THE FINANCE COMMITTEE WILL MEET ON THURSDAY, AUGUST 22, 2013 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN DATE

Agenda

Call to Order
Approval of the July 17, 2013 Minutes
Additions to the Agenda
Limited Public Comment

1. City of Lansing - Funding Request for Enhanced Flood Warning Project

2. Sheriff’s Office - Resolution to Authorize Renewal of a Three Year Contract with WideOpen West Mid-Michigan for Cable Television Services at the Ingham County Jail

3. Office of Homeland Security & Emergency Management - Resolution Authorizing Ingham County Sheriff’s Office to Accept a Trailer and Equipment from the Michigan State Police Meth Investigation Unit

4. Circuit Court/Family Division
   a. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters
   b. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency

5. Probate Court - Resolution Authorizing Contract Change Orders 002 and 003 with ImageSoft Corporation for the Probate Court Imaging Project

6. Special Transportation Millage - Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

7. Human Resources - Resolution Certifying Representatives for the MERS Annual Meeting

8. Economic Development - Resolution Authorizing the Execution of Agreements for the Implementation of a Community Development Block Grant for Public Infrastructure Improvements for the Jackson National Life Insurance Company Expansion Project

9. Financial Services - Resolution to Reaffirm that Health Insurance Benefits will be Provided to Employee’s Other Qualified Adults
10. **Health Department**
   a. Resolution to Authorize a 2013-2014 AmeriCorps Grant and Establish a Position
   b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program
   c. Resolution to Amend Resolution #12-285 and Authorize Subcontract Agreements and Computer Purchases in Support of the Healthy Start Project
   d. Resolution to Authorize an Amendment to Resolution #13-320 to Correct the Rate to be Consistent with the Lease Amendments with Sparrow Health Systems
   e. Resolution Authorizing the Approval of a Five Year Extension of the Voluntary Funding Agreements
   f. Resolution to Authorize an Agreement with Alliance Biomedical dba RS Biomedical, Inc.
   g. Resolution to Authorize Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

11. **Fair Board and Fair Manager** - Resolution Authorizing the Memorial Designation of the Poultry Barn on the Ingham County Fairgrounds as the Louis Bauer Poultry Barn

12. **Road Department**
   a. Resolution Authorizing an Agreement for Cost Sharing for Norwood Drainage Improvements, Delhi Township
   b. Resolution to Approve a Cost Agreement for Traffic Signal Control with the Michigan Department of Transportation
   c. Resolution to Approve Revising the Local Road Program Agreement with Meridian Township for the Rehabilitation and Resurfacing of Cornell Road, M-43 to Orlando Drive, for the Ingham County Road Department
   d. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Bid Packet #100-13 Recycling & Asphalt Resurfacing Cornell Road Meridian Township

13. **Controller’s Office /MIS**
   a. Resolution to Authorize Engaging Dewpoint to Review and Provide Project Management of the Deployment of the Jail Communications and Control System
   b. Resolution to Authorize FD Hayes to Install New Fiber to the 911 Center

14. **Board Referrals**
   a. Letter from Rehmann with the Report of their Independent Audit of Ingham County, Year Ending December 2013
   b. Letter and Resolution from the County of Marquette Regarding their Concern Over Reduced Revenue Sharing and Unfunded Mandates

**Announcements**

**Public Comment**

**Adjournment**

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**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
July 17, 2013
Minutes

Members Present: Brian McGrain, Sarah Anthony, Todd Tennis, Don Vickers and Randy Schafer

Members Absent: Rebecca Bahar-Cook and Carol Koenig

Others Present: Teri Morton, Timothy Dolehanty, Paul Pratt, Stacy Byers, Sandra Dargatz, Mike Pathfinder, Mike Hughes, Jim Hudgins, Jill Rhode, John Jacobs, Curtis Hertel, Bill Conklin, Mark Grebner, Nathan Baldermann and others.

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

Approval of the June 19, 2013 Minutes
The June 19, 2013 Minutes were approved as submitted.

Additions to the Agenda
8a. Amended - Health Department - Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System. The Human Services Committee amended the resolution as follows:
BE IT FURTHER RESOLVED, the continued rate of the leases will be $20.21 per square foot per month.

10d. Late - Department of Transportation & Roads - Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Department of Transportation and Roads

10e. Late - Department of Transportation & Roads - Resolution to Approve Local Road Program Agreement with Meridian Township for the Rehabilitation and Resurfacing of Cornell Road, M-43 to Orlando Drive, for the Ingham County Department of Transportation and Roads

10f. Late - Department of Transportation & Roads - Resolution Authorizing a Contract with Rieh-Riley Construction Co. for Item I of the 2013 Local Road Program Bid Packet #81-13 Recycling & Asphalt Resurfacing Cornell Road Meridian Township Contingent Upon the Approval of the Meridian Township Board of Trustees

10g. Late - Department of Transportation & Roads - Resolution Authorizing a Contract with Gallagher Asphalt Corp. for Item II of the 2013 Local Road Program Bid Packet #81-13 Hot in Place Recycling of Various Lansing Township Local Roads

10h. Late - Department of Transportation & Roads - Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item III of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay & Repairs of Various Lansing Township Local Roads
10i. **Late** - Department of Transportation & Roads - Resolution Authorizing a Contract with Gallagher Asphalt Corp. for Item IV of the 2013 Local Road Program Bid Packet 81-13 Hot in Place Recycling of Holbrook Drive, 700 Ft. West of Cedar Street to Turnbridge Drive

10j. **Late** - Department of Transportation & Roads - Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item V of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay & Repairs of Various Delhi Township Local Roads

10k. **Late** - Department of Transportation & Roads - Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item VI of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay & Repairs of Willoughby Road, Hagadorn Road to Okemos Road Alaedon Township

10l. **Late** - Department of Transportation & Roads - Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item VII of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay of Moechel Road, Baseline Road to Heeney Road Stockbridge Township

10m. **Late** - Department of Transportation & Roads - Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item VIII of the 2013 Local Road Program Bid Packet 81-13 Pavement Recycling and Asphalt Overlay of Germany Road, Meridian Road to One Half Mile East of Meridian Road and 650 Ft. West of Hart Road to Zimmer Road, Williamstown Township


   General Fund Analysis of Fund Balance 12/31/12

12b. **Substitute** - Controller/Administrator’s Office - Resolution Amending Resolution #12-403 to Sign Agreements with Westlaw for Clear Services. *A substitute memorandum is attached.*

12d. **Amended** - Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar. *The Law and Courts Committee amended the resolution as follows:*

   WHEREAS, the Ingham County Board of Commissioners wishes to adopt a Resolution to establish the 2014 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of $96,000 for this purpose.

**Limited Public Comment**

None.

**MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:**

1. **Sheriff’s Office**
   a. Resolution to Accept the 2013 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)
   b. Resolution Authorizing Ingham County Sheriff’s Office to Accept the 2013 Michigan Municipal Risk Management Authority’s Member Recognition Award
   c. Resolution to Allow the Ingham County Sheriff’s Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2013 Local JAG Grant
4. **CCAB** - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts and Creating a Special Part Time Pretrial Services Investigator Position for FY 2013-2014

5. **Fair Office**
   a. Resolution to Accept $2,485 in RAP Grant Funds from the Michigan Municipal Risk Management Authority for Reimbursement for the Flooring System Upgrade in the Ingham County Fairground Main Arena Bathrooms

6. **Farmland and Open Space Preservation Board**
   a. Resolution Authorizing Contracts with Appraisal, Survey, Engineering, Ecological, and Title Company Contractors for the Ingham County Farmland and Open Space Preservation Program
   b. Resolution Amending Resolution #12-382 to Adjust the Purchase Price of the Kirk Mehlhaff and Wendy Villareal Easement Acquisition
   c. Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Preservation Board

7. **Facilities**
   b. Resolution Authorizing a Two Year Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
   c. Resolution Authorizing the Renewal of the Service Agreement with Smiths Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse
   d. Resolution Awarding a Contract to PM Technologies to Provide Generator Services for Various Backup Generators Throughout Ingham County
   e. Resolution Authorizing Entering into a Contract with John E. Green Company for the Replacement of the Cooling Tower at the Ingham County Jail

8. **Health Department**
   a. Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System
   b. Resolution to Accept Funds from the Health Resources and Services Administration (HRSA) to Expand Outreach and Enrollment Assistance Activities in the Ingham County Community

9. **Human Resources** - Resolution to Authorize the Temporary Assignment and Salary for the Interim Chief Executive Officer, Community Health Centers and the Execution of the Related Agreement
10. **Department of Transportation & Roads**
   a. Resolution to Approve a Cost Agreement for Traffic Signal Control with the Michigan Department of Transportation
   b. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Natural Resources Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture
   c. Resolution Authorizing an Agreement for Adding Branches to the Hannah Farms County Drain Pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as Amended for the Department of Transportation & Roads
   d. Department of Transportation & Roads - Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Department of Transportation and Roads
   f. Department of Transportation & Roads - Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item I of the 2013 Local Road Program Bid Packet #81-13 Recycling & Asphalt Resurfacing Cornell Road Meridian Township Contingent Upon the Approval of the Meridian Township Board of Trustees
   g. Resolution Authorizing a Contract with Gallagher Asphalt Corp. for Item II of the 2013 Local Road Program Bid Packet #81-13 Hot in Place Recycling of Various Lansing Township Local Roads
   h. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item III of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay & Repairs of Various Lansing Township Local Roads
   i. Resolution Authorizing a Contract with Gallagher Asphalt Corp. for Item IV of the 2013 Local Road Program Bid Packet 81-13 Hot in Place Recycling of Holbrook Drive, 700 Ft. West of Cedar Street to Turnbridge Drive
   j. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item V of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay & Repairs of Various Delhi Township Local Roads
   k. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item VI of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay & Repairs of Willoughby Road, Hagadorn Road to Okemos Road Alaiedon Township
   l. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item VII of the 2013 Local Road Program Bid Packet 81-13 Asphalt Overlay of Moechel Road, Baseline Road to Heeney Road Stockbridge Township
   m. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item VIII of the 2013 Local Road Program Bid Packet 81-13 Pavement Recycling and Asphalt Overlay of Germany Road, Meridian Road to One Half Mile East of Meridian Road and 650 Ft. West of Hart Road to Zimmer Road, Williamstown Township

12. **Controller/Administrator’s Office**
   b. Resolution Amending Resolution #12-403 to Sign Agreements with Westlaw for Clear Services
   c. Resolution Authorizing Adjustments to the 2013 Ingham County Budget
   d. Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar
MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

2. Register of Deeds - Resolution to Contract with Legal Services of South Central Michigan to take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO CONTRACT WITH LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY REGISTER OF DEEDS AND INGHAM COUNTY TREASURER.

Comm. Tennis disclosed that Capital Services the firm he works for contracts with Legal Services Association of Michigan which Legal Services of South Central Michigan is a member.

Comm. Vickers asked for the status of foreclosures in Michigan. Mr. Hertel stated the number of foreclosures is getting better and in his opinion are on the down side of the crisis. He then informed the Committee of two major Circuit Court rulings on Fannie Mae foreclosures that are going to the Court of Appeals. He described the potential implications if the rulings hold.

Mr. Hertel expressed his concerns of the Legislature shortening the redemption period on foreclosures and the need for more representation.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

3. Drain Commissioner - Resolution Pledging Full Faith and Credit to Maple Shade Drain Drainage District 2013 Bonds or Notes

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION PLEDGING FULL FAITH AND CREDIT TO MAPLE SHADE DRAIN DRAINAGE DISTRICT 2013 BONDS OR NOTES.

Comm. Schafer referred to the Comprehensive Annual Financial Report asking if the debt service for drain bonds is typical based on the size of Ingham County and pointing out the number of drains is a significant amount to pledge money to. Mr. Pratt explained there are many petitions for services and once those petitions are authorized through the procedure of the drain code then the Drain Commission is bound to do the project and that requires borrowing money. He further explained that borrowing the money is less expensive when the County uses its full faith and credit. Mr. Pratt stated that he does not believe the full faith and credit has ever been called on; nonetheless, there are drain code provisions should that happen.
Mr. Pratt described the problems in this drainage district including aging septic systems, high ground water tables and health risks. He noted that the Township recognized this by paying their substantial at-large assessment up front. Mr. Pratt reviewed the not to exceed projection of this project and final expectations.

Comm. Vickers questioned who ultimately pays the drain assessment if a property is foreclosed on. He mentioned the Cook Thornburn drainage district would be a significant amount. There was a brief discussion on the foreclosure process and who has historically made such payments. Mr. Pratt stated there could be a better process. He described the advantages of consolidating drainage districts and provided an example of Delhi Township.

Comm. Vickers asked for more information regarding who is responsible for paying the drain assessments on foreclosed property during the foreclosure and upon the sale of the property. Ms. Rhode will provide Comm. Vickers with the information.

Comm. Schafer again expressed his concern of the drain indebtedness, unfunded liabilities and fiscal responsibility. He questioned if the County is overly aggressive. Chairperson McGrain suggested that conversation would be best served during the presentation of the Comprehensive Annual Financial Report. Ms. Rhode stated there will be a conversation on drain debt.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

5. Fair Office
   b. Resolution Authorizing Position Status Change for the Part-Time Lead Maintenance Employee to Full-Time Lead Maintenance Employee at the Ingham County Fairgrounds

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING POSITION STATUS CHANGE FOR THE PART-TIME LEAD MAINTENANCE EMPLOYEE TO FULL-TIME LEAD MAINTENANCE EMPLOYEE AT THE INGHAM COUNTY FAIRGROUNDS.

Comm. McGrain asked how this will be funded. Ms. Dargatz stated from the Fair’s Operational Budget. She noted the Fair is projecting a profit this year.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

Comm. Vickers reminded the Committee of the Superintendent Dinner tomorrow night at 6:30 p.m. at the Fairgrounds in Mason. There is no charge and no reservation is required. Also the Friend of the Fair will be selected.

Ms. Dargatz reminded the Committee of the Commissioner Dinner on July 30th.

7. Facilities
   a. Resolution Authorizing Entering into a Contract with Allied Mechanical Services for the Installation of an Air Conditioning Unit at the Sexton High School Health Clinic
MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ALLIED MECHANICAL SERVICES FOR THE INSTALLATION OF AN AIR CONDITIONING UNIT AT THE SEXTON HIGH SCHOOL HEALTH CLINIC.

Comm. Schafer pointed out that the County does not own the space at Sexton High School then questioned what the County’s obligation is. Mr. Jacobs explained the rent is free; in-kind services. Mr. Pathfinder stated the Health Department clinic benefits underprivileged children. Comm. Tennis stated he can understand why air conditioning is important because unlike other school clinics this one is open year long. Comm. McGrain asked when the lease expires. Mr. Jacobs stated it is ongoing. Mr. Pathfinder explained the County equipment can be removed if the contract with Sexton ends.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

10. Department of Transportation & Roads
   e. Resolution to Approve Local Road Program Agreement with Meridian Township for the Rehabilitation and Resurfacing of Cornell Road, M-43 to Orlando Drive, for the Ingham County Department of Transportation and Roads

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO APPROVE LOCAL ROAD PROGRAM AGREEMENT WITH MERIDIAN TOWNSHIP FOR THE REHABILITATION AND RESURFACING OF CORNELL ROAD, M-43 TO ORLANDO DRIVE, FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS.

Comm. Vickers asked how a final resolution was reached. Mr. Conklin referred to the memo in the “late packet” providing a brief history of the deteriorated condition of the roadway along with the project’s design, engineering and public hearings. He informed the Committee that Cornell Road is a designated Natural Beauty Road of the Natural Resources and Environmental Protection Act.

Mr. Conklin informed the Committee there was a task force made up of several Township Board members and interested parties on both sides of the issue who walked the road and held discussions. The task force proposed realignments and guard rails to save the trees; however, Meridian Township wants to re-evaluate the bids at their July 23rd meeting. Mr. Conklin stated there has been consideration to simplify the project to crushing, shaping, grading and complete paving without widening the road. The shoulders would be gravel. Mr. Conklin provided an estimate of this alternative and the County’s match.

Mr. Conklin stated what he is asking for in this resolution is the Board of Commissioners’ approval which is subject to Meridian Township’s approval at the July 23rd meeting. If, Meridian Township does not approve the more expensive plan then this resolution would become null and void. If they choose the alternative plan it will be put out for bid and a new resolution with a reduced scope of work will be presented in August.
MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

Comm. Schafer complimented Mr. Conklin and Department of Transportation and Roads during a time when a tremendous amount of work is going on.

12.  Controller/Administrator’s Office
   e. Resolution Authorizing the County Controller/Administrator to Procure Property for a Community Health Center Facility

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING THE COUNTY CONTROLLER/Administrator TO PROCURE PROPERTY FOR A COMMUNITY HEALTH CENTER FACILITY.

Comm. Schafer expressed his concern that there is not a clinic outside of Lansing proper. Comm. Tennis explained that the CHC Board’s objective is to provide care where it is most needed. Several studies have been done and those studies have indicated that portions of East Lansing has consistently had the largest population of underserved individuals in Ingham County. Comm. Tennis further explained that the CHC Board has been working on grant opportunities to expand clinic locations and there have been conversations of a clinic in Mason. Additionally, there is the indecision of Medicaid expansion and if approved there will be more opportunities in outlying areas.

The Committee discussed federal funds, Medicaid match, general funds and the goals of the CHC Board and Health Department.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

   a. Resolution to Authorize Budget Adjustments for 2013 Based on the Annual Evaluation of the County’s Financial Reserve Policy

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2013 BASED ON THE ANNUAL EVALUATION OF THE COUNTY’S FINANCIAL RESERVE POLICY.

Ms. Morton reviewed the budgets and recommendations for the following: general fund, budget stabilization fund and the public improvement fund in addition to highlighting current and projected tax revenues. She provided examples of upcoming expenditures, transfers and department charge backs.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Koenig

11.  Financial Services  - Presentation: Comprehensive Annual Financial Report (Materials Previously Distributed at the June 25, 2013 Board of Commissioners’ Meeting)
Ms. Rhode, Ingham County Financial Services Director and Mr. Baldermann, Rehmann presented the Comprehensive Annual Financial Report. Ms. Rhode informed the Committee of the replacement pages for Table 11 (Pg. 189) and Table 12 (Pg. 190) located in the handouts.

Mr. Baldermann described the single audit process, risk assessment, federal requirements and compliance. He summarized the auditors’ results, unfunded liabilities, new accounting standards and reporting.

Ms. Rhode referred to the Comprehensive Annual Financial Report and specifically described the accounting and reporting changes as a result of the Department of Transportation and Roads merger, as well as, changes in the Housing Commission. She was pleased to announce that the Fair has come out of a deficit two years earlier than projected.

Ms. Rhode referred to the handout “General Fund Analysis of Fund Balance 12/31/12” reviewing the totals of the general fund balance, non-spendable, committed, assigned and unassigned.

Ms. Rhode referred to the handout “Capital Projects – Regular Drain Balance Sheet, December 31, 2012” and described the differences between the short-term and long-term debt fund balance reporting, as well as, outstanding bonds and notes.

Ms. Rhode referred to the handout “Letter regarding DHS Child Care Administration, Dated July 10, 2013” and described historical events leading up to the recommendation of the County to administer the DHS Child Care and Social Welfare Funds internally. She stated the letter provides a timeline of events to make that happen. She noted this is not an item that needs approval from the Board of Commissioners; however, felt they should be aware of the intent.

The Committee discussed the Comprehensive Annual Financial Report with the focus on the following: unfunded liabilities, expenditures and changes in fund balances, drain revenues along with outstanding bonds and notes, pension and healthcare liabilities. Ms. Rhode informed the Committee of minor corrections that were required as a result of the audit.

Ms. Rhode informed the Committee that she has been working with Mr. Dolehanty, Mr. Hudgins, Mr. Lance and Comm. McGrain on rebidding next year’s audit. She stated that Rehmann has been preparing the audit for 19 years. Chairperson McGrain stated the rebid is being done as a “best practice”. Ms. Rhode stated she will be providing the Committee with the bids soon.
Ms. Rhode informed the Committee that Ms. Bennett will be providing them with a management letter.

**Announcements**
Comm. Tennis informed the Committee of a letter received from Ms. Joan Jackson Johnson, Director HRCS City of Lansing, requesting a contribution from the County for a program the City is working on to feed and cloth children as they prepare to begin the new school year. Comm. Tennis further informed the Committee the decision was made to have Mr. Cypher contact her and explain Community Agency funding and provide her with an application for next year. Needless to say she was disappointed that the program would not be funded at this time but appreciated the potential for next year.

**Public Comment**
None.

The meeting adjourned at approximately 7:23 p.m.

Respectfully submitted,

Julie Buckmaster
REQUEST FOR FUNDING:

1. **City of Lansing - Funding Request for Enhanced Flood Warning Project**

By way of his communication dated April 17, 2013, City of Lansing Emergency Management Chief Michael R. Hamel seeks a financial contribution from Ingham County to offset expenses for a proposed Enhanced Flood Warning System developed by the U.S. Geological Survey (USGS). Citing unique problems associated with the configuration of rivers and dams in the Lansing area, Mr. Hamel asserts implementation of the USGS model will result in more accurate forecasts that will enable local officials, residents, and critical infrastructure managers to take protective actions in a flood emergency.

Project supporters established a budget of $319,000 for this project, plus an additional $45,000 over three years. Proponents also seek $66,000 over three years to restore and maintain the Sycamore Creek gauge, bringing the total budget to $430,000. Total funds committed to date amount to $256,000, including $80,000 from the U.S. Army Corps of Engineers and $110,000 from USGS. These agencies have asked for local support to match those funds in the amount of $110,000.

In his communication Mr. Hamel stated, “Any amount that Ingham County can contribute toward (this project) would be gratefully received.” However, information provided in support of his request does not identify a target amount sought from Ingham County, nor does it provide financial commitments of other municipalities. The County should postpone a decision regarding this request pending receipt of this supplemental information and review by the County Emergency Management Program Manager. (*NOTE - We will attempt to secure the additional information and review prior to August 20.*)

RESOLUTION ACTION ITEMS:

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

2. **Sheriff’s Office - Resolution to Authorize Renewal of a Three Year Contract with WideOpen West Mid-Michigan for Cable Television Services at the Ingham County Jail**

This Resolution authorizes a three year contract renewal with WideOpen West Mid-Michigan cable providers, which would provide cable television services in the jail. Funds for this service are available in the budget from the Inmate Commissary Fund. (See attached memo.)

3. **Office of Homeland Security & Emergency Management - Resolution Authorizing Ingham County Sheriff’s Office to Accept a Trailer and Equipment from the Michigan State Police Meth Investigation Unit**

This Resolution authorizes the Ingham County Sheriff’s Office to participate with the Michigan State Police Meth Investigation Team in order to identify, utilize or obtain at no charge a variety of equipment that is suitable for cleanup at Meth Lab sites including a trailer. The trailer and some of the associated equipment required for cleanup and removal of hazardous material from a meth lab site are being offered to the Sheriff’s Office at no cost. The trailer and equipment will remain property of the MSP and can be recalled at any time. (See attached memo.)
4a. **Circuit Court/Family Division - Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters**

This Resolution authorizes a contract renewal with Mr. Peter Brown at a cost not to exceed $25,000 ($15,000 for delinquency matters and $10,000 for truancy cases) to represent juvenile respondents in delinquency matters assigned to the Honorable Richard J. Garcia and to represent juvenile respondents in truancy matters brought to the Ingham County Circuit Court Family Division.

The time period is September 1, 2013 through August 31, 2014 and funds are available within the Family Division’s existing 2013 and 2014 budgets.

4b. **Circuit Court/Family Division - Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency**

This Resolution authorizes entering into a contract with Ms. Michelle Shannon at a cost not to exceed $12,000 to represent juvenile respondents in delinquency matters assigned to the Honorable George Economy.

The time period is September 1, 2013 through August 31, 2014 and funds are available within the Family Division’s existing 2013 and 2014 budgets.

5. **Probate Court - Resolution Authorizing Contract Change Orders 002 and 003 with ImageSoft Corporation for the Probate Court Imaging Project**

This Resolution authorizes entering into contracts with ImageSoft for two supplemental change orders to their scanning system. The two change orders total $14,190 and $16,995. The funds are available in the CIP budget for this purpose. (See attached memo.)

6. **Special Transportation Mileage - Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015**

This resolution authorizes the third amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2013 through September 30, 2014. For the period October 1, 2013 through September 30, 2014 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of $3,110,763 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of $645,000 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of $107,646 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2014 Fiscal Year.

7. **Human Resources – Resolution Certifying Representatives for the MERS Annual Meeting**

The Michigan Municipal Employees’ Retirement System (MERS) will hold its annual meeting from October 1 through October 3, 2013 at the Grand Traverse Resort in Acme. MERS allows two delegates, one management (officer) representative and one employee representative, to represent Ingham County at the annual meeting. The Human Resources Department seeks Board certification of Human Resources Director Travis Parsons and Road Department employee Kelly Rankin-Gomez as Ingham County representatives, and to authorize total expenses not to exceed $1,400.
8. **Economic Development** – Resolution Authorizing the Execution of Agreements for the Implementation of a Community Development Block Grant for Public Infrastructure Improvements for the Jackson National Life Insurance Company Expansion Project

As directed under Resolution # 13-242, a Community Development Block Grant (CDBG) agreement with the Michigan Economic Development Corporation (MEDC) was executed for expansion of Jackson National Life Insurance Company. It was subsequently learned that the County will also need to execute several other agreements in its capacity as fiduciary agent for the CDBG funds. This resolution will authorize the execution of these agreements.

9. **Financial Services** - Resolution to Reaffirm that Health Insurance Benefits will be Provided to Employees’ Other Qualified Adults

This resolution would authorize immediate reinstatement of health insurance benefits for other qualified adults using the same criteria in place prior to the passage of Public Act 297.

10a. **Health Department** - Resolution to Authorize a 2013-2014 AmeriCorps Grant and Establish a Position

This resolution authorizes a new AmeriCorps Program grant of $168,134 for the 2013-2014 fiscal year. Of this $168,134 the Michigan Community Service Commission will withhold $1,750 as an administrative fee. The net grant to Ingham County will be $166,384. This is the second program year of a new three-year funding cycle, with additional anticipated funding for the 2014-2015 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process. The grant amount offered by DHS includes $64,340 (salary and fringe) for the full-time AmeriCorps State Specialist (ICEA 5), plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
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<tbody>
<tr>
<td>Grant</td>
<td>168,134</td>
<td>60%</td>
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<tr>
<td>Match</td>
<td>110,420</td>
<td>40%*</td>
</tr>
<tr>
<td>Total</td>
<td>278,554</td>
<td></td>
</tr>
</tbody>
</table>

*Grant guidelines direct applicants to hold the DHS share at $13,300 per member. Our match put the DHS share of our application at $13,295 per member.

The match is drawn from:
1) Cash contributions from the external host sites totaling $100,104;
2) Existing salary and fringe used as match of $3,315; and
3) Indirect costs used as match of $7,001.

10b. **Health Department** - Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

This resolution authorizes an agreement with Capital Area Community Services (CACS). CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program’s inception. CACS is providing $123,837 to support these services, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2013 to July 31, 2014. The agreement requires the Department to provide in-kind support valued at $30,959 in the form of supervisor salary and benefits, indirect costs, and facilities.
10c. **Health Department** - Resolution to Amend Resolution #12-285 and Authorize Subcontract Agreements and Computer Purchases in Support of the Healthy Start Project

The attached resolution authorizes the following subcontracts and expenditures in support of the Healthy Start Project:

1) Dr. Crystal Tyler, Michigan Public Health Institute (MPHI) has an extensive background in Maternal Infant Health. Dr. Tyler will provide the following services: attendance at the Healthy Start Staff and Consortium meetings; development of web-based data collection program; development of an annual evaluation report in conjunction with national performance indicators; consolidate and streamline previously developed survey instruments; and contribute to new related applications as needed. The subcontract agreement shall be for the period of June 1, 2013 through May 31, 2014 in an amount up to $50,000.

In Resolution #12-285, a subcontract was authorized for Dr. Ellen Whipple to conduct an overall project evaluation. Dr. Whipple is unable to continue to provide evaluation services for 2013-2014.

2) Redhead Design Studio – to develop and print program marketing materials. This will include logo design, brochures, photos, posters and web-site design. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to $22,567.

3) Adams Outdoor Advertising – for billboard marketing. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to $6,000.

4) Purchase of tablets needed to support the project, including web-based curriculum to be used during home visits and health education workshops. Additionally, the tablets will also support a web based data collection system. An estimated cost for the tablets is $5,000.

10d. **Health Department** – Resolution to Authorize an Amendment to Resolution #13-320 to correct the Rate to be Consistent with the Lease Amendments with Sparrow Health Systems

This resolution amends Resolution #13-120. Resolution #13-320 authorized amendments to two lease agreements with Sparrow Health System. In the resolution, the cost of $20.21 per square foot was calculated on a per month basis. The correct calculation should be $20.16 per square foot per year for both leases.

10e. **Health Department** – Resolution Authorizing the Approval of a Five Year Extension of the Voluntary Funding Agreements

This resolution authorizes a five-year extension of the voluntary funding agreements with Granger, Waste Management and Allied. These three providers for solid waste disposal entered into Voluntary Funding Agreements with Ingham County to fund fifty percent of the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education programs. Over the first term of the Agreements, Granger, Waste Management, and Allied will have collectively paid to the County approximately $1,000,000 to fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program.
10f. **Health Department – Resolution to Authorize an Agreement with Alliance Biomedical dba RS Biomedical, Inc.**

This resolution authorizes an agreement with RS Biomedical, Inc. to provide maintenance and repair of biomedical equipment at the Ingham County Health Department. The contract term will be three years with an option to renew for an additional two year period and is based on RS Bio-Medical’s 7/14/13 proposal and other quoted hourly rates of $95/hour for corrective maintenance and $150/hour for emergency repairs; additional medical equipment maintenance would be billed at a rate of $21.50 per piece, with an estimated annual cost of $8,000 - $10,000. RS Bio-Medical Inc. is a local, registered vendor and has previous experience working with the Health Department.

10g. **Health Department – Resolution to Authorize Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health**

This resolution authorizes amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health. The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #6 will decrease the overall budget for Comprehensive Local Health Services from $5,430,092 to $5,387,592, a net decrease of $42,500. The Amendment makes the following specific changes in the budget:

1. Centralized Access Home Visiting Hub, a decrease of $2,861 to $7,139.
2. Centralized Access Home Visiting Hub II, an increase of $2,861 to $92,861.
3. Infant Safe Sleep, $7,500.
4. Nurse Family Partnership Services, a decrease of $50,000 to $435,000.

11. **Fair Board and Fair Manager – Resolution Authorizing the Memorial Designation of the Poultry Barn on the Ingham County Fairgrounds as the Louis Bauer Poultry Barn**

The Fair Board and Fair Director seek authorization to designate the current Ingham County Fair poultry barn as the Louis Bauer Poultry Barn, to purchase appropriate signage, and to conduct a memorial designation presentation. Approval of the proposed resolution as presented is recommended.

12a. **Road Department – Resolution Authorizing an Agreement for Cost Sharing for Norwood Drainage Improvements, Delhi Township**

Road Department Managing Director William M. Conklin seeks approval of an informal cost sharing agreement to correct a small drainage problem in Delhi Township. Rear yard flooding occasionally occurs in the identified area because of inadequate drainage facilities. Delhi Township asked that the County provide funding for 25% of total project costs, or $4,841.50. The Road Department portion of this contribution can be funded from the Department’s 2013 drain assessment budget. Approval of the proposed resolution as presented is recommended.
12b. **Road Department** – Resolution to Approve a Cost Agreement for Traffic Signal Control with the Michigan Department of Transportation

The Michigan Department of Transportation (MDOT) will modernize the traffic signal at the intersection of Rosemary Street and M-43 (Saginaw Street) as part of the Windemere Park Academy access improvement project. Signal equipment modifications, maintenance, and operation costs are divided between MDOT (50%), Windemere Park Academy (25%), and Ingham County (25%). County maintenance costs are estimated to be $210 annually, which is budgeted under the county road fund for signal operation and maintenance. Approval of the proposed resolution as presented is recommended.

12c. **Road Department** – Resolution to Approve Revising the Local Road Program Agreement with Meridian Township for the Rehabilitation and Resurfacing of Cornell Road, M-43 to Orlando Drive, for the Ingham County Road Department

Meridian Township requested design changes on the Cornell Road project (omitting originally proposed shoulder widening to reduce cost and environmental impact), which necessitated a re-bid of the project. Based on the revised project and re-bid results, the Road Department proposes a resolution to authorize an agreement with Meridian Township for the revised project. This resolution supersedes a similar resolution approved by the Board of Commissioners at its regular meeting held on July 23.

12d. **Road Department** – Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Bid Packet #100-13 Recycling & Asphalt Resurfacing Cornell Road Meridian Township

Meridian Township requested design changes on the Cornell Road project (omitting originally proposed shoulder widening to reduce cost and environmental impact), which necessitated a re-bid of the project. Based on the revised project and re-bid results, the Road Department proposes a resolution to accept the low bid and award a contract for the revised project. Two bids were received in the re-bidding per Bid Package #100-13 as follows:

- Rieth-Riley Construction Co., Inc., Lansing, MI: $817,543.85
- Michigan Paving and Materials Co., Lansing, MI: $854,926.06

The low bidder, Rieth-Riley, is MDOT pre-qualified, well experienced and equipped for projects of this type, and their bid met all specifications. This resolution supersedes a similar resolution approved by the Board of Commissioners at its regular meeting held on July 23.

13a. **Controller’s Office/MIS** – Resolution to Authorize Engaging Dewpoint to Review and Provide Project Management of the Deployment of the Jail Communications and Control System

This Resolution authorizes a contract with Dewpoint to review ongoing problems with a contractor that was hired to install the Ingham County Jail door control systems. The work includes Data and Information Gathering, Documenting the Infrastructure Changes made by vendor, Review and Compare the RFP with delivered products/process. Also, working with the Vendor to determine if issues can be resolved and if so to work with the vendor to resolve issues if it is the proper path. The cost is up to $31,000, funded from the MIS budget.
13b. **Controller’s Office/MIS – Resolution to Authorize FD Hayes to Install New Fiber to the 911 Center**

This Resolution authorizes MIS Director Michael Ashton retroactive authorization to install a 24-pair fiber strand from the Human Services Building to the 911 center. Tests conducted on existing fiber line in conjunction with installation of a new telephone system indicated the fiber was in extremely poor condition. In that failing fiber lines were identified as one source of equipment malfunction at the 911 center, replacement of fiber strands was expedited given the sensitivity of 911 operations.

**BOARD REFERRALS:**

14a. Letter from Rehmann with the Report of their Independent Audit of Ingham County, Year Ending December 2013

14b. Letter and Resolution from the County of Marquette Regarding their Concern Over Reduced Revenue Sharing and Unfunded Mandates
April 17, 2013

Deb Nolan, Chairperson
Ingham County Board of Commissioners
Ingham County Court House
P.O. Box 319
Mason, MI 48854

Dear Ms. Nolan,

Thank you for taking the time to consider our request that Ingham County contributes to the funding of the US Geological Survey’s proposed Enhanced Flood Warning System. This project will address a critical need in Lansing, East Lansing, and Delhi, Alaiedon and Lansing Townships.

The configuration of rivers and dams in the Lansing area creates unique problems for flood forecasters. Currently, the National Weather Service cannot accurately predict flooding in our area. The Enhanced Flood Warning project will develop complex models that address forecasting issues. The result will be more accurate forecasts that will enable local officials, residents, and those managing critical infrastructure to make the best possible decisions regarding protective actions in a flood.

Infrastructure protected by this project include City of Lansing Public Service Department facilities, Lansing Board of Water and Light water and electrical infrastructure, the East Lansing Wastewater Treatment Plant, McLaren Orthopedic Hospital, and the Potter Park Zoo. More than 4,000 people live in the affected area.

The project will cost $319,000, with an additional cost of $15,000 per year for three years. To date, $256,000 has been contributed, leaving an outstanding balance of $62,000, plus three years of ongoing maintenance. Any amount that Ingham County can contribute toward that total would be gratefully received.

The flood risk in our area is real. There has been a major flood on average of every 30 years since Ingham County was settled. We have a unique opportunity to implement this project right now, to reduce the impact of the next flood. We hope that Ingham County will partner with us in supporting this important project.

Sincerely,

Michael R. Hamel
Emergency Management Chief
Problem

Flood forecasting for the Lansing area is extremely complicated:

- Three rivers converge within 1 mile, creating backwater in areas not monitored by gauges
- North Lansing Dam changes the flow of the Grand River depending on whether gates are closed, open, or partially open—also in an area not monitored by gauges
- Hydraulic study has never been completed for Sycamore Creek
- Gauge on Sycamore Creek is not operational at this time, reports are made by volunteer river monitors

All of this means that forecasters, who only have gauge data to rely on, may be working with incorrect information. Flood levels could be higher or lower than predicted.

Critical facilities in the affected area include:

- Potter Park Zoo
- McLaren Orthopedic Hospital
- City Public Service Complex
- Board of Water and Light equipment yard, Environmental Services, Administrative Offices, Dye Water Treatment plant
- East Lansing Wastewater Treatment Plant

- More than 5,000 people live in the area and there are more than 200 businesses

Solution

The basis for the enhanced flood warning system will be a set of complex predictive models that can more accurately forecast what flood levels will be. A major component of the project is a hydraulic study of Sycamore Creek and the restoration of the Sycamore Creek flood gauge at Holt Road. That gauge has been out of commission for several years.

Funding

The US Corps of Engineers has given the Michigan Silver Jackets organization $80,000 toward this project. The US Geological Survey is putting $110,000 toward it. They have asked for local support to match those funds in the amount of $110,000, as well as costs to restore and maintain the Sycamore Creek gauge ($66,000 over three years).

Potential partners include:

- Accident Fund
- Granger Foundation
- McLaren Medical Centers
- LEPFA
- Lansing Board of Water and Light
- City of Lansing
- Ingham County
- Ingham County Drain Commissioner
- Potter Park Zoological Society
- Michigan State University
- City of East Lansing
- Lansing Township
- Tri-County Regional Planning Commission
- Delhi Township
To: Law and Courts and Finance Committees  
From: Major Sam L. Davis  
Date: August 8, 2013  
Re: Cable Television Resolution  

The Sheriff’s Office is asking your approval of the resolution that would authorize a contract with WideOpen West Mid-Michigan cable providers, which would provide for the continued use of cable television in the jail for inmates.

While television services are not mandated by the federal or state government, it has been proven to be an effective means of providing the inmates with a connection to the community as well as acting an inmate behavior management tool.

The monies to pay for this service will come from the Inmate Commissary Fund and not from any General Dollars.
Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS\n
RESOLUTION TO AUTHORIZE RENEWAL OF A THREE YEAR CONTRACT WITH WIDEOPEN
WEST MID-MICHIGAN FOR CABLE TELEVISION SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, the Sheriff’s Office has the responsibility to provide a safe and secure jail for staff and inmates; and

WHEREAS, the Sheriff’s Office believes that inmates require some form of entertainment to help them pass away their idle time and manage their behavior; and

WHEREAS, the Sheriff’s Office believes that cable television is an effective way to occupy some of the inmates idle time; and

WHEREAS, the Sheriff’s Office believes that cable television can be an effective behavior management tool; and

WHEREAS, WideOpen West Mid-Michigan owns and operates the cable system that is currently being used in the Ingham County Jail; and

WHEREAS, the Sheriff’s Office is happy with the product that is delivered by WideOpen West and would like to continue to have them operate in the Jail.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff’s Office recommendation and authorizes a contract with WideOpen West Mid-Michigan to continuing providing 83 cable television units for the next three years to come from the Inmate Commissary Fund.

BE IT FURTHER RESOLVED, that the contract will be effective August 28, 2013 through August 28, 2016 at a monthly rate of $1048.29 or $12,579.48 annually for a three year total of $37,738.44.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/ Administrator to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2013 through 2016 Budgets.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
Agenda Item 3

TO: Law & Courts and Finance Committees of the Ingham County Board of Commissioners


DATE: August 6, 2013

RE: Meth Response Team Trailer

The Ingham County Sheriff’s Office has been offered the use of an enclosed trailer and associated equipment from the Michigan State Police, Meth Investigation Unit.

As you may be aware, the Sheriff’s Office has been handed the responsibility of clean up of Methamphetamine labs within the County. Previously this was handled by the Michigan State Police under a grant from the US Drug Enforcement Agency. Grant dollars are now aimed at training and removal of meth related components from regional container sites, leaving local sheriff and police agencies to remove the waste from meth labs.

The Sheriff’s Office is in the process of forming a team of specially trained personnel to accomplish this responsibility. Training is being provided under the DEA grant and equipment is being distributed based on need. The Sheriff’s Office has been identified as one of the agencies being in need.

An enclosed trailer and some of the associated equipment required for clean up and removal of hazardous material from a meth lab site is being offered to the Sheriff’s Office at no cost. The trailer and equipment will remain property of the MSP and can be recalled at any time.
RESOLUTION AUTHORIZING INGHAM COUNTY SHERIFF’S OFFICE TO ACCEPT A TRAILER AND EQUIPMENT FROM THE MICHIGAN STATE POLICE METH INVESTIGATION UNIT

WHEREAS, local units of government in Michigan have been tasked with the cleanup of methamphetamine lab sites and components; and

WHEREAS, the Ingham County Sheriff’s Office is in the process of forming a team of specially trained responders for Meth Lab cleanups; and

WHEREAS, the Sheriff’s Office participates in the Container Program with the Michigan State Police; and

WHEREAS, the Sheriff’s Office has been identified as an eligible recipient of an enclosed trailer and equipment for cleanup at Meth Lab sites; and

WHEREAS, the trailer and equipment would remain titled to and property of the Michigan State Police and, would have to be returned to the MSP once the Sheriff’s office or MSP want to dispose of them; and

WHEREAS, the only cost to Ingham County would be for the normal vehicle maintenance to operate and maintain the trailer, which will be housed at the Ingham County Sheriff’s Office; and

WHEREAS, the Ingham County Sheriff’s Office wishes to participate in this program in order to identify and obtain a variety of equipment that is required for cleanup at Meth Lab sites.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to participate with the Michigan State Police Meth Investigation Team in order to identify, utilize or obtain at no charge a variety of equipment that is suitable for cleanup at Meth Lab sites.

BE IT FURTHER RESOLVED, that all Ingham County procurement and property disposition policies will apply for any equipment that the County takes permanent procession of.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff’s Office is authorized to temporarily take possession of an enclosed trailer and equipment for use by the Sheriff’s Office Meth Response Team.

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

TO: Law and Courts Committee
    Finance Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 7, 2013

RE: Resolution to Extend Contract for Attorney Services

The Resolution presented with this memo is requesting the authority to enter into a contract with Mr. Peter Brown for another year to provide legal representation on juvenile delinquency cases on Judge Richard J. Garcia’s docket as well as truancy matters assigned to the Family Division.

Attorney Peter Brown has provided the above stated services since September 1, 2010. In addition to budget savings, the cases have been handled in an appropriate and efficient manner.

The contract will be in effect from September 1, 2013 through August 31, 2014 and all funds will be taken out of the Family Division’s existing 2013 and 2014 budgets.
INTRODUCED BY THE LAW AND COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY AND TRUANCY MATTERS

WHEREAS, the Ingham County Circuit Court Family Division, by statute and Constitution, must provide legal counsel to juvenile respondents in juvenile delinquency cases who are indigent; and

WHEREAS, the Ingham County Circuit Court Family Division, in an attempt to reduce costs for attorney fees, has provided required legal representation to indigent juveniles on a contractual basis for all juvenile delinquency cases assigned to the Honorable Richard J. Garcia and all truancy matters assigned to the Family Division; and

WHEREAS, the attorney who has been under contract to perform the legal duties on the above stated cases is Mr. Peter Brown who has provided the legal services in an appropriate and efficient manner; and

WHEREAS, the Circuit Court Family Division would like to extend the contract for Attorney Peter Brown to provide legal representation on juvenile delinquency cases assigned to Judge Richard J. Garcia for one year in the amount of $15,000 as well as truancy matters assigned to the Family Division in the amount of $10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Mr. Peter Brown at a cost not to exceed $25,000 to represent juvenile respondents in delinquency matters assigned to the Honorable Richard J. Garcia and to represent juvenile respondents in truancy matters brought to the Ingham County Circuit Court Family Division.

BE IT FURTHER RESOLVED, the contract duration will be for the time period of September 1, 2013 through August 31, 2014.

BE IT FURTHER RESOLVED, the contract amounts of $15,000 for delinquency matters and $10,000 for truancy cases shall be taken out of the Family Division’s existing 2013 and 2014 budgets.

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

TO: Law and Courts Committee
Finance Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 7, 2013

RE: Resolution to Extend Contract for Attorney Services

The Resolution presented with this memo is requesting the authority to enter into a contract with Mr. Michelle Shannon for another year to provide legal representation on juvenile delinquency cases on Judge George Economy’s docket in the Family Division. It is believed having one attorney perform this legal service adds to the efficiency of cases as they are fully aware of the services and resources available through this Court and in the community that are useful for the clients.

The amount of the one year contract would be $12,000.

The contract will be in effect from September 1, 2013 through August 31, 2014.
Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT
FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY

WHEREAS, the Ingham County Circuit Court Family Division, by statute and Constitution, must provide legal counsel to juvenile respondents in juvenile delinquency cases who are indigent; and

WHEREAS, the Ingham County Circuit Court Family Division, in an attempt to reduce costs for attorney fees and provide appropriate and efficient legal services, proposes entering into a contract with Attorney Michelle Shannon for all juvenile delinquency matters assigned to the Honorable George Economy; and

WHEREAS, the term of the contract with Ms. Michelle Shannon would be for one year, beginning September 1, 2013 and expiring on August 31, 2014; and

WHEREAS, the payment provided to Attorney Michelle Shannon for providing legal representation on juvenile delinquency cases assigned to Judge George Economy would be at a cost not to exceed $12,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Ms. Michelle Shannon at a cost not to exceed $12,000 to represent juvenile respondents in delinquency matters assigned to the Honorable George Economy.

BE IT FURTHER RESOLVED, the contract duration will be for the time period of September 1, 2013 through August 31, 2014.

BE IT FURTHER RESOLVED, the contract amount of $12,000 shall be taken out of the Family Division’s existing 2013 and 2014 budgets.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any necessary contractual documents consistent with this Resolution and approved as to form by the County Attorney.
The Probate Court is seeking approval of two Project Change Requests it wishes to enter into with ImageSoft Corporation. These Requests (totaling around $31,000) are part of the implementation of our existing imaging system and adequate funding is available in our CIP budget.

The Probate Court went “live” with universal scanning at the beginning of 2013. All documents filed in our court from January of this year forward are scanned and linked to a docket in our case management system, CourtView. This, combined with our ongoing back-scanning, will eventually result in our court essentially being paperless (i.e., all documents in open cases will be accessible via the computer).

As part of our implementation of our scanning system, at least two issues were not dealt with in the original contract. One regards automatic transfer of images to other sources, for instance to allow the Prosecuting Attorney to receive mental illness filings through Workflow for upcoming hearings rather than require physical pick-up of paper copies, or to allow service of documents via automatic email rather than through mail. The other concerns the ability to add records and images to our case management system simply through the scanning process. Both are long-contemplated elements of our system and would add greatly to our efficiency.
Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACT CHANGE ORDERS 002 AND 003 WITH IMAGESOFT CORPORATION FOR THE PROBATE COURT IMAGING PROJECT

WHEREAS, the Ingham County Probate Court has contracted with ImageSoft Corporation to implement an imaging system which the Board has already approved as part of its commitment to increase and make uniform the utilization of imaging countywide, and thereby realize greater efficiencies; and

WHEREAS, the Probate Court and ImageSoft, as part of implementation, have discovered two areas where the current imaging system can be more fully realized and result in greater efficiencies; and

WHEREAS, the costs for the two Project Change Requests totals $31,185 ($14,190 and $16,995); and

WHEREAS, the Probate Court has adequate funding in its Capital Improvement Project budget to pay the referenced Project Change Requests.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into contracts with ImageSoft for $14,190 and $16,995 pursuant to the attached Project Change Requests.

BE IT FURTHER RESOLVED, that the cost for the contracts will be paid through the Probate Court’s CIP Budget.

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.
RESOLUTION AUTHORIZING THE THIRD AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2011 THROUGH DECEMBER 31, 2015

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2013 through September 30, 2014 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.
EXHIBIT “A”

SCOPE OF SERVICES

For October 1, 2013, through September 30, 2014

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.

2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of $645,000 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.

3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of $3,110,763 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.

4. The amount of $107,646 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2013 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.
TO: County Services Committee  
Finance Committee  

FROM: Travis Parsons, Human Resources Director  

RE: MERS Annual Convention Funding for Ingham County Representatives for the MERS Annual Meeting  

DATE: August 8, 2013  

In regards to the 2013 MERS Annual Meeting to be held at the Grand Traverse Resort in Acme, Michigan Tuesday, October 1 through Thursday, October 3, 2013. The appointment of an Employee Delegate was accomplished through the Employee Nomination and Employee Voting process. I have attached the memo, sent to all non-managerial employees, in regards to naming Kelly Rankin-Gomez the 2013 MERS Employee Delegate. With your approval, I will be the Officer Delegate this year.

The requested funding for the two delegates to attend this year’s MERS Annual Meeting is as follows:

All charges will be posted against the Human Resources Line Item 101-22600-863000 (Travel and attendance for the Annual MERS Conference)

<table>
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<th>Item</th>
<th>Cost</th>
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<tr>
<td>MERS Annual Meeting Registration</td>
<td>$200.00 per person (Employee Delegate and Officer Delegate). This registration includes all scheduled meetings and meals. Total is $400.00</td>
</tr>
<tr>
<td>Grand Traverse Resort Annual Meeting Group Rate (Hotel Guest Room)</td>
<td>$137.00 per night (2 nights needed) $274.00 for each delegate. Total is $548.00</td>
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<tr>
<td>Grand Traverse 5% Resort Room Fee</td>
<td>$9.95 per night (2 nights needed for each delegate $19.90) Total is $39.80</td>
</tr>
<tr>
<td>Grand Traverse Resort Parking</td>
<td>Parking included in Resort Fee - Total is 0.00 for each delegate</td>
</tr>
<tr>
<td>Grand Traverse 5% City Tourism Tax</td>
<td>$14.70 x 2 Delegates - Total is $29.40</td>
</tr>
<tr>
<td>Grand Traverse Mileage Charge</td>
<td>56.5 cents per mile x one way miles (183) and round trip miles (366) for a total of $310.19</td>
</tr>
</tbody>
</table>

Registration, accommodation, parking and mileage expense for travel are paid by the County. The Human Resources Department has reviewed and approves these expenses. Total estimated expenses for the Officer Delegate and the Employee Delegate are $1327.39.
TO: INGHAM COUNTY EMPLOYEES WHO ARE MEMBERS OF THE MUNICIPAL EMPLOYEES’ RETIREMENT SYSTEM

FROM: TRAVIS PARSONS, HUMAN RESOURCES DIRECTOR

RE: MERS ANNUAL CONVENTION EMPLOYEE REPRESENTATIVES

DATE: JULY 8, 2013

The 67TH Annual Meeting of the participating municipalities enrolled in the Municipal Employees’ Retirement System (MERS) will be held at the Grand Traverse Resort in Acme, Michigan on Tuesday, October 1 through Thursday, October 3, 2013. In accordance with the provisions of the Retirement Act, an election was held to select a non-managerial member and an alternate to attend the annual meeting. The election results are follows: Kelly-Rankin-Gomez is your Employee Delegate and Sally Auer is your Employee Alternate.

Congratulations to our 2013 Employee Representative and thank you to all employees who took the time to vote in this year’s election.

TP/daj
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL MEETING

WHEREAS, the Municipal Employees’ Retirement System will hold the 67th Annual Meeting at the Grand Traverse Resort in Acme, MI during the time period of October 1 - October 3, 2013; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: Travis Parsons, Human Resources Director

Employee Delegate: Kelly Rankin-Gomez, Dept. of Transportation & Roads

BE IT FURTHER RESOLVED, Ingham County will pay the estimated expenses of the Officer Delegate and Employee Delegate pursuant to the County’s travel policy of $1327.39 not to exceed a maximum of $1, 400.00.
TO: County Services Committee  
     Finance Committee

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Authority to sign implementation agreements Jackson National Life Insurance Company  
         CDBG Grant

DATE: August 8, 2013

The Michigan Economic Development Corporation has approved our $3,000,000 Community Development 
Block Grant for the Jackson National Life Insurance Company expansion project. Per Resolution # 13-242 the 
grant agreement with MEDC has been executed.

In addition to the agreement with the MEDC, the County will also need to execute agreements with Jackson 
National Life Insurance Company, Lansing Board of Water and Light, and the City of Lansing for the 
distribution of the grant funding. The County is the pass through agent for the CDBG funds.

The attached resolution authorizes the Chairperson of the Ingham County Board of Commissioners to sign all 
the necessary agreements as recommended by the Controller and approved as to form by the County Attorney.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENTS FOR THE IMPLEMENTATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT FOR PUBLIC INFRASTRUCTURE IMPROVEMENTS FOR THE JACKSON NATIONAL LIFE INSURANCE COMPANY EXPANSION PROJECT

WHEREAS, in furtherance of the Community Development Block Grant previously approved with Resolution #13-242 it is necessary to execute additional agreements; and

WHEREAS, Jackson National Life Insurance Company, the Lansing Board of Water and Light and the City of Lansing will be responsible for the construction of the project; and

WHEREAS, Jackson National Life Insurance Company will be responsible for creating 278 new jobs of which at least 51% will be filled by persons of low to moderate income.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the execution of all agreements necessary for the implementation of the Community Development Block Grant for the Jackson National Life Insurance Company Expansion Project.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign all necessary agreements as recommended by the Controller and approved as to form by the County Attorney.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REAFFIRM THAT HEALTH INSURANCE BENEFITS WILL BE PROVIDED TO EMPLOYEE’S OTHER QUALIFIED ADULTS

WHEREAS, the Ingham County has traditionally provided health insurance benefits to employee’s other qualified adults; and

WHEREAS, the State of Michigan passed Public Act 297 in 2011 which no longer allowed municipalities to provide these benefits; and

WHEREAS, On July 1, 2013, a Federal judge issued a preliminary injunction against the enforcement of Public Act 297.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to the immediate restatement of health insurance benefits for other qualified adults using the same criteria in place prior to the passage of PA 297.

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

TO: Human Services Committee  
County Services Committee  
Finance Committee  

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

DATE: August 8, 2013  

RE: Resolution to Authorize a 2013-2014 AmeriCorps Grant

Following a successful 2012-2013 grant year, the Michigan Department of Human Services has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps Program grant of $168,134 for the 2013-2014 fiscal year. Of this $168,134 the Michigan Community Service Commission will withhold $1,750 as an administrative fee. The net grant to Ingham County will be $166,384. This is the second program year of a new three-year funding cycle, with additional anticipated funding for the 2014-2015 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by DHS includes $64,340 (salary and fringe) for the full-time AmeriCorps State Specialist (ICEA 5), plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>168,134</td>
<td>60%</td>
</tr>
<tr>
<td>Match</td>
<td>110,420</td>
<td>40%*</td>
</tr>
<tr>
<td>Total</td>
<td>278,554</td>
<td></td>
</tr>
</tbody>
</table>

*Grant guidelines direct applicants to hold the DHS share at $13,300 per member. Our match put the DHS share of our application at $13,295 per member.

The match is drawn from:
1) cash contributions from the external host sites totaling $100,104;  
2) existing salary and fringe used as match of $3,315; and  
3) indirect costs used as match of $7,001.

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

Attachment  
c: Debbie Edokpolo w/attachment  
John Jacobs w/attachment  
Isaias Solis w/attachment  
Rich Estill w/attachment
Per your request, Human Resources has created a new classification titled “AmeriCorps State Specialist”. The classification has a community of interest with the ICEA and is appropriately compensated at an ICEA 5 salary range ($41,626-$49,972). The ICEA has been notified. I anticipate their support will follow shortly.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed classification. You are now ready to complete the final steps in the process: contacting Budgeting, writing a memo of explanation and preparing a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).
INGHAM COUNTY
JOB DESCRIPTION

AMERICORPS STATE SPECIALIST

General Summary: Under the supervision of the Assist Deputy Health Officer with day-to-day oversight provided by the Power of We Coordinator, this positions oversees the functions of the Power of We AmeriCorps Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through volunteer work.

Essential Functions:

1. Serves as a lead role in the Power of We AmeriCorps Program by planning, coordinating and implementing the AmeriCorps program, a national service program that strengthens community by involving people in service to meet local challenges.


3. Develop and facilitate training curriculums for AmeriCorps member groups and onsite supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps mission.

4. Develops and promotes AmeriCorps opportunities for broad citizen and stakeholder participation. Ensures urban cores are viable and competitive. Eliminates impetus for existing resides to migrate to new developments.

5. Explains the AmeriCorps program to schools, community organizations and other interested groups. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members.

6. Assists groups formed to work with the AmeriCorps program. May plan, schedule and facilitate meetings. May take meeting minutes and distribute to appropriate outlets.

7. Maintains records and statistics on AmeriCorps activities and prepares financial reports as required by funding sources and community partners. May assist with grant funding requests.

8. Assures timely completion of required progress reports including those to the Michigan Community Service Commission (MCSC). Serves as a liaison to the MSCS and coordinates on-site visits by MSCS staff.

9. Participates in staff meetings and attends or conducts conferences and workshops related to the Power of We Consortium AmeriCorps Program.
10. Represents the Power of We Consortium AmeriCorps Program to various community groups throughout Ingham County. Provides periodic updates to the Power of We Consortium and its committees. Meets regularly with supervisor for program oversight and review.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** A Bachelor’s Degree in a Social Science is required.

**Experience:** One year of experience working with volunteers is required.

**Other Requirements:** None

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

**Physical Requirements:**

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Travel is required to off-site locations.

*August 2013
ICEA 5*
WHEREAS, the Power of We Consortium will soon complete a successful first-year grant-funded AmeriCorps State Program, funded by the Michigan Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC) as part of a new three-year funding cycle, and authorized by Resolution #13-014; and

WHEREAS, on June 26, 2013, the MCSC approved funding for the Ingham County Health Department, on behalf of the Consortium, in the amount of $168,134 for the time period of October 1, 2013 through September 30, 2014. Of this $168,134, the Michigan Community Service Commission will withhold $1,750 as an administrative fee. The net grant to Ingham County will be $166,384; and

WHEREAS, a non-federal 30% local match of cash and/or in-kind contributions is required; and

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

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

WHEREAS, a full-time AmeriCorps State Specialist (ICEA5) is established to function as the coordinator, train staff and attend trainings for the duration of the grant; and

WHEREAS, the ICEA has reviewed the job description and supports the establishment of the AmeriCorps State Specialist position; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of $168,134 with Michigan Community Service Commission withholding $1,750 as an administrative fee for a net grant to Ingham County of $166,384, and authorizes a grant agreement with the Michigan Department of Human Services for the time period of October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that a non-federal match of $110,420 is authorized, cash match for 5% salary/fringe for the PWC Coordinator, and the remainder obtained through cash contributions of up to $7,916 from each of the AmeriCorps host sites, as selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that a full-time AmeriCorps State Specialist (ICEA5) position is established as the coordinator, to train staff and attend trainings for the duration of the grant.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s budget.

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

To: Human Services Committee
Finance Committee

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

Date: August 16, 2013

Subject: Resolution to Authorize the Early Head Start Grant with Capital Area Community Services

Since 2002, Capital Area Community Services (CACS) has contracted with Ingham County to incorporate a home visiting outreach component to the programming through the Health Department’s Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program’s inception.

CACS is providing $123,837 to support these services, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2013 to July 31, 2014.

The agreement requires the Department to provide in-kind support valued at $30,959 in the form of supervisor salary and benefits, indirect costs, and facilities. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

Attachment

c: Regina Traylor w/attachment
   John Jacobs w/attachment
   Jane Noice w/attachment
Introducted by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child’s third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period of August 1, 2013 to July 31, 2014; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2014 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2013 to July 31, 2014.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to $123,837 to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least $30,959 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

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

TO: Human Services Committee
    Finance Committee

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

DATE: August 8, 2013

RE: Authorization to Amend Resolution #12-285

Resolution #12-285 authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to $965,000 for the period June 1, 2012 through May 31, 2014.

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

The attached resolution authorizes the following subcontracts and expenditures:

5) Dr. Crystal Tyler, Michigan Public Health Institute (MPHI) has an extensive background in Maternal Infant Health. Dr. Tyler will provide the following services: attendance at the Healthy Start Staff and Consortium meetings; development of web-based data collection program; development of an annual evaluation report in conjunction with national performance indicators; consolidate and streamline previously developed survey instruments; and contribute to new related applications as needed. The subcontract agreement shall be for the period of June 1, 2013 through May 31, 2014 in an amount up to $50,000.

In Resolution #12-285, a subcontract was authorized for Dr. Ellen Whipple to conduct an overall project evaluation. Dr. Whipple is unable to continue to provide evaluation services for 2013-2014.

6) Redhead Design Studio – to develop and print program marketing materials. This will include logo design, brochures, photos, posters and web-site design. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to $22,567.

7) Adams outdoor Advertising – for billboard marketing. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to $6,000.

8) Purchase of tablets needed to support the project, including web-based curriculum to be used during home visits and health education workshops. Additionally, the tablets will also support a web based data collection system. An estimated cost for the tablets is $5,000.

I recommend that the Board of Commissioners authorize an Amendment to Resolution #12-285.

c: John Jacobs w/attachment
    Regina Traylor w/attachment
    Sarah Bryant w/attachment
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #12-285 AND AUTHORIZE SUBCONTRACT AGREEMENTS AND COMPUTER PURCHASES IN SUPPORT OF THE HEALTHY START PROJECT

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

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

WHEREAS, Resolution #12-285 authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to $965,000 for the period June 1, 2012 through May 31, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract agreement with the Michigan Public Health Institute (MPHI) for overall project evaluation including:
- development of web-based data collection program;
- development of an annual evaluation report in conjunction with national performance indicators;
- consolidate and streamline previously developed survey instruments;
- contribute to new related applications as needed. The period of the subcontract shall be June 1, 2013 through May 31, 2014 for an amount up to $50,000.

BE IT FURTHER RESOLVED, that a subcontract agreement is authorized with Redhead Design Studio to develop and print program marketing materials. This will include logo design, brochures, photos, posters and web-site design. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to $22,567.

BE IT FURTHER RESOLVED, that a subcontract agreement is authorized with Adams Outdoor Advertising for billboard marketing. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to $6,000.

BE IT FURTHER RESOLVED, that an amount of up to $5,000 is authorized to purchase tablets to support the project, including web-based data collection system and web based curriculum to be used during home visits and health education workshops.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners amends Resolution #12-285 authorizing the subcontracts and equipment purchases.

BE IT FURTHER RESOLVED, that the funds to support this amendment are contained in the amount of the grant that was authorized in Resolution #12-285.

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

TO: Human Services Committee
    Finance Committee

FROM: Renée B. Canady, PhD, MPA, Health Officer

DATE: August 8, 2013

RE: Amendment to Resolution #13-320

Resolution #13-320 authorized amendments to two lease agreements with Sparrow Health System.

In the resolution, the cost of $20.21 was calculated on a per month basis. The correct calculation should be $20.16 per square foot per year for both leases.

The property located at 1100 W. Saginaw, Lansing, Michigan extends the term of the lease from September 1, 2013 through August 31, 2014 at a base rate $6,514.11 per month at a rate of $20.16 per square foot per year.

The property located at 1322 E. Michigan Avenue, Suite 308, Lansing Michigan extends the term of the lease from September 1, 2013 through August 31, 2014 at a base rate $7,572.35 per month at a rate of $20.16 per square foot per year.

All other terms of the lease agreements are unchanged.

I recommend that the Board of Commissioners authorize an amendment to Resolution #13-320.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #13-320 TO CORRECT THE RATE TO BE CONSISTENT WITH THE LEASE AMENDMENTS WITH SPARROW HEALTH SYSTEMS

WHEREAS, the Health Department operates its St. Lawrence and Sparrow Community Health Centers in property owned by Sparrow Health System located at Suite 500, 1100 W. Saginaw in Lansing and Suite 308, 1322 E. Michigan Avenue in Lansing; and

WHEREAS, The Board of Commissioners authorized amendments to the two lease agreements with the Sparrow Health System in Resolution #13-320; and

WHEREAS, in Resolution #13-320, it states that the basis for calculating the rental rate is $20.21 per square foot per month; and

WHEREAS, the correct basis for calculating the rental rate is $20.21 per square foot per year; and

WHEREAS, the Health Officer recommends amending Resolution #13-320 correcting the rental rate which is consistent with the lease amendments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the term of the lease for the property located at 1100 W. Saginaw, Lansing, Michigan from September 1, 2013 through August 31, 2014 at a base rate $6,514.11 per month at a rate of $20.16 per square foot per year.

BE IT FURTHER RESOLVED, the property located at 1322 E. Michigan Avenue, Suite 308, Lansing Michigan extends the term of the lease from September 1, 2013 through August 31, 2014 at a base rate $7,572.35 per month at a rate of $20.16 per square foot per year.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #13-320 correcting the rental rate which is consistent with the lease amendments with Sparrow Health Systems.

BE IT FURTHER RESOLVED, that all other terms of the lease agreements are unchanged.

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

To: Human Services Committee
   Finance Committee
From: Renée B. Canady, PhD, MPA, Health Officer
Date: August 9, 2013
Subject: Resolution to Authorize an Extension of the Voluntary Funding Agreements

The three principal providers of solid waste disposal services in Ingham County are Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan, Inc. (“Waste Management”) and C&C Landfill, Inc. & Adrian Landfill, Inc.”(“Allied”). These three providers collectively dispose of more than 95 percent of Ingham County solid waste.

In January 2009, pursuant to Resolution No. 08-230, these three providers for solid waste disposal entered into Voluntary Funding Agreements with Ingham County to fund fifty percent of the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education programs. Over the first term of the Agreements, Granger, Waste Management, and Allied will have collectively paid to the County approximately $1,000,000 to fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program.

The Voluntary Funding Agreements will expire on December 31, 2013. The Agreements provide the County the option to extend them for an additional five (5) year term. I recommend the Ingham County Board of Commissioners approve a five (5) year extension of the Voluntary Funding Agreements. The extension shall commence on January 1, 2014 and continue through December 31, 2018.

c. John Jacobs w/attachments
   Jim Wilson w/ attachments
Agenda Item 10e

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE APPROVAL OF A FIVE YEAR EXTENSION OF THE VOLUNTARY FUNDING AGREEMENTS

WHEREAS, Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan (“Waste Management”) and C&C Landfill, Inc., and Adrian Landfill, Inc. (“Allied”) are the three principal providers of solid waste disposal services in Ingham County; and

WHEREAS, collectively, they dispose of more than 95 percent of Ingham County solid waste; and

WHEREAS, pursuant to Resolution #02-272, the County entered into Voluntary Funding Agreements with Granger, Waste Management and Allied to partially fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program; and

WHEREAS, pursuant to Resolution #08-230, the Voluntary Funding Agreements with Granger, Waste Management and Allied were extended through December 31, 2013; and

WHEREAS, over the first term of the Voluntary Funding Agreements, Granger, Waste Management and Allied will have collectively paid to the County approximately $1,000,000 to partially fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program; and

WHEREAS, the Voluntary Funding Agreements will expire on December 31, 2013; and

WHEREAS, the Voluntary Funding Agreements provide the County the option to extend them for an additional five (5) year term; and

WHEREAS, the required notice to extend the Voluntary Funding Agreements must be delivered prior to November 30, 2013; and

WHEREAS, the Health Officer recommends the extension of the Voluntary Funding Agreements for an additional five (5) year term.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a five (5) year extension of the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that the extension of the Voluntary Funding Agreements shall commence on January 1, 2014 and continue through December 31, 2018.

BE IT FURTHER RESOLVED, that the County Attorney is authorized and directed to provide the required contractual notice of the extension of the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the extension of the Voluntary Funding Agreements after review by the County Attorney.
MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: August 8, 2013

Subject: Resolution to Authorize an Agreement with Alliance Biomedical dba RS Biomedical, Inc. for Biomedical Equipment Maintenance & Repair Services

Through County Purchasing, the Ingham County Health Department’s Ingham Community Health Centers posted a Request for Proposals (RFP) for interested and qualified biomedical equipment service firms to submit proposals for entering into an agreement to provide maintenance and repair of biomedical equipment at the Ingham County Health Department (ICHD) to ensure that biomedical equipment is operationally safe and reliable.

One company responded. The five other companies on the bid list or who had registered as a vendor did not ultimately provide a bid as they could not be competitive with the pricing, the RFP was too long, some of the work was out of the company’s scope, considerably more time was needed to prepare a response, and/or the company did not service all the equipment listed in the RFP. An evaluation team reviewed and scored the submitted proposal and recommended Alliance Biomedical dba RS Biomedical, Inc. (RS Biomedical, Inc.) provide the required services.

RS Biomedical, Inc. is a local vendor and has provided maintenance and repair of biomedical equipment services at the Ingham County Health Department for approximately 10 years. RS Biomedical, Inc. will be responsible for all labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHD’s biomedical equipment, in addition to performing an initial inspection of all newly purchased biomedical equipment prior to placing the equipment into service.

The Ingham County Community Health Center Board has reviewed the evaluation team's recommendations and recommends that the Ingham County Board of Commissioners authorize the agreement between the Ingham County Health Department and RS Biomedical, Inc. The expenditures related to these services are included in the Health Department’s 2014 budget.

I recommend that the Board of Commissioners adopt the attached resolution and authorize execution of an agreement with RS Biomedical, Inc. to provide maintenance and repair of biomedical equipment at the Ingham County Health Department.

c: Nancy Hayward, w/attachment
John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment
MEMORANDUM

TO: Human Service & Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: August 8, 2013
SUBJECT: Proposal Summary for Biomedical Equipment Repair and Maintenance Services for the Ingham County Health Department

Project Description:
Proposals were sought from qualified biomedical equipment service firms for the purpose of entering into an agreement to provide maintenance and repair of biomedical equipment at the Ingham County Health Department. The awarded contractor will provide a process to ensure Ingham County Health Department biomedical equipment is operationally safe and reliable.

Proposal Summary:
Vendors contacted: 6  Local: 1
Vendors responding: 1  Local: 1

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Alliance Biomedical Inc DBA: RS Bio-Medical Inc</td>
<td>$8,001</td>
<td>Yes - Williamston</td>
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<td>Immunization</td>
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- Items new or missing will be added at a rate of $21.50 per piece
- Items that require highly special test equipment such as typanometers and audio meters should be calibrated by a company such as Gordon Stowe
- Corrective Maintenance hourly rate is $95.00 per hour
- Emergency repair hourly rate is $150.00 per hour

Vendors not responding:
Mid-Michigan Biomedical Inc, DeWitt – No bid submitted because needed considerably more time to review the RFP and respond.

Toby’s Instrument Shop, Inc, Saline – No bid submitted due to the fact they do not service all the equipment that is requested in the RFP, they only service the microscopes.

Electronic Risk Consultants Inc, Whitehouse – No bid submitted since company couldn’t be competitive with pricing.

Gordon N. Stowe & Associates, Wheeling – No bid submitted, did not read packet because it was so long.

Rosellini Scientific, Dallas – No bid submitted because some of the work out of their scope and it wouldn’t be worth it to place a tech in Michigan.

Recommendation:
The Evaluation Committee recommends awarding Alliance Biomedical Inc DBA: RS Bio-Medical Inc at prices quoted in its July 14, 2013 response to RFP #57-13 Biomedical Equipment Repair & Maintenance Services.

Contract term will be three years with an option to renew for an additional two year period and is based on RS Bio-Medical’s 7/14/13 proposal and other quoted hourly rates of $95/hour for corrective maintenance and $150/hour for emergency repairs; additional medical equipment maintenance would be billed at a rate of $21.50 per piece, with an estimated annual cost of $8,000 - $10,000. RS Bio-Medical Inc is a local, registered vendor and has previous experience working with the Health Department.

Advertisement:
The RFP was advertised in the City Pulse, El Central, and posted on the Purchasing Department Web Page.
Introducing the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT
WITH ALLIANCE BIOMEDICAL DBA RS BIOMEDICAL, INC.

WHEREAS, through County Purchasing, the Ingham County Health Department’s Ingham Community Health Centers posted a Request for Proposals (RFP) to provide maintenance and repair of biomedical equipment at the Ingham County Health Department (ICHD); and

WHEREAS, the Health Department is committed to ensuring that biomedical equipment is operationally safe and reliable; and

WHEREAS, Alliance Biomedical dba RS Biomedical, Inc. (RS Biomedical, Inc.) is a local vendor and will be responsible for all labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHD’s biomedical equipment, in addition to performing an initial inspection of all newly purchased biomedical equipment prior to placing the equipment into service; and

WHEREAS, the Ingham County Community Health Center Board recommends that the Ingham County Board of Commissioners authorize the agreement between the Ingham County Health Department and RS Biomedical, Inc.; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve the agreement with RS Biomedical, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with RS Biomedical, Inc. for the period of three years commencing October 1, 2013, with an option to renew for two additional years.

BE IT FURTHER RESOLVED, that RS Biomedical, Inc. shall provide labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHD’s biomedical equipment at the rate of $21.50 per piece for a total of $7,998 (based upon the inventory included with the RFP) plus corrective maintenance at $95 per hour and an emergency repair hourly rate of $150, in addition to performing an initial inspection of all newly purchased biomedical equipment and any existing equipment not included on the RFP inventory sheet at the rate of $21.50 per piece.

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: August 9, 2013

RE: Resolution to Authorize Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #6 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2012-2013 Agreement in Resolution #12-311 and authorized amendment # 1 in Resolution #13-20, and authorized Amendment #2 in Resolution #13-52. Amendment #3 in Resolution # 13-140 and Amendment #4 in Resolution #13-163, and Amendment #5 in Resolution #13-211.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #6 will decrease the overall budget for Comprehensive Local Health Services from $5,430,092 to $5,387,592, a net decrease of $42,500. The Amendment makes the following specific changes in the budget:

1. Centralized Access Home Visiting Hub, a decrease of $2,861 to $7,139.
2. Centralized Access Home Visiting Hub II, an increase of $2,861 to $92,861.
3. Infant Safe Sleep, $7,500.
4. Nurse Family Partnership Services, a decrease of $50,000 to $435,000.

Regarding Item #1 & 2: the State is rolling over funds from Centralized Access Home Visiting Hub planning activity to the operational grant. The Health Department will act as the fiduciary.

Regarding Item #3: The State awarded a mini grant to reimburse the department for a temporary Health Educator for outreach efforts to provide safe sleep information and messaging in the Lansing area.

Regarding Item # 4: the State is requesting a budget reduction to recognize cost savings (primarily personnel) as the program as the program did not reach full staffing until the third quarter of 2013. The State has also allowed the reprogramming of the total personnel savings to obtain computer tablets for staff, billboard advertising, and a color printer for the program.

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

c: John Jacobs w/attachment
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #6 TO THE 2012-2013 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2012-2013 Agreement for the delivery of public health services under the Comprehensive Agreement process as authorized by Resolution #12-311 and amended in subsequent resolutions; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall decrease from $5,430,092 to $5,387,592, a net decrease of $42,500.

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

1. Centralized Access Home Visiting Hub, a decrease of $2,861 to $7,139.
2. Centralized Access Home Visiting Hub II, an increase of $2,861 to $92,861.
3. Infant Safe Sleep, $7,500.
4. Nurse Family Partnership Services, a decrease of $50,000 to $435,000

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes billboard advertising in the amount of $8,000, up to $2,500 for the purchase of a color printer and supplies, and $3,000 for the purchase of computer tablets for fieldwork by the Nurse Family Partnership staff, to further advance the Nurse Family Partnership program.

BE IT FURTHER RESOLVED, that an additional amount of $2,381, for a total of $13,698, shall be allocated to the Power of We Consortium, act as the convener for the Maternal Infant Early Childhood Home Visiting (MIECHV) HUB for the period of May 1, 2013 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, PhD, MPA, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #6 of the 2012-2013 CPBC grant documents electronically through the Mi-E Grants system after approval as to form by the County Attorney.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2013 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board of Commissioners Chairperson is authorized to sign the subcontract agreement with Ingham Health Plan Corporation, after review by the County Attorney.
To: County Services & Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: August 6, 2013

RE: Authorization for the memorial designation of the poultry barn on the Ingham County Fairgrounds as the Louis Bauer Poultry Barn

In 1983 Louis Bauer became involved with the Ingham County 4-H poultry program, served as Assistant Superintendent of the Webberville 4-H poultry department for 19 years, and then served an additional 8 years as the Superintendent for that department.

On May 31, 2013, Louis Bauer passed away. The Webberville 4-H club has shown tremendous support for the memorial designation, and the Ingham County Fair Board has passed a resolution authorizing the memorial designation of the current poultry barn as the Louis Bauer Poultry Barn.

In celebration of the commitment and leadership Louis Bauer demonstrated, the Fair Board and Fair Director will organize a memorial designation ceremony on the Fairgrounds at the end of September 2013, at which his family and friends will witness the hanging of the memorial signs.

Sincerely,

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857
Agenda Item 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE MEMORIAL DESIGNATION OF THE POULTRY BARN ON THE INGHAM COUNTY FAIRGROUNDS AS THE LOUIS BAUER POULTRY BARN

WHEREAS, in 1983 Louis Bauer became involved with the Ingham County 4-H poultry program; and

WHEREAS, Louis Bauer served as Assistant Superintendent of the Webberville 4-H poultry department for 19 years, and then served an additional 8 years as the Superintendent for that department; and

WHEREAS, Louis Bauer passed away on May 31, 2013; and

WHEREAS, the Webberville 4-H club has shown tremendous support for the memorial designation; and

WHEREAS, the Ingham County Fair Board has passed a resolution authorizing the memorial designation of the current poultry barn as the Louis Bauer Poultry Barn.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the memorial designation of the current Ingham County Fair poultry barn as the Louis Bauer Poultry Barn.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Fair Board and Fair Director to purchase appropriate signage and to conduct a memorial designation presentation for the Louis Bauer Poultry Barn.
To: County Services and Finance Committees

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

Date: July 30, 2013

Re: Norwood Avenue Drainage Improvements, Delhi Township

As you are probably aware, normally regional drainage problems in the County are handled by the Drain Commissioner per Michigan’s Drain Code, PA 40 of 1956, which, to correct a drainage problem, typically involves a series of statutorily required steps briefly including a petition to correct the problem, a public hearing and determination of necessity by a specially appointed drain board, design and determination of cost of the improvement, apportionment and assessments for the cost by the drain office, public review of the assessments, etc. In the case of a relatively small drainage problem, administering the repair through the formal process can be quite costly, which can add significant overhead cost to a relatively small number of benefitting parties. In such cases, an informal cost sharing agreement may be desirable to more efficiently and cost effectively correct a small drainage problem.

Such a case of a small drainage problem needing correction has arisen in an area of Delhi Township bound by Keller, Cedar, Aurelius, Norwood and Vernon streets. Rear yard flooding occasionally occurs due to inadequate drainage facilities, which floods various homes in this block. Delhi Township has approached the Drain Commissioner’s Office and the Road Department seeking a simple cost sharing agreement to repair this problem. County road right of ways contribute approximately 25% of the drainage in the affected block. Thus Delhi Township seeks cost sharing of 25% of the cost of this repair from the County and/or Road Department. The other 75% would be funded by some combination of Delhi Township contribution and/or property owner assessments.

Delhi Township took competitive bids for this work from 3 qualified contractors as follows:
Barnhart & Son, Inc.--$19,366.00
E. T. MacKenzie Co.--$26,655.35
L. D. Clark Excavating Co.--$39,160.00

25% of the lowest qualified bid, $19,366.00, yields $4,841.50, which Delhi Township is requesting as County and/or Road Department contribution to this drainage repair. As drainage assessments for county road right of ways are normally split between the County and Road Department, the requested contribution would be $2,420.75 each from the County and the Road Department.

The Road Department’s normal 2013 drain assessments are expected to fall within the Road Department’s 2013 budget for drain assessments, so the Road Department’s half of this special contribution can be funded from the Road Department’s 2013 drain assessment budget. Assuming the County budgets for its half of drain assessments similarly, the same should be true for the County as well. Therefore approval of the attached proposed resolution to this effect is requested and recommended.
WHEREAS, a small drainage problem needing correction has arisen in an area of Delhi Township bound by Keller, Cedar, Aurelius, Norwood and Vernon streets, which occasionally causes flooding due to inadequate drainage facilities in this block; and

WHEREAS, Delhi Township desires that this problem be corrected (hereinafter known as Norwood Drainage Improvements) without the additional cost a formal drain assessment district would involve; and

WHEREAS, County road right of ways contribute approximately 25% of the drainage in the affected block; and

WHEREAS, Delhi Township took competitive bids for this work from 3 qualified contractors as follows: Barnhart & Son, Inc.--$19,366.00 E. T. MacKenzie Co.--$26,655.35 L. D. Clark Excavating Co.--$39,160.00; and

WHEREAS, 25% of the lowest qualified bid, $19,366.00, yields $4,841.50, which Delhi Township is requesting as County and/or Road Department contribution to this drainage repair; and

WHEREAS, drainage assessments for county road right of ways are normally split between the County and Road Department, the requested contribution would be $2,420.75 each from the County and the Road Department.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township to share 25% of the cost, $4,841.50, of the Norwood Drainage Improvements with that amount being split between the County General Fund and the County Road Fund, $2,420.75 each.

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

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: July 25, 2013

SUBJECT: Cost Sharing Agreement for Traffic Signal at the Rosemary Street and M-43 (Saginaw Street) Intersection

As part of the Windemere Park Academy access improvement project, the Michigan Department of Transportation (MDOT) is to add an intersection approach (driveway) and modernize the traffic signal at the intersection of Rosemary Street and M-43 (Saginaw Street). Once the Windemere Park Academy driveway improvements are completed, the intersection will be a four-legged intersection, rather than its current three-legged configuration.

Initial costs for the approach installation and signal modernization is to be funded by MDOT and/or Windemere Park Academy. Pursuant to standard practice, all subsequent signal equipment modifications, maintenance, and operation costs are to be split between MDOT (50%), Windemere Park Academy (25%), and Ingham County (25%). The costs are split as shown because two of the four approaches to the intersection will be MDOT jurisdiction, one will be the Windemere Park Academy driveway, and the fourth is Ingham County’s jurisdiction (Rosemary Street).

The reason for this memo and resolution is to execute the MDOT and Ingham County, Cost Agreement for Traffic Signal Control.

Approval of the attached resolution is recommended.
INTRODUCED BY THE COUNTRY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COST AGREEMENT FOR TRAFFIC SIGNAL CONTROL WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION

WHEREAS, as part of the Windemere Park Academy access improvement project, the Michigan Department of Transportation (MDOT) is to add an intersection approach (driveway) and modernize the traffic signal at the intersection of Rosemary Street and M-43 (Saginaw Street); and

WHEREAS, the initial approach installation and signal modernization is to be funded by the Michigan Department of Transportation and/or Windemere Park Academy; and

WHEREAS, pursuant to standard practice, all subsequent signal equipment modifications, maintenance, and operation costs are to be split between MDOT (50%), Windemere Park Academy (25%), and Ingham County (25%). The Ingham County maintenance costs are estimated to be $210 annually, which is budgeted under the county road fund for signal operation and maintenance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a Cost Agreement for Traffic Signal Control with Michigan Department of Transportation for the Rosemary Street and M-43 (Saginaw Street) traffic signal equipment modifications, maintenance, and operation costs. For which, the maintenance costs are estimated to be $210 annually and is budgeted under the county road fund for signal operation and maintenance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary Agreements that are consistent with this resolution and approved as to form by the County Attorney.
TO: County Services and Finance Committees  
FROM: William Conklin, Managing Director, Road Department  
DATE: August 14, 2013  
SUBJECT: Cornell Road Project Re-Bid
Revised Resolutions for Township Agreement & Contract Award

Attached are two resolutions regarding the Cornell Road Project, M-43 to Orlando Drive, in Meridian Township. As you may recall from the July meetings, resolutions for a Township Agreement and awarding a construction contract based on an earlier bid-letting on this project were approved contingent upon Meridian Township also approving the project as originally bid at a subsequent Township Board meeting. Subsequently, Meridian Township requested design changes on this project (omitting originally proposed shoulder widening to reduce cost and environmental impact), which necessitated a re-bid of the project. Based on the revised project and re-bid results, the two attached proposed resolutions are for authorizing an agreement with Meridian Township and to accept the low bid and award a contract for the revised project. The attached resolutions are to supersede the two similar resolutions the Board of Commissioners passed at its July 23, 2013, meeting.

Two bids were received in the re-bidding per Bid Package #100-13 as follows:

- Rieth-Riley Construction Co., Inc., Lansing, MI: $817,543.85
- Michigan Paving and Materials Co., Lansing, MI: $854,926.06

The low bidder, Rieth-Riley, is MDOT pre-qualified, well experienced and equipped for their type of work, and their bid met all specifications per Bid Package #100-13. Thus the Purchasing and Road Departments recommend accepting the low bid and awarding a contract for the revised Cornell Road Project to Rieth-Riley.

Funding for this project will be a combination of County Road Fund Local Road Program Match, Township Match, and a grant from the Michigan Department of Environmental Quality (MDEQ) for field implementation of experimental recycled rubber modified asphalt being developed by Michigan State University per an agreement for which the Board of Commissioners also passed a resolution at its July meeting. The low bid as submitted did not fully utilize the MDEQ grant funds, so the Road department recommends a minor modification to the low bid to include enough of the rubber modified asphalt, which is somewhat more costly than regular asphalt, to fully utilize the grant. The Road department will also provide labor with associated material cost also being funded by Meridian Township, which reduces overall costs and thus deletes various work items from the contract to be awarded to Rieth-Riley. Note also that road construction contracts are unit price based such that bids and final costs are based on estimated and actual quantities respectively multiplied by bid unit price. Thus bid costs are always presented as “cost based on estimated quantities”. The following summarizes the estimated project funding (figures rounded to nearest dollar):

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<th>Description</th>
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<tr>
<td>Modified Low Bid based on estimated quantities:</td>
<td>$822,765</td>
</tr>
<tr>
<td>Less MDEQ Grant:</td>
<td>($192,000)</td>
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<tr>
<td>Less County Road Fund Match:</td>
<td>($115,000)</td>
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<tr>
<td>Less low bid value of work items to be performed by Road Dept.:</td>
<td>($171,211)</td>
</tr>
<tr>
<td>Plus estimated material cost of work items by Road Dept.:</td>
<td>$ 79,064</td>
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</table>
Estimated Meridian Township Contribution (net of above figures): $423,618
Estimated Meridian Township Contribution (rounded) $425,000

Any increased cost in the contracted work and/or road department supplied materials will also by funded by Meridian Township per the proposed Township Agreement.

The above has been proposed as requested and approved by Meridian Township, and the re-bid results and the above final cost estimate have been shared with the Township. Therefore approval of the attached resolutions is recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE REVISING THE LOCAL ROAD PROGRAM AGREEMENT WITH MERIDIAN TOWNSHIP FOR THE REHABILITATION AND RESURFACING OF CORNELL ROAD, M-43 TO ORLANDO DRIVE, FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, Meridian Township desires that improvements be performed on Cornell Road from M-43 to Orlando Drive, a total distance of approximately 2 miles, to include pavement recycling (crushing and shaping), grading, complete paving of two course asphalt at 4.25 inch total thickness, and other work; and

WHEREAS, the Ingham County Board of Commissioners passed resolution #13-308 at their July 23, 2013, meeting authorizing an agreement with Meridian Township for cost sharing on the Cornell Road project contingent upon Meridian Township approving the project as initially bid; and

WHEREAS, Meridian Township rejected the initial Cornell Road project bid and requested the project to be rebid omitting previously proposed shoulder widening and related work; and

WHEREAS, the revised Cornell Road project was rebid at a cost of $817,543, based on estimated quantities; and

WHEREAS, the Ingham County Board of Commissioners passed resolution #13-294 at their July 23, 2013, meeting authorizing an agreement with Michigan State University to participate in a research program funded by a Michigan Department of Environmental Quality (MDEQ) grant on the Cornell Road project, which will provide up to $192,000 of the cost for experimental rubber modified asphalt included in the low bid project cost; and

WHEREAS, the low bid as submitted does not fully utilize the MDEQ grant and thus the Road Department recommends modifying the project low bid to take full advantage of this grant which raises the project bid cost to $822,765 based on estimated quantities; and

WHEREAS, the County on behalf of the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund, and funding secured through the aforementioned rubber modified asphalt study grant, and to contribute Road Department labor for certain work items on this project; and

WHEREAS, for 2013, the County on behalf of the Road Department has allocated to Meridian Township’s local roads, a maximum sum of $115,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used; and

WHEREAS, Meridian Township has accepted the revised project as re-bid and modified, and has agreed to fund the remaining cost of the revised project plus material cost of work items to be completed by the Road Department per the following exhibit (figures rounded to nearest dollar):
Modified Low Bid based on estimated quantities: $822,765
Less MDEQ Grant: ($192,000)
Less County Road Fund Match: ($115,000)
Less low bid value of work items to be performed by Road Dept.: ($171,211)
Plus estimated material cost of work items by Road Dept.: $ 79,064

Estimated Meridian Township Contribution (net of above figures): $423,618
Estimated Meridian Township Contribution (rounded) $425,000

WHEREAS, in the event the final cost of the contracted portion of the improvements and/or the final cost of the materials supplied by the Road Department is greater than that set forth above, the excess costs will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount estimated above, $425,000, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract to be executed during the construction season of the 2013 calendar year.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to $115,000.00 toward the cost of said improvement from the County Road Fund and to contribute Road Department labor for certain work items on this project as agreed upon between the Road Department and Meridian Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the cost estimates provided above, the savings shall accrue as follows: Savings in contracted improvements and Road Department supplied/Township funded material costs net of MDEQ grant shall first accrue to Meridian Township for any final total cost amounts down to twice the County Road Fund Match amount, $230,000, below which any savings shall be split between the County Road Fund and the Township; Savings in Road Department labor shall accrue to the County Road Fund.

BE IT FURTHER RESOLVED, that the Road Department shall invoice Meridian Township for its final total contribution upon completion of the project.

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

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

BE IT FURTHER RESOLVED, that the actions authorized by this resolution replace that of resolution #13-308 passed by the Ingham County Board of Commissioners at their meeting of July 23, 2013.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING
A CONTRACT WITH
RIETH-RILEY CONSTRUCTION CO.
FOR
BID PACKET #100-13
RECYCLING & ASPHALT RESURFACING CORNELL ROAD
MERIDIAN TOWNSHIP

WHEREAS, Meridian Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on Cornell Road, between M-43 and Orlando Drive due to normal deterioration over time; and

WHEREAS, approval of this resolution is contingent upon the approval of a resolution authorizing an agreement with Meridian Township to fund these repairs, which is running concurrent with this resolution; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, Meridian Township rejected the initial Cornell Road project bid and requested the project to be rebid omitting previously proposed shoulder widening and related work; and

WHEREAS, new bids were received per Bid Packet 100-13 and reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., of Lansing, MI, submitted the lowest responsive and responsible bid at $817,543.85, for Bid Packet 100-13; and

WHEREAS, certain work items within the aforementioned low bid will be performed by Road Department crews, which at low bid unit prices have a total value of approximately $171,211, and which has the effect of reducing the project’s low bid cost to $646,333 in round dollar figures; and

WHEREAS, a contingency is being requested in the amount of 10%, $64,633 in round dollar figures, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., of Lansing, MI, for pavement recycling, asphalt resurfacing and related work on Cornell Road, between M-43 and Orlando Drive, as specified in the Ingham County Road Department’s Bid Packet # 100-13, for the low bid cost, less work items to be performed by the Road department, with 10% contingency, of $710,966 in round dollar figures.
BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the actions authorized by this resolution replace that of Resolution #13-309 passed by the Ingham County Board of Commissioners at their meeting of July 23, 2013.
Management Information Systems (MIS) has been requested by the Ingham County Sherriff’s Office (ICSO) and the Controller’s office to review the implementation of the Jail Communications and Control system rollout. The ICSO has voiced several concerns with the new system and has requested a review of the technology and installation of the Grand Valley system.

Since MIS does not currently have staff available or trained in evaluating this type of an assessment, I requested a proposal from Dewpoint. The assessment will review and provide recommendations to resolve the outstanding issues. Dewpoint is a registered vendor with the county and on state contract. Dewpoint has provided similar services to the city of Lansing and the State of Michigan. This type of work is usually completed by a Program Management Office / Program Support Office in IT. Attached is the statement of work from Dewpoint. The work includes data and information gathering, documenting the infrastructure changes made by the vendor, and review and compare the RFP with delivered products/process. They will also work with the vendor to determine if issues can be resolved and if so do work with the vendor to resolve issues if it is the proper path. If the issues can’t be resolved, Dewpoint will create a long term strategy to replace the current system if it is deemed not adequate.

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

Dewpoint specializes in designing and implementing leading-edge Information Technology solutions for small, medium, and large enterprises. We are a system integrator and a value added reseller that brings solutions in the areas of virtualization, data protection and archive, enterprise solutions, identity and access management, enterprise architecture, database/business intelligence services, health information exchange and government solutions. Dewpoint provides valuable products and services at a fair price to the Michigan and Indiana business communities. We pride ourselves on customer satisfaction and strive to use what we do best to make our client’s business successful.

The Dewpoint Advantage

Our success is measured solely by the success of our valued customers. We are very proud of the impact Dewpoint has made in the market to date, and we are confident in our ability to meet all of Ingham County’s requirements as outlined in this proposal.

- We deliver the right technology solutions by understanding your business needs. We focus first on gathering requirements and interpreting business goals.
- We employ proven project management methodologies to ensure that the delivered solutions are planned and executed efficiently.
- Our consultants have deep, real world design and implementation skills and have completed successful projects with leading commercial and government organizations.
- We do not consider a job to be finished unless we have truly made technology work in our clients’ environments to benefit critical business operations.

We are excited to be working with Ingham County and look forward to continuing our relationship. Ingham County would like to engage Dewpoint to perform an assessment of the Ingham County Jail Facility Communications and Control System (FCCS). This critical system to the County does not meet the technical or security needs of the Sheriff’s Office and needs to improve immediately to allow the Sheriff’s Office to conduct business confidently. Dewpoint’s assessment will follow the Solution Approach detailed below to collect information on the FCCS system and make recommendations for improvement.

Solution Approach

Dewpoint Service Delivery Approach

Discover – Solution – Deliver – Sustain (DSDS)

Overview

All of our professional services projects utilize our Discover- Solution- Deliver-Sustain (DSDS) Methodology. This ensures our organization will meet the goal of uniform service delivery – no matter the type of professional services project. The methodology is then tailored for each one of our practices to ensure that we flush out the details as needed for specific service delivery.
Discover
In the discovery phase of any project, we are looking to gain an understanding of the environment. This typically consists of a high-level or strategic overview of the project, a discovery exercise of the business and/or technical environment.

Solution
The purpose of Solution is to design, and develop solutions to requirements. Solutions and designs encompass products, product components, and product-related services and processes.
Solution can involve the following elements:
• Evaluating and selecting solutions that satisfy the customer’s requirements
• Developing detailed designs for the selected solutions

Deliver
The Deliver phase consists of implementing a desired solution, product or product component.
To ensure consistency in delivery and leverage best practices, we have an archived set of templates for all project deliverables, such as the acceptance plan, a typical project work plan, a typical communication plan, a quality assurance plan, test cases, etc.

Sustain
The final phase of the Dewpoint project approach is Sustain. Sustain provides the following:
• Enhance and support the finished product
• Provide final knowledge transfer to the client
• Provide user support
• Service additional needs

Scope
This assessment will document the current state of the FCCS system and provide an analysis of the technical infrastructure that supports the system. This review will focus on areas of risk and will provide an assessment of what efficiencies can be garnered by potential advances in technology. Dewpoint does not advocate advancing technology for technologies sake but rather will have a sound business strategy around all recommendations that will be a result of this review.
At the conclusion of each deliverable within the project (see 1-4 below), Dewpoint will provide Ingham County with a document that will detail any recommendations that were developed by the Dewpoint team performing the FCCS system review. These recommendations will be an 'end goal' of where Ingham County should be progressing with the technology as they move forward.
Dewpoint’s approach to this engagement is to provide an experienced Information Technology consultant to review the FCCS system. Having an outside resource working as part of the team brings an unbiased view to the project.
Dewpoint has broken the scope of this project down into several different areas of focus. These areas of focus will turn into our project deliverables and are:
1) Data and information gathering (existing documented problems, technical diagrams, business and technical requirements, contractual obligations)
2) Document suggested Infrastructure changes for improving the infrastructure that the FCCS system is currently running on. This would include issues with networking, infrastructure placement, and overall network implementation completeness. Additional time might be required if Ingham County would like Dewpoint to implement suggested changes.

3) Review RFP and compare requirements contained within the RFP with actual delivered products/processes.

4) Work with existing Vendors to determine issue mitigation strategy to resolve differences between RFP and project results.

5) If it is determined that the issues can be resolved provide Project Management to work with vendor to implement required changes

6) Creation of a long term strategy for FCCS listing pros/cons to multiple go forward approaches

Organizational Responsibilities
In order to ensure a successful project, it is important that both organizations identify and accept certain responsibilities.

Dewpoint Responsibilities
- Dewpoint is responsible for ensuring all tasks within this proposal are completed.

Client Responsibilities
- Provide access to Ingham County personnel as required for gathering information
- Provide access to Ingham County facilities as required for performing the discover and solution phases of the project

Assumptions
- Work will not start until this Statement of Work is signed and a PO is provided to Dewpoint.

Price
The following price for this project has been based on Dewpoint’s understanding of the scope contained in this proposal. These hours are estimates and Ingham County will be billed for the actual time that is used on the project. Hours above the estimated amounts will only be used with Ingham Counties approval. Any extensions or change of service that affect the project in terms of resources, scope, or time will be handled through a change request form. These changes may impact the price of the project. Changes will not be effective without agreement and approval by Dewpoint and Ingham County.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Hours</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data and Information Gathering</td>
<td>24</td>
<td>$3,000</td>
</tr>
<tr>
<td>Document Infrastructure changes</td>
<td>24</td>
<td>$3,000</td>
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<tr>
<td>Review and compare RFP with delivered products/process</td>
<td>40</td>
<td>$5,000</td>
</tr>
<tr>
<td>Description</td>
<td>Hours</td>
<td>Cost</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Work with Vendor to determine if issues can be resolved</td>
<td>40</td>
<td>$5,000*</td>
</tr>
<tr>
<td>*could be handled by Ingham County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with vendor to resolve issues if it is determined this is the proper path</td>
<td>40</td>
<td>$5,000*</td>
</tr>
<tr>
<td>*could be handled by Ingham County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create a long term strategy for FCCS if current system is deemed not adequate</td>
<td>80</td>
<td>$10,000</td>
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<tr>
<td>FCCS Application Assessment and short and long term mitigation strategy</td>
<td>248</td>
<td>$31,000</td>
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</tbody>
</table>

**Signature Page**

Accepted by:
For Dewpoint, Inc.: For Ingham County:
_________________________________________ ________________

Printed Name: ______________________________ Printed Name: ______________________________
Date: ___________________________
Date: ___________________________
INTRODUCED BY THE LAW AND COURTS, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENGAGING DEWPOINT TO REVIEW AND PROVIDE PROJECT MANAGEMENT OF THE DEPLOYMENT OF THE JAIL COMMUNICATIONS AND CONTROL SYSTEM

WHEREAS, the Department of Management Information Systems recommends Dewpoint to provide an assessment and action plane for the Ingham County Sheriff’s Office Jail on the Communications and Control System; and

WHEREAS, Dewpoint is available via State Contract as part of the MI-Deal program; and

WHEREAS, the cost is to not exceed $31,000; and

WHEREAS, the Chief Information Officer recommends utilizing Dewpoint for the assessment and action plan.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Management Information Services to utilize Dewpoint at cost to not exceed a total of $31,000 from account 63625810-802000.

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.
To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: August 8th, 2013  
Re: 911 center emergency fiber repair

Dear Commissioners,

While doing a full assessment of the network at the 911 center, it was discovered that the fiber between the Youth Center and Human Services building was failing. This fiber run provides connectivity from the Youth Center to the 911 center. The assessment was being done as part of the new county phone system contract. We focused on the 911 center for several reasons including the recent issues with the dispatch center consoles.

I contacted FD Hayes our wiring vendor to request the fiber be tested. FD Hayes indicated the fiber was in extremely poor shape and needed to be replaced. After consulting with the Controller’s Office, I requested FD Hayes to install a replacement fiber as soon as possible. The work will be completed on Saturday August 10, 2013.

We will be installing a 24 pair fiber strand directly from the Human Services Building to the 911 center. The Youth Center would be serviced from the 911 center. This provides the least amount of possible fail points to the 911 center. While the fiber is not the cause to the 911 center lockups, it would be a contributing factor to the lockouts due to loss of connectivity. The 911 center does have a redundant link from AT&T. It does not provide the bandwidth needed to run the 911 center and the MIS Data Center located at the 911 building. We have been exploring options to resolves this as well.

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

WHEREAS, the Department of Management Information Systems discovered that the fiber servicing the 911 center needed replacement; and

WHEREAS, FD Hayes authorized by previous resolutions is the wiring vendor for the county; and

WHEREAS, Fiber that was existing prior to the 911 center construction between the Human Services Building and the Youth Center was failing; and

WHEREAS, the Chief Information Officer, 911 Director, and Controller’s Office recommends immediate replacement of the Fiber.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Management Information Services to replace the fiber servicing the 911 center utilizing FD Hayes at cost to not exceed a total of $8,680 out of account 63625810-818000.

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.
INDEPENDENT AUDITORS’ COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

June 6, 2013

Board of Commissioners
Ingham County
Mason, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Ingham County, Michigan (the “County”) for the year ended December 31, 2012, and have issued our report thereon dated June 6, 2013. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards

As stated in our engagement letter dated January 2, 2013, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the County. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of County’s compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and our meeting about planning matters on March 25, 2013.
Significant Results of the Audit

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the County are described in Note 1 to the financial statements. The County adopted Statement of Governmental Accounting Standards Board (GASB) Statements No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position, in the current year. We noted no transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management’s estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.
- Management’s estimate of the accrued compensated absences is based on current hourly rates and policies regarding payment of sick and vacation banks.
- Management’s estimate of the allowance for uncollectible receivable balances is based on past experience and future expectation for collection of various account balances.
- Management’s estimate of the insurance claims incurred but not reported is based on information provided by the entity’s third party administrators and subsequent claims activity.
- The assumptions used in the actuarial valuations of the pension and other postemployment benefits plans are based on historical trends and industry standards.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statements may be affected by unusual transactions, including nonrecurring transactions. The following significant unusual accounting transactions occurred during the year:

- During 2012, the Road Commission was dissolved and absorbed by the County and is now reported in the transportation and roads special revenue fund.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.
Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not identify any misstatements during our audit.

Upcoming Changes in Accounting Standards

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment B to this letter contains a brief overview of recent pronouncements of the Governmental Accounting Standards Board (GASB) and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the attached management representation letter dated June 6, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the entity’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the governing body and management of Ingham County and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Rehmann Robins LLC
Ingham County

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Ingham County, Michigan (the "County"), as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise County's basic financial statements, and have issued our report thereon dated June 6, 2013. Our report includes a reference to other auditors who audited the financial statements of the Ingham County Housing Commission, as described in our report on the County's financial statements.

