

CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON  
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

FINANCE COMMITTEE  
BRIAN McGRAIN, CHAIR  
SARAH ANTHONY  
REBECCA BAHAR-COOK  
TODD TENNIS  
CAROL KOENIG  
DON VICKERS  
RANDY SCHAFER

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 4, 2013 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [November 6, 2013](#) and [November 20, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner - Updates on Frandor/Red Cedar Project, Groesbeck Park Drain and Lake Lansing Dam (*No Materials*)
2. Treasurer - Resolution to Transfer All Unsold [Tax Reverted Properties](#) Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
3. Circuit Court/CCAB - Resolution to Authorize Renewing the Contract with Alcohol Drug Administrative Monitoring, Inc. ([A.D.A.M.](#)) for Drug Testing and Breathalyzer Services
4. MSU Extension - Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County Approving the Annual [Work Plan](#) for 2014
5. Health Department
  - a. Resolution to Authorize [Dental Services](#) Agreements at the Ingham County Jail for 2014
  - b. Resolution to Authorize a [Reorganization](#) to Adjust Health Department Capacity in Response to Federal Requirements
  - c. Resolution to Amend the Agreements with the Michigan Primary Care Association for Medicaid and CHIP Outreach and [Enrollment Services](#)
  - d. Resolution to Authorize an Addendum to the Patient Management and Electronic Health Records Software Agreement with [NextGen®](#) Health Information Systems, Inc. for Ingham County Oral Health Services
  - e. Resolution to Enter into a [Clean Sweep Program](#) Agreement with the Michigan Department of Agriculture and Rural Development
6. Financial Services - Resolution to Waive the 80/20 Requirement for [Health Care Cost](#) for 2014 and Authorize the Director of Human Resources to Sign the Letters of Understanding for Health Insurance

7. Farmland and Open Space Preservation Board - Resolution Approving the Ranking of the 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top [Ranked Properties](#)
  
8. Human Resources
  - a. Resolution Approving Ingham County Community Health Centers Provider Salaries (*Materials to be Distributed Under Separate Cover*)
  - b. Resolution Authorizing the Modification of the [MERS Hybrid Plan](#) Adoption Agreements
  
9. Controller/Administrator's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2013 Ingham County Budget
  - b. Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for [911 Employees](#)

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
November 6, 2013  
Minutes

Members Present: Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Todd Tennis, Carol Koenig, Don Vickers and Randy Schafer.

Members Absent: None

Others Present: William E. Brickey, Leslie J. Pulver, Michelle Rutkowski, Travis Parsons, Timothy Dolehanty, Sherrie Graham and others.

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

Approval of the October 16, 2013 Minutes

The October 16, 2013 Minutes were approved as presented.

Additions to the Agenda

1. Late – Resolution authorizing 2014 Agreements for Community Agencies  
The Human Services Committee approved the 2014 Controller recommended amounts as attached.
  
- 10a. Late – Resolution to restructure Controller/Administrator office positions.  
The County Services Committee amended the resolution.

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Human Services Committee – Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Human Services – Michigan Rehabilitation Services
  
3. Ingham Health Plan – Resolution to Amend Resolution #13-163 Authorizing the Intergovernmental Transfer of Ingham County Funds to Support DSH Payment to McLaren Greater Lansing and Sparrow Health System
  
4. Health Department
  - a. Resolution to Authorize Dental Services Contracts with Licensed Dentists for 2014

- b. Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
- 6. Economic Development - Resolution to Submit an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant and Establish a Tri-County Regional Brownfield Coalition
- 7. Road Department
  - a. Resolution Extending Purchase Authorization of 2013-2014 Winter Season Supply of Cold Patch Binder Oil and Mixing Services for the Road Department
  - b. Resolution Authorizing the Purchase of 2013-2014 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department
- 8. Human Resources
  - a. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police - Supervisory Officers
  - b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees in the Fraternal Order of Police - Supervisory Officers

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

- 1. Community Agencies – Resolution Authorizing 2014 Agreements for Community Agencies

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING 2014 AGREEMENTS FOR COMMUNITY AGENCIES.

Discussion

Commissioner Bahar-Cook disclosed that the Greater Lansing Food Bank is a client.

Commissioner Tennis disclosed that his firm has a contractual relationship with the State YMCA Alliance.

MOTION CARRIED UNANIMOUSLY.

5. Financial Services

- a. Discussion: Plante Moran's Approach to Ingham County's December 31, 2013 Audit (*No Materials*)

William E. Brickey and Leslie J. Pulