLOGIES, INC.**

WHEREAS, the Ingham County Health Department Health Plan Management Services (HPMS) provides administrative support to the Ingham Health Plan Corporation and to 14 other County Health Plans; and

WHEREAS, services include requesting and receiving provider refund checks for County Health Plan members who receive Medicaid and other coverage retroactively; and

WHEREAS, Resolution #06-201 authorized the Health Department to enter into an agreement with JoHo Technologies, Inc. for the time period of October 1, 2006 through September 30, 2009; and

WHEREAS, Resolution #09-306 authorized the extension of all terms and conditions of the agreement for the time period of October 1, 2009 through September 30, 2012; and

WHEREAS, HPMS has utilized JoHo Technologies, Inc. to provide document imaging, storage, and retrieval services to make the refund check process more efficient and electronic; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment for the time period of October 1, 2012 through September 30, 2015; and

WHEREAS, all other terms and conditions remain unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the services contract with JoHo Technologies, Inc. of Grand Ledge, Michigan.

BE IT FURTHER RESOLVED, that the amendment shall extend all terms and conditions of the current agreement and shall be for the time period October 1, 2012 through September 30, 2015.

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

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Renée Branch Canady PhD, MPA, Health Officer

DATE: September 20, 2012

RE: Resolution to Authorize Agreements with the Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center

Since 2009, the Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) to services to develop the Great Start Central Region Child Care Quality Implementation Plan. Resolution #12-14 continued the agreement with MCESA for six months of FY2012 (October 1, 2012 – March 31, 2012) under which OYC continued to administer the agreement. An extension and new agreement are proposed by MCESA for the period of April 1, 2012 – April 30, 2012 and May 1, 2012 through September 30, 2012 to continue the scope of services in the Central Region.

The scope of work shall include the following services:

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

The services listed in the scope of work will be funded by a Great Start Regional Child Care Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to \$196,255. The terms of the extension and Agreement shall be April 1, 2012 – April 30, 2012 (\$35,360) and May 1, 2012 through September 30, 2012 (\$160,895). The budget and work plan for these agreements were finalized with MCESA and ECIC in late August 2012.

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

c: John Jacobs w/ attachment  
Nancy Hayward w/attachment  
Karen Jennings w/attachment  
Barb Monroe w/ attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START REGIONAL CHILD CARE RESOURCE CENTER**

WHEREAS, since 2009 an agreement was authorized with Midland County Educational Services Agency (MCESA) to develop the Great Start Central Region Child Care Quality Implementation Plan (the Plan); and

WHEREAS, in Resolution #12-14 an agreement was authorized to continue administration of the Central and Eastern Regions through March 31, 2012; and

WHEREAS, MCESA has proposed a 30 day extension (April 1 – 30, 2012) to continue the administration of the Central Region; and

WHEREAS, MCESA has proposed a new agreement (May 1 – September 30, 2012) to continue the administration of the Central Region; and

WHEREAS, MCESA shall pay Ingham County up to \$196,225 (\$35,360 + \$160,895) for this work; and

WHEREAS, the terms of the Extension and Agreement shall be April 1 through April 30, 2012 and May 1, 2012 through September 30, 2012; and

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize agreements with Midland County Educational Services Agency (MCESA) for the periods April 1 through April 30, 2012, and May 1, 2012 through September 30, 2012.

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

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to \$196,255 for these services.

BE IT FURTHER RESOLVED, that the terms of the Extension and Agreement shall be April 1 through April 30, 2012 and May 1, 2012 through September 30, 2012.

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

MEMORANDUM

TO: Board of Ingham County Commissioners

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

DATE: September 20, 2012

RE: Proposed Road Department Employee Reclassifications, Position Conversion, and New Position

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Prior to becoming the Road Department, the former Road Commission underwent several staff downsizings over the course of several years as necessary to meet budgetary limitations during a period of declining revenue and increasing costs. In 2002 the Road Commission had 106 employees. By 2010 this number had decreased to 71 employees to balance the budget and leave sufficient funding for the Road Commission's various obligations.

As staffing was reduced, remaining employees picked up additional duties and responsibilities to maintain various agency duties that remained. As a result of the last downsizing in 2010, seven employees requested reclassification to higher pay grades as provided in their respective bargaining agreements. The Human Resources Department (HR) handled the requests per County procedure by performing both the Plante-Moran and Rye method job factor ratings to determine if reclassification was in order for each request. The results were then discussed with the requesting employee and their union steward for employees in bargaining units. Six of the requests are being recommended for approval by HR based on the ratings showing the jobs should be reclassified. An eighth request, more recently received than the others, remains under review. Also being recommended with the six reclassifications is a conversion of a currently vacant but budgeted building and grounds maintenance position to an additional engineering technician position, and creation of a new assistant engineer position.

The following gives more background detail on the various reclassification requests:

Proposed reclassification of three Assistant Supervisors to Supervisors:

The Road Department's 3 road maintenance districts were formerly supervised by a Supervisor reporting to the Operations Department director and an Assistant Supervisor, for a total of 6 positions having similar responsibilities. With the 2010 staff reduction, it became necessary to reduce these 6 positions to 3. Since one position was already vacant through attrition, lay-offs of the 2 lowest seniority employees in these positions were necessary. One has since been permanently recalled due to another supervisor's retirement. The lay-offs and attrition resulted in the 3 maintenance districts now being supervised by employees classified as Assistant Supervisors, but who are working as Supervisors. Therefore, reclassification of these 3 Assistant Supervisors to Supervisors is recommended by HR and Road Department management.

Negotiations with the Assistant Supervisors and their Union have led to agreement that, if approved, this reclassification would be retro-active to October 14, 2011. This is based upon the fact that up until this date the Operations Director had temporarily absorbed some of the district supervisory duties, and that on this date the Operations Director's employment was terminated, and all such duties were placed upon the Assistant Supervisors. Although the Operations Director has returned to work, all district supervisory responsibility has remained with the Assistant Supervisors.

The current salary range would change from \$46,666 (start) to \$60,333 (top) per year for Assistant Supervisors to \$53,436 (start) to \$69,068 (top) for Supervisors.

Proposed reclassification of two Finance Clerks from OPEIU Grade 3 to Grade 4:

In 2008 the Road Commission had two Finance Clerks, working at the OPEIU Office bargaining unit grade 4 level, who assisted an accountant and ultimately reported to the Administrative Department director (who oversaw Finance and HR). In 2008 the Administrative Director's finance oversight duties were combined with the accountant position to form the Finance Director position. With the retirement of one of the clerks in 2008, this clerk position was occupied by a series of temporary employees until a permanent replacement was hired in 2009. During this time, the other remaining clerk picked up more of the clerk duties plus some of the former Administrative Director's non-confidential duties, and thus the two grade 4 positions were reclassified to a grade 5 and a grade 3. With the 2010 lay-offs, the grade 3 clerk, hired in 2009, was bumped from her position into lay-off due to lay-offs in the Permits area. With the departure of the grade 5 clerk in 2010, the laid off grade 3 clerk was recalled such that the Finance Department had two grade 3 clerks. The finance clerk duties were once again equally split among the two clerk positions. Human Resources has evaluated the two positions and agrees with my recommendation that these two positions should be reclassified to the grade 4 level as they were in 2008.

This would be retro-active to 2-17-2010, the date on which the laid-off clerk returned to duty and the work was divided between the two then grade 3 finance clerks.

The current salary range would change from \$36,026 (start) to \$48,276 (top) per year for Grade 3 to \$38,730 (start) to \$51,892 (top) for Grade 4.

Proposed reclassification of Design Engineer from Non-bargaining grade 5 to grade 7:

The Engineering Department formerly had a Construction Engineer and a Design Engineer reporting to the Director of Engineering. As part of the 2010 downsizing, the Construction Engineer position was eliminated in anticipation of reduced work load due to decreasing road funding. The then incumbent retired rather than be laid off, and the construction engineer duties were distributed to other staff—particularly to the Design Engineer who absorbed most of the construction project management duties. As we've been successful in obtaining a number of federal-aid grants for projects not previously anticipated and the fact that the state provides much less state/federal funded project engineering support than in the past, project design and management work volume and responsibility have increased significantly. As a result, the Design Engineer, who is FLSA exempt and thus is not paid for overtime, has been working numerous extra, uncompensated hours (estimated to be over 1500 hours over the last 2 years). In addition, the Road Department has employed a series of temporary engineers to assist with the design work. Thus HR and Road Department management recommend the following to address this:

1. That based on the job point-factor rating performed by the HR Department, the Design Engineer position be reclassified from Non-bargaining grade 5 to grade 7, which involves a current salary range change from \$62,066 (start) to \$80,217 (top) for grade 5 to \$71,063 (start) to \$91,840 (top) for grade 7, retro-active to 1-1-2010, the date the former Construction Engineer retired.

2. That a permanent Assistant Engineer be hired to relieve some of the work load of the Design Engineer resulting in on-going, regular, excessive, uncompensated overtime. Furthermore, this position is requested to assist with traffic engineering duties previously performed by former Traffic & Safety Department staff. The Traffic & Safety Department was eliminated through attrition and their duties have been absorbed by the Engineering Department. This position would be non-bargaining and has been classified by HR at grade 3. The current salary range would thus be \$53,436 (start) to \$69,069 (top). Funding for this position is requested and included in the Road Department's proposed 2013 budget. The existing 2012 budget did include a Board Secretary, non-bargaining grade 1, which was never, nor will be, hired.

Proposed conversion of one Building & Grounds position to one additional Engineering Technician:

The Building and Grounds unit of the Operations Department contains two positions which maintain the Road Department's buildings, grounds and assist with bridge maintenance. One of these positions is currently vacant per a recent retirement. Road department management proposes to convert one of these two positions to an additional Engineering Technician position. Other Operations Department employees can absorb the building and grounds duties of the vacated position. Engineering currently has three technicians and a surveyor, all of whom perform technical input functions and CAD in the design, and inspect the construction of the larger contracted road projects. The former Traffic-Safety Department also included two additional technicians--one assigned to general traffic duties, such as performing traffic studies, and another assigned to signal maintenance, leaving only one signal technician currently. For the last several years, typically two seasonal inspectors and/or consultants have been hired to help inspect the projects. Converting a Buildings and Grounds position to an Engineering Technician would restore some of the previous capacity. One of the existing technicians specializes in traffic duties in addition to the normal project duties. This position would concentrate more in the traffic area and assist with signal maintenance if another regular project technician was added. This traffic technician could then also be called on to assist with project inspection during peak periods.

This position conversion would be from an AFSCME Class 5C, having current pay range of \$17.95/hour (\$37,336/year) to \$20.72/hour (\$43,098/year), to an OPEIU Grade 5 having current salary range of \$43,561/year to \$58,388/year. This change has been discussed with the AFSCME bargaining unit. Although AFSCME would like to see the building and grounds position maintained, they understand the employer has the right to leave this position unfilled, and make the above-recommended change for the overall betterment of the entire department.

Summary:

Please see the appended spreadsheet for a summary of the above-proposed reclassifications. Due to other position vacancies that have been open for periods of time, the existing 2012 Road Department budget has sufficient funding in the personnel salaries line item to fund the proposed retro-active wage payments, position conversion and new position for the remaining 3 months of 2012.

If the reclassifications are approved, the incumbents' salaries would be elevated effective on the proposed retroactive dates to the step in the new salary grade which provides at least a 5% increase from their pay step that existed on the retro-active date. They would then progress through the remaining steps of the new salary grade as provided in their respective bargaining agreements.

Although the six reclassification requests were requested in previous years at the time the respective jobs changed, they were delayed per a series of directives, by the former Road Commission Board, in how the reclassifications would be conducted including use of Ingham County HR, change of Ingham County HR directors, a desire never acted upon to hire a Road Commission HR Director, and finally working again with Ingham County HR.

The attached proposed resolution for approving these 6 reclassifications, the position conversion and the new position is recommended for approval by the Board of Commissioners.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SIX JOB RECLASSIFICATIONS,  
ONE POSITION CONVERSION,  
AND ONE NEW POSITION  
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads has reduced its workforce over the last 10 years from a previous high of 106 employees to the current staff of 71 employees due to declining state fuel tax and vehicle registration fee revenue and increasing costs to maintain the county roads and operate the department; and

WHEREAS, as a result of the above-mentioned staffing reductions, six existing positions in the Department of Transportation and Roads have been assigned additional duties by the Department's management, and have had their respective job descriptions changed accordingly effective on the retro-active dates listed in the table below; and

WHEREAS, as a result of being assigned additional duties as mentioned above, the six employees holding the above-mentioned positions have requested reclassification to higher salary grades as provided in their respective bargaining agreements or non-bargaining employee policy handbook; and

WHEREAS, management of the Department of Transportation and Roads concurs with and supports the six above-mentioned reclassification requests retro-active to the dates listed in the table below; and

WHEREAS, management of the Department of Transportation and Roads recommends the authorization of an additional Assistant Engineer non-bargaining position in the Engineering Department of the Road Department to alleviate the excessive work-load of existing Engineering Department staff resulting from the above-mentioned staff reduction; and

WHEREAS, management of the Department of Transportation and Roads also recommends the authorization of the conversion of one position currently in the Road Department's buildings and grounds unit to an additional engineering technician position in the Engineering Department to have staffing better fit to the current needs of the Road Department; and

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

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

WHEREAS, due to salary savings from other budgeted positions that have not and will not be filled, or have been vacant for periods of time in 2012, the Road Department's current 2012 budget, as previously amended, contains sufficient funding in its personnel services, salaries, line item to fund the proposed retro-active salary payments, the reclassified salaries for the remainder of 2012, the proposed position conversion and new position for the remaining 3 months of 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the following changes in job titles and/or reclassification/salary grades retro-active to the dates listed below:

<u>Number of positions</u>	<u>Current Job Title</u>	<u>Current Grade</u>	<u>Proposed Job Title</u>	<u>Proposed Grade</u>	<u>Retro Date</u>
3	Assistant Supervisor	OPEIU-S 1	District Supervisor	OPEIU-S 3	10-14-11
2	Finance Clerk	OPEIU-O 3	Same	OPEIU-O 4	2-17-10
1	Design Engineer	Non-Barg 5	Same	Non-Barg 7	1-1-10
1	Bldg & Grounds Maint.	AFSCME 5C	Engineering Tech.	OPEIU-O 5	N/A

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes that the following additional position in the Engineering Department of the Department of Transportation and Roads be established:

<u>Position / Title</u>	<u>Proposed Grade</u>
Assistant Engineer	Non-Bargaining unit grade 3.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval.

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

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes that the salaries of the incumbents currently occupying the reclassified positions be elevated effective on the retroactive dates given in the table above to the step in the new salary grade which provides at least a 5% increase from their pay step that existed on the retro-active date.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes that the incumbents be paid the differences in their respective salary rates retro-active to the dates given in the table above, respective of applicable pay schedule tables and their respective pay step levels in effect during the retro-active period.

Road Department Proposed Reclassifications Summary, September 2012									
DEPARTMENT	CURRENT POSITION	PROPOSED POSITION	NUMBER OF POSITIONS	CURRENT GRADE	PROPOSED GRADE	CURRENT TOP SALARY 2012	PROPOSED TOP SALARY 2012	RETRO DATE	Retroactive Pay Retro Date thru 9-30-12
Operations	Assistant Supervisors	District Supervisors	3	OPEIU Supervisory 1	OPEIU Supervisory 3	\$60,333	\$69,068	10/14/2011	\$18,549.91 for all 3 positions
Finance	Finance Clerks	Same	2	OPEIU Office 3	OPEIU Office 4	\$48,276	\$51,892	2/17/2010	\$16,202.39 for both positions
Engineering	Design Engineer	Same	1	Non-Bargaining 5	Non-Bargaining 7	\$80,217	\$91,840	1/1/2010	\$27,188
Engineering	None-new position	Assistant Engineer	1		Non-Bargaining 3		\$69,069	N/A	N/A
Engineering	Buildings & Grounds Maint.	Engineering Tech.	1	AFSCME 5C	OPEIU Office 5	\$43,098	\$58,388	N/A	N/A
Total Retro Pay thru 9-30-12									\$61,940

***Ingham County Management Information Services***  
**Michael E. Ashton, Chief Information Officer - Email: [mashton@ingham.org](mailto:mashton@ingham.org)**

To: County Services and Finance Committees  
From: Michael E. Ashton, CIO  
Date: September 25, 2012  
Re: Review and development of an MIS operations manual

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Ingham County received three proposals on the development of an MIS Operations Manual and Disaster Recovery Plan. After review of all proposals the review group determined that Dewpoint, Inc. had the most thorough understanding of the needs, experience to provide the results, and solid methodology for delivering the requirements. With my arrival to the County in August I have determined that the primary need of the MIS Department is an Operations Manual that provides policy and procedures for the daily activities of the MIS Department. Utilizing Dewpoint, Inc. has a proven track record in helping develop policy, procedures, and an Operations Manual for the State of Michigan and local governments in Michigan.

As the new Chief Information Officer for Ingham County, I have reviewed the situation that occurred with the Clerk's data and determined that a Disaster Recovery Plan alone would not have prevented data from being deleted. It is clear that lacking operating procedures and policies are the primary reason for disasters and systems failing. In an effort to reduce the overall cost I feel it is more advantageous for the County to invest in developing an Operations Manual (Policy and Procedures) to ensure the County's IT network is stabilized and running efficiently and effectively.

The Dewpoint, Inc. proposal included three primary deliverables, each having a separate cost. The first deliverable was for a preliminary assessment and operations manual collection of data, analysis, and writing of the operations manual for a cost of \$34,386. The second deliverable was for providing training material and training to MIS employees on operational controls via policies and procedures for a cost of \$9,938. The third deliverable is for providing a disaster recovery plan for a cost of \$15,621. It is my recommendation that we utilize Dewpoint, Inc. for the first two deliverables at this time for a combined cost of \$44,324. We would reserve the right in the future to ask for deliverable three, the provision of a disaster plan if determined necessary.

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

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: September 25, 2012  
 SUBJECT: Proposal Summary for Operations Manual for MIS

Project Description:

Proposals were sought from qualified and experienced vendors to provide an operations manual for the MIS department which include written policies and procedures for the Data Center and training staff in such policies and procedures. A data recovery plan was also requested.

Proposal Summary:

Vendors contacted: 9 Local: 3  
 Vendors responding: 3 Local: 2

<b>Company</b>	<b>Preliminary Assessment Report &amp; Operations Manual</b>	<b>Training Materials &amp; Training MIS Staff</b>	<b>Total Cost</b>	<b>Local</b>
Dewpoint, Inc.	\$34,386	\$9,938	\$44,324	Yes – Lansing
PTD Technology	\$30,240	\$4,608	\$34,848	Yes – E. Lansing
Schumaker & Co.	\$18,160	\$14,360	\$35,520	N – Ann Arbor

Recommendation:

The Evaluation Committee recommends awarding a contract to Dewpoint, Inc. in an amount not to exceed \$44,324. In addition to submitting a responsive proposal and being a local vendor, the Evaluation Committee feels that Dewpoint’s highly qualified staff and wealth of experience provides the best value to the County for this very important project.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH DEWPOINT, INC. TO PROVIDE AN OPERATIONS MANUAL FOR THE MANAGEMENT INFORMATION SYSTEMS DEPARTMENT**

WHEREAS, the Board of Commissioners has requested that an outside vendor perform a review of the MIS Department's Operations Manual and Disaster Recovery Plan; and

WHEREAS, after reviewing three proposals from outside vendors, Dewpoint, Inc. was determined to have the best overall quality, qualifications, experience, and methodology to provide an Operations Manual and Disaster Recovery Plan; and

WHEREAS, the cost for the preliminary assessment and Operations Manual collection of data, analysis and writing of the Operations Manual is \$34,386; and

WHEREAS, the cost for training materials and training of MIS staff on the new Operations Manual, policies and procedures is \$9,938; and

WHEREAS, the cost for a Disaster Recovery Plan is \$15,621; and

WHEREAS, the total cost for an Operations Manual, training, and Disaster Recovery Plan was for the amount \$59,945; and

WHEREAS, the Chief Information Officer recommends entering into an agreement with Dewpoint, Inc., utilizing a State contract from MiDeal under the Business Process Review/Consulting Services – Contract #071B0200197 for the provision of an assessment, writing the MIS Operations Manual and training of the MIS staff for a total cost \$44,324.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with Dewpoint, Inc. for the purpose of developing an Operations Manual for the MIS Department and training of MIS staff on the new manual for a total cost of \$44,324.

BE IT FURTHER RESOLVED, that \$44,324 will be transferred from the 2012 contingency account (10194100 969220) to the Controller's consultant account (10122300 802000).

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

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

MEMORANDUM

September 21, 2012

TO: Finance and Liaison Committees  
FROM: Teri Morton, Budget Director  
RE: 3rd Quarter 2012 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2012. The total increase to the General Fund is \$347,000.

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

A major adjustment this quarter is related to the transfer of jail medical services from the Health Department to a contract in the Sheriff's Office, which is included in the 2013 Budget as Recommended by the Finance Committee. Since the Health Department is on an October to September fiscal year and the General Fund (which includes the Sheriff's budget) is on a calendar fiscal year, an extra three months of expenses will be incurred. The 2013 budget includes funding for jail medical services in the Sheriff's Office beginning January 1, 2013. Because the Health Department's year will end on September 30, 2012, there is currently no budget for this service from October 1 to December 31, 2012.

Three months of funding for this service will have a net cost of approximately \$400,000. This resolution would authorize the transfer of \$400,000 from the 2012 contingency account (current balance: \$502,013) to a separate activity in the general fund to cover this cost in 2012. It should be noted that when the transition of jail medical services from the Sheriff's Office to the Health Department occurred in 2007, there were three months in cost savings incurred by the general fund due to a shortened year.

Another major adjustment is the recognition of higher than budgeted property tax revenue. An additional \$540,000 is expected due to the 2012 taxable value being higher than projected when the budget was developed last year. This increase is offset by decreases in other revenues including Court Equity Funding (\$80,000) and indirect cost reimbursement (\$200,000) for Friend of the Court and the Family Division due to a change in cost allocation methodology. There is also an expected decrease in cost for Circuit Court indigent attorney fees (\$170,000) based on current spending trends. This resolution would also recognize the cost savings (\$150,000) resulting from the suspension of step increases until collective bargaining agreements are in place and the additional cost (\$480,000) due to unrealized savings from employee concessions that were included in the 2012 Adopted Budget. The net surplus from these revenue and expenditure changes is \$100,000, which is recommended to be added to the 2012 contingency account.

In anticipation of lower than budgeted revenues, the Parks Department has recommended several budget adjustments that would bring their expenses in line with their current revenue projections. The net decrease to the Parks fund would be \$68,381.

This resolution would also authorize the transfer of \$16,217 from Lansing Police Department Forfeitures to cover the cost of an Assistant Prosecuting Attorney position from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. This will allow the retention of a current employee until another position becomes vacant. The grant funded position will be eliminated effective January 1, 2013.

There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments. Finally, an adjustment is recommended for the Department of Transportation and Roads to move \$180,000 from salaries to road maintenance materials. This transfer requires Board approval as funds are being moved from the personnel cost category.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$502,013. If this resolution is passed as recommended, that amount will be decreased to \$202,013. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$494,888.

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



Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2012 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2012 Budget on October 25, 2011 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2012 BUDGET 9/15/12</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$72,218,873	\$347,000	\$72,565,873
201	Transportation and Roads	21,607,480	0	21,607,480
208	Parks	1,880,873	(68,381)	1,812,492
266	Anti-Drug Grant	420,631	16,217	436,848
636	MIS	3,741,277	5,169	3,746,446
664	Mach. & Equip. Revolving	1,015,931	4,121	1,020,052

## GENERAL FUND REVENUES

	2012 Budget – <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	41,337,809	540,000	41,877,809
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	4,600,000		4,600,000
Convention/Tourism Tax - Liquor	1,838,957		1,838,957
Court Equity Funding	1,650,000	(80,000)	1,570,000
Use of Fund Balance	2,000,000		2,000,000
<b>Department Generated Revenue</b>			
Animal Control	642,810		642,810
Circuit Court - Family Division	835,674	(140,000)	695,674
Circuit Court - Friend of the Court	543,238	(60,000)	483,238
Circuit Crt - General Trial	2,256,280		2,256,280
Controller	3,170		3,170
Cooperative Extension	27,860		27,860
County Clerk	612,800		612,800
District Court	2,386,188		2,386,188
Drain Commissioner/Drain Tax	384,400		384,400
Economic Development	49,346		49,346
Elections	78,250		78,250
Emergency Operations	120,582		120,582
Equalization /Tax Mapping	10,100		10,100

Facilities	146,433		146,433
Financial Services	10,000		10,000
Health Department	0	87,000	87,000
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	816,510		816,510
Register of Deeds	1,567,708		1,567,708
Remonumentation Grant	85,400		85,400
Sheriff	5,424,878		5,424,878
Treasurer	4,094,387		4,094,387
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	368,147		368,147
<b>Total General Fund Revenues</b>	<b>72,218,873</b>	<b>347,000</b>	<b>72,565,873</b>

#### GENERAL FUND EXPENDITURES

	2012 Budget - <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Board of Commissioners	570,384		570,384
Circuit Court - General Trial	8,006,188	(170,000)	7,836,056
District Court	2,335,068		2,335,068
Circuit Court - Friend of the Court	1,287,725		1,287,725
Jury Board	1,123		1,123
Probate Court	1,360,695		1,360,695
Circuit Court - Family Division	4,620,442		4,620,442
Jury Selection	98,700		98,700
Elections	453,693		453,693
Financial Services	664,176		664,176
County Attorney	416,334		416,334
County Clerk	576,430		576,430
Controller	749,294		749,294

Equalization/Tax Services	645,575		645,575
Human Resources	521,054		521,054
Prosecuting Attorney	5,719,463		5,719,463
Purchasing	206,925		206,925
Facilities	1,857,915		1,857,915
Register of Deeds	450,021		450,021
Remonumentation Grant	85,400		85,400
Treasurer	561,281		561,281
Drain Commissioner	1,006,975		1,006,975
Economic Development	112,687		112,687
Community Agencies	178,595		178,595
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	268,100		268,100
Sheriff	17,576,562		17,576,562
Community Corrections	123,192		123,192
Animal Control	1,274,755		1,274,755
Emergency Operations	223,863		223,863
Board of Public Works	300		300
Drain Tax at Large	348,295		348,295
Health Department	9,600,681	487,000	10,087,681
Community Health Centers	978,005		978,005
Medical Examiner	305,375		305,375
Substance Abuse	926,878		926,878
Community Mental Health	1,764,500		1,764,500
Department of Human Services	1,828,137		1,828,137
Tri-County Aging	76,225		76,225

Veterans Affairs	440,033		440,033
Cooperative Extension	530,849		530,849
Parks and Recreation	1,221,663		1,221,663
Contingency Reserves	502,013	(300,000)	202,013
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,585,286		1,585,286
Personnel Costs (to be spread across departments)	0	330,000	330,000
<b>Total General Fund Expenditures</b>	<b>72,218,873</b>	<b>347,000</b>	<b>72,565,873</b>

### General Fund Revenues

Property Tax	Increase property tax revenue \$540,000 due to higher than projected 2013 taxable value.
Court Equity Funding	Decrease Court Equity Funding \$80,000 consistent with current revenue projection.
Circuit Crt – FOC	Decrease Indirect Cost revenue \$60,000 due to change in cost allocation plan methodology.
Circuit Crt – Family Div.	Decrease Indirect Cost revenue \$140,000 due to change in cost allocation plan methodology.
Prosecuting Attorney	Transfer \$16,217 from Lansing Police Department Forfeitures to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. Grant revenue will be decreased by \$16,217 for 2012, and the grant funded position will be eliminated effective January 1, 2013.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Revenues totaling \$87,000 for this service need to be added to the 2012 budget for the last three months of 2012.

## **General Fund Expenditures**

County-wide Personnel	Decrease wages and fringes \$150,000 due to suspension of step increases until collective bargaining agreements are in place. Increase wages and fringes \$480,000 due to unrealized savings from employee concessions included in the 2012 Adopted Budget.
Circuit Crt – General Trial	Decrease attorney fees budget \$170,000 consistent with current expenditure projection.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Expenses totaling \$487,000 for this service need to be added to the 2012 budget for the last three months of 2012.
Contingency	Decrease contingency \$400,000 to cover one time transition cost of Jail Medical Services from the Health Fund (October to September fiscal year) to General Fund (calendar fiscal year). Increase contingency \$100,000 to reflect net changes in revenue and expenditure projections. Net reduction is \$300,000.

## **Non-General Fund Adjustments**

Transportation and Roads (F201)	Transfer excess funds from salaries, available due to vacancies, to materials to be used for road maintenance (\$180,000).
Parks (F208)	Adjust revenue budget reflective of current projections as follows: Decrease Parking Fees \$44,553, Passport Revenue \$5,000, Use of Fund Balance \$23,000, and Miscellaneous Revenue \$2,428. Increase Revenue Control \$500, Special Event Fees \$5,300 and Donations \$800. Adjust expenses to offset revenue reductions as follows: Decrease Temporary Wages \$18,638, Permanent Wages \$2,805, Overtime \$1,670, Meeting Fees \$4,000, Maintenance Supplies \$20,445, Other Controllable Expenses \$20,312, Utilities \$1,000, and Vehicle Replacement Charge \$12,729. Increase Gas/Grease/Oil \$13,000 and MIS Chargebacks \$218. Net reduction in revenues and expenses is \$68,381.
Anti-Drug Grant (F266)	Transfer funds from Lansing Police Department Forfeitures to general fund to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. (\$16,217).
MIS (F636)	Increase revenues and expenditures to purchase three replacement laptops (\$5,169).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase the following replacement equipment: one CPU for Probate Court (\$1,113), one CPU for Facilities (\$1,350), 7 CPUs for Circuit Court - Family Division, one printer for Circuit Court (\$1,133), and three monitors for the Clerk (\$525).

**2012 CONTINGENCY**

Adopted Contingency Amount	\$494,888
R11-363: Unallocated Community Agency Funding	14,125
R11-398: Emergency Allocation Nat'l Council on Alcoholism	(7,000)
Proposed 3 <sup>rd</sup> Qtr Adj: One time transition cost for Jail Medical	(300,000)
<b>Current Contingency Amount</b>	<b>\$202,013</b>

**MEMORANDUM**

TO: Law Enforcement and Finance Committees

FROM: John Neilsen, Deputy Controller

RE: Notice of Intent to Function as a Public Safety Answering Point (PSAP)

DATE: September 19, 2012

PA 32 of 1986 (Emergency 911 Service Enabling Act) requires the County to have a 911 Service Plan in place to facilitate the provision of emergency telephone service and dispatch services to citizens within Ingham County and our 911 Service area. With the opening of the Ingham County 911 Central Dispatch Center, the cities of Lansing and East Lansing no longer operate separate 911 dispatch centers as they have in the past. The Ingham County Board of Commissioners adopted a new 911 Service Plan that reflects the current operational arrangement including the provision of direct 911 dispatch services within all areas within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton County.

On August 6, 2012, the Lansing Chief of Police Teresa A. Szymanski formally requested through the attached letter that the Ingham County Board of Commissioners recognize that the City of Lansing and DeWitt Township have entered into a 425 Agreement transferring the Capitol Region International Airport and other adjacent property to the jurisdiction of the City of Lansing including emergency services.

Furthermore the City of Lansing has formally requested that Ingham County provide direct 911 dispatch to the Airport and surrounding area contained within the 425 Agreement. Currently the 911 calls go to Clinton County 911 Dispatch and they transfer the calls to our 911 Dispatch, which results in slight delays for 911 Emergency dispatch to the area.

The vehicle to do that would be by approving the attached resolution which authorizes the filing of a Notice of Intent to function as a Public Safety Answering Point (PSAP) that would be filed with Clinton County which is in the process of updating their 911 Service Plan. Furthermore, the Resolution recognizes the current arrangements whereby Ingham County is already receiving directly 911 Emergency calls for those areas within the Cities of East Lansing and Lansing located within the Counties of Clinton and Eaton County and authorizes a Notice of Intent to function as a Public Safety Answering Point (PSAP) for those areas as well.

This communication and request from the City of Lansing was discussed at the September 13 Law Enforcement Committee along with the separate issue of Ingham County not receiving reimbursement for 911 Services from the Counties of Clinton and Eaton County for those areas within the Cities of East Lansing and Lansing located within those Counties.

The Law Enforcement Committee directed me to prepare this resolution for the next round as they continue to consider the funding inequity issue.

The 911 Director and I recommend that the Board of Commissioners approve the attached Resolution.

Please contact me if you have any questions or concerns.



APPENDIX #1

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has 45 days after receipt of this tentative 911 Service Plan to file with the County Clerk a Notice of Intent to Function as a PSAP. The notice shall be in substantially the following form:

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, \_\_\_\_\_ shall function as a PSAP within the 911 Service Plan adopted by resolution of the \_\_\_\_\_ County Board of Commissioners on \_\_\_\_\_ (date).

\_\_\_\_\_  
(Appropriate official)

\_\_\_\_\_

(Second)

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE FILING OF THE NOTICE OF INTENT TO FUNCTION AS A PUBLIC SAFETY ANSWERING POINT (PSAP) IN ACCORDANCE WITH THE INGHAM COUNTY 911 SERVICE PLAN**

WHEREAS, Ingham County has adopted a new Emergency Telephone Service Plan (“Plan”) under the provisions of PA 32 of 1986 as amended (“Act 32”); and

WHEREAS, the purpose of this plan is to facilitate the provision of emergency telephone service and dispatch services to citizens within Ingham County and its service area; and

WHEREAS, upon the opening of the Ingham County 911 Central Dispatch Center, the cities of Lansing and East Lansing no longer operate separate 911 dispatch centers and Ingham County is serving as the PSAP for all areas within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton; and

WHEREAS, the City of Lansing and DeWitt Township have recently entered into a 425 Agreement transferring the Capitol Region International Airport and other property to the jurisdiction of the City of Lansing including emergency services to the area; and

WHEREAS, the City of Lansing has formally requested that Ingham County provide direct 911 dispatch to the Airport and surrounding area contained within the 425 Agreement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners Authorizes the filing of a Notice of Intent to function as a Public Safety Answering Point (PSAP) in Accordance with the Ingham County 911 Service Plan and the request by the City of Lansing for Ingham County to provide direct 911 dispatch to the Capitol Region International Airport and other property contained within the 425 Agreement.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the Notice of Intent to function as a Public Safety Answering Point (PSAP) for the Capitol Region International Airport and other property contained within the 425 Agreement as well as those areas that Ingham County is currently serving as the PSAP within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to prepare and forward the Notice of Intent to function as a Public Safety Answering Point (PSAP) to Clinton and Eaton Counties under the provision of PA 32 of 1986, as amended (“Act 32”) and this resolution.