In planning and performing our audit of the financial statements, we considered the County’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County’s internal control. Accordingly, we do not express an opinion on the effectiveness of the County’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Other Matters

Internal Control Procedures/Segregation of Duties - Cash Receipting. In performing our audit procedures in relation to the cash receipting process it was noted that one individual at the County is occasionally involved in the cash receipting process as a relief cashier if individuals are unavailable, preparation of the deposit based upon reports provided by cashiers, and bank reconciliation preparation. It is our recommendation that the County implement procedures which assign those steps to more than one individual.
The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the County in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the County. For the complete text of these and other GASB standards, visit www.gasb.org and click on the “pronouncements” tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

**GASB 65 ■ Items Previously Reported as Assets and Liabilities**
*Effective 12/15/2013 (your FY 2014)*

This standard builds on the new terminology introduced in GASB 63. Certain items previously reported as assets and liabilities will now be classified as deferred inflows and outflows, while other items will no longer be carried on the balance sheet. As such, a restatement of beginning equity may be required to write off balances from previous years that no longer meet the definition for presentation on the balance sheet. The term “deferred revenue” will no longer be used by governments for any purpose.

**GASB 66 ■ 2012 Technical Corrections (an Amendment to GASB 10 and GASB 62)**
*Effective 12/15/2013 (your FY 2013)*

This standard was issued to eliminate conflicting guidance that resulted from the issuance of GASB 54 and GASB 62, which are both already effective. GASB 10 was amended to allow for risk financing activities to be accounted for in whichever fund type is most applicable (no longer limited to the general fund or an internal service fund). GASB 62 was amended to modify specific guidance related to (1) operating leases with scheduled rent increases, (2) purchase of loans at an amount other than the principal amount, and (3) service fees related to mortgages that are sold when the service rate varies significantly from the current (normal) service fees.

We do not expect GASB 66 to have any significant impact on the County at this time.

**GASB 67 ■ Financial Reporting for Pension Plans**
*Effective 06/15/2014 (your FY 2014)*

This standard establishes the requirements for pension plans administered by trusts to report on their operations, including setting new uniform requirements for actuarial valuations of the total pension liability, and reporting various 10-year trend data as required supplementary information. The financial statements of pension plans will not change substantially as a result of GASB 67, though the additional note disclosures and required supplementary information will be significant. Additionally, actuarial valuations conducted in accordance with GASB 67 will have to match the government’s fiscal year, or be rolled forward to that date by the actuary.

Because the County does not maintain its own pension trust fund, we do not expect GASB 67 to have any significant impact on the County at this time.

**GASB 68 ■ Accounting and Financial Reporting for Pensions**
*Effective 06/15/2015 (your FY 2015)*

This standard establishes new requirements for governments to report a “net pension liability” for the unfunded portion of its pension plan. Governments that maintain their own pension plans (either single employer or agent multiple-employer) will report a liability for the difference between the total pension liability calculated in accordance with GASB 67 and the amount held in the pension trust fund. Governments that participate in a cost sharing plan will report a liability for their “proportionate share” of the net pension liability of the entire system.
Historically, governments have only been required to report a net pension obligation to the extent that they have not met the annual required contribution (ARC) in any given year. Upon implementation of this standard, governments will be required to report a net pension liability based on the current funded status of their pension plans. This liability would be limited to the government-wide financial statements and proprietary funds. Changes in this liability from year to year will largely be reflected on the income statement, though certain amounts will be deferred and amortized over varying periods.

GASB 68 also requires more extensive note disclosures and required supplementary information, including 10 years of historical information. The methods used to determine the discount rate (the assumed rate of return on plan assets held in trust) are mandated and must be disclosed, along with what the impact would be on the net pension liability if that rate changed by 1% in either direction. Other new disclosure requirements include details of the changes in the components of the net pension liability, comparisons of actual employer contributions to actuarially determined contributions, and ratios to put the net pension liability in context. For single-employer and agent multiple-employer plans, the information for these statements will come from the annual actuarial valuation. For cost sharing plans, this information will be derived from the financial reports of the plan itself, multiplied by the government’s proportionate share of plan.

GASB 67 and 68 are only applicable to pension plans. However, the GASB has announced its intent to issue similar standards for other postemployment benefits (e.g., retiree healthcare) on a two year delay from these standards.

GASB 69 ■ Government Combinations and Disposals of Government Operations
Effective 12/15/2014 (your FY 2014)

This standard provides detailed requirements for the accounting and disclosure of various types of government combinations, such as mergers, acquisitions, and transfers of operations. The guidance available previously was limited to nongovernmental entities, and therefore did not provide practical examples for situations common in government-specific combinations and disposals. The accounting and disclosure requirements for these events vary based on whether a significant payment is made, the continuation or termination of services, and the legal structure of the new or continuing entity.

Given the infrequent nature of these types of events, we do not expect this standard to have any impact on the County at this time.

GASB 70 ■ Nonexchange Financial Guarantees
Effective 06/15/2014 (your FY 2014)

This standard addresses the accounting and disclosure of situations in which one government offers a financial guarantee on behalf of another government, not-for-profit organization, private entity, or individual without directly receiving equal or approximately equal value in exchange (a nonexchange transaction). A government that extends a nonexchange financial guarantee will be required to recognize a liability when qualitative factors and/or historical data indicate that it is “more likely than not” that the government will be required to make a payment on the guarantee. It further requires governments to disclose any outstanding financial guarantees in the notes to the financial statements.

We do not expect GASB 70 to have any significant impact on the County at this time.
June 6, 2013

Rehmann Robson
P.O. Box 449
Jackson, MI 49204

We are providing this letter in connection with your audit of the financial statements of Ingham County, Michigan (the "County") as of December 31, 2012 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Ingham County and the respective changes in financial position and, where applicable, cash flows thereof in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

We confirm, as of June 6, 2013 the following representations made to you during your audit.

1. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

2. We have made available to you all—
   a. Financial records and related data.
   b. Minutes of the meetings of the Board of commissioners or summaries of actions of recent meetings for which minutes have not yet been prepared.

3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.

5. We are in agreement with the adjusting journal entries you have proposed, and they have been posted.

6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

7. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
   a. Management,
   b. Employees who have significant roles in internal control, or
   c. Others where the fraud could have a material effect on the financial statements.

8. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

9. We have a process to track the status of audit findings and recommendations.

10. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

11. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

12. The County has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

13. The following, if any, have been properly recorded or disclosed in the financial statements:
   a. Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.

      For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.

   b. Guarantees, whether written or oral, under which the County is contingently liable.

   c. All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements. We believe the estimates and measurements are reasonable in the circumstances.

14. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts, or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

15. There are no—
   a. Violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant
agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

b. Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with generally accepted accounting principles.

c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by generally accepted accounting principles.

16. As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

17. The County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

18. The County has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

19. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.

20. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.

21. The financial statements properly classify all funds and activities.

22. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

23. Components of net position (net investment in capital assets, net of related debt; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

24. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.

25. Provisions for uncollectible receivables have been properly identified and recorded.

26. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

27. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

28. Interfund, internal, and Intra-entity activity and balances have been appropriately classified and reported.

29. Deposits and investments securities and derivative transactions are properly classified as to risk and are properly disclosed.

30. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

31. We have appropriately disclosed the County’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and
unrestricted net position are available and have determined that net position were properly
recognized under the policy.

32. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities
and costs for financial accounting purposes are appropriate in the circumstances.

33. We acknowledge our responsibility for the required supplementary information (RSI). The required
supplementary information is measured and presented within prescribed guidelines and the methods
of measurement and presentation have not changed from those used in the prior period. We have
disclosed to you any significant assumptions and interpretations underlying the measurement and
presentation of the RSI.

34. With respect to the County

a. We acknowledge our responsibility for presenting the County in accordance with accounting
principles generally accepted in the United States of America, and we believe the County,
including its form and content, is fairly presented in accordance with accounting principles
generally accepted in the United States of America. The methods of measurement and
presentation of the County have not changed from those used in the prior period, and we
have disclosed to you any significant assumptions or interpretations underlying the
measurement and presentation of the supplementary information.

b. If the County is not presented with the audited financial statements, we will make the
audited financial statements readily available to the intended users of the supplementary
information no later than the date we issue the supplementary information and the auditor’s
report thereon.

35. We have evaluated the County’s ability to continue as a going concern and have included appropriate
disclosures, as necessary, in the financial statements.

36. We have evaluated and classified any subsequent events as recognized or nonrecognized through the
date of this letter. No events, including instances of noncompliance, have occurred subsequent to
the balance sheet date and through the date of this letter that would require adjustment to or
disclosure in the aforementioned financial statements.

[Signatures and Titles]
June 28, 2013

To All Michigan Counties:

Marquette County shares in the concerns over reduced revenue sharing as well as the burden of unfunded mandates.

The Marquette County Board of Commissioners recently adopted the enclosed Resolution. Some will recognize the overall format as it was originally drafted and adopted by Tuscola County. Marquette County did make a few modifications. Please note paragraphs 9, 10, and 11. Also enclosed is a recent article from our local newspaper.

Marquette County encourages other Counties to continue to bring their concerns over these very important issues to their State Representatives, State Senators, and the Governor and to consider including the position that new mandates cannot be assumed without adequate state funding to perform the mandate.

Thank you.

Sincerely,

Scott H. Erbisch
County Administrator

Enc.
RESOLUTION REQUESTING FULL FUNDING OF REVENUE SHARING

WHEREAS, in the Governor's recommendation for the FY 2014 budget, counties are scheduled to receive a 22.9% cut from what they were projected to receive based on the deal struck in 2004/2005; and,

WHEREAS, the Governor is recommending an appropriation of $140.6 million, $41.7 million less than statutorily required, and counties will be required to "earn" 20 percent of their funding by fulfilling the County Incentive Program (CIP) requirements; and,

WHEREAS, with the proposed budget for FY 2014, counties would receive a cut of about $42 million, and at first glance, it appears that the administration has recommended an additional $10 million for county revenue sharing and CIP payment, but in reality, these additional funds result in less money to each county this year; and,

WHEREAS, counties have worked diligently for the past decade by leading the effort to reform, consolidate, and right size government in an effort to increase efficiency and adjust to declining revenues, but a one-size-fits-all approach to the CIP Employee Compensation Category is not acceptable; and,

WHEREAS, each local unit of government is in a different financial place, some growing, some declining, some healthy, and some struggling with their long-term liabilities. To say that all counties need to comply with a prescriptive formula on employee compensation would be a step backward for some and unattainable for others; and,

WHEREAS, compliance with the third category for this fiscal year is attainable because all counties are following the 80/20 healthcare law enacted last session, and the category should remain the same with the state stopping all attempts to move the bar; and,

WHEREAS, in 2004/2005, counties agreed to forego revenue sharing for a period of time in order to assist Michigan in balancing the budget and were promised a return of that funding once reserves were depleted; and,

WHEREAS, revenue sharing is more than just a pot of money to be allocated in whole or in part to counties; it is a statutory promise made to counties in exchange for giving up local taxing authority and for a more recent change in local taxing administration; and,

WHEREAS, the concept of earning what has already been earned is unfair and unacceptable; and,

WHEREAS, revenue sharing is used by counties to pay for a fractional share of the multitude of state-mandated services, including the courts, the jails, the constitutional officers, elections, and the public health system; and coupled with the recent reductions in property values and increased mandated state service delivery, counties are stretched to the financial limit; and,

WHEREAS, the County of Marquette is without the economic resources to fund any new or additional state-mandated services, and, as a result thereof, the County of Marquette will be unable to assume and/or provide any additional mandated responsibilities or duties without being provided the economic resources; and,

WHEREAS, any new mandates will not be assumed or done without the necessary state funding needed to assume or perform the same; and,

WHEREAS, it is projected that the Governor's recommended FY 2014 revenue sharing cut to Marquette County is $292,225.

NOW, THEREFORE, BE IT RESOLVED, that the Marquette County Board of Commissioners calls upon the Governor and the state legislature to live up to their promise by fully funding revenue sharing payments to counties in FY 2014 so that what is promised in Lansing can actually be accomplished and performed by counties at the local level.

Adopted this 18th day of June, 2013

Gerald O. Corkin, Chairman
Marquette County Board of Commissioners
County takes tough stance against unfunded mandates

Drawing the line

By JOHN PEPIN
Journal Staff Writer

MARQUETTE — The Marquette County Board has drawn a line in the sand, deciding unanimously in a resolution last week it will accept no new state mandates for services, without receiving accompanying funding.

"Any future mandate, we're going to refuse to pay," board Chairman Gerald Corkin said.

The resolution was approved on a 5-0 vote. Commissioner Steven Pence was absent from the board meeting.

The board's decision was the latest salvo in a decades-long battle over unfunded mandates and part of a new resolution the panel approved with hopes other Michigan counties will join in making the same pledge.

Earlier this month, the county shelved a proposed revenue sharing resolution, opting for a tougher stance and a resolution with "teeth" and "ultimatums."

"The county of Marquette is without the economic resources to fund any new or additional state-mandated services, and, as a result thereof, the County of Marquette will be unable to assume and/or provide any additional mandated responsibilities or duties without being provided the economic resources," the resolution states. "Any new mandates will not be assumed or done without the necessary state funding needed to assume or perform the same."

The resolution was approved on a 5-0 vote. Commissioner Steven Pence was absent from the board meeting.

County officials said Gov. Rick Snyder's projected revenue sharing shortfall in Marquette County for next year is $292,225.

Snyder is recommending a revenue sharing appropriation to counties of $140.6 million, $41.7 million less than statutorily required and counties will have to "earn" 20 percent of their funding by fulfilling County Incentive Program requirements, the resolution states.

The county resolution said earning what has already been earned is unfair and unacceptable.

In 2004-2005, counties agreed to forego revenue sharing for a period of time

See Mandate p. 9A
to help the state balance its budget. The board said counties were promised a return of that funding once reserves were depleted.

"Revenue sharing is more than just a pot of money to be allocated in a particular way: it is a statutory promise made to counties in exchange for giving up local taxing authority and for a more recent change in local taxing administration," the resolution said.

Corkin said "olive branches" extended to the state Legislature over the years have not worked. Democrats and Republicans alike have failed to produce positive outcomes.

"The Marquette County Board calls upon the governor and the state Legislature to live up to their promise by fully funding revenue sharing payments to counties in fiscal year 2014 so that what is promised in Lansing can actually be accomplished and performed by counties at the local level," the resolution states.

The county board's draft resolution proposed earlier this month did not include taking a hard line stance on new mandates. Former Commissioner Michael Quayle, who suggested his ex-board mates draft a tougher proposal, was pleased with the new document and the panel's action to approve it.

"I think you loaded David's slingshot and we're going after Goliath and I think that we can do this," Quayle said.

Board Vice Chairwoman Deborah Pellow, long an advocate of taking a tougher approach with state officials on unfunded mandates, also liked the new version of the resolution.

"This at least, I think, does give it more teeth," Pellow said.

Quayle commended the board for "getting on this, staying on this, and working on it."

Pellow said the board now needs to follow through with what it declared.

"We need to actually do that," Pellow said. "When it comes to us in the future, if they have another unfunded mandate, we need to say, 'No.' We're not taking this any longer, because we can't. Financially, we can't do it any more."

Pellow said the resolution should be sent to the other 82 counties in Michigan, state lawmakers and Marquette County department heads, notifying them of the pronounced change and welcoming their support.

Pellow said the board's message needs to get out: "We're done."

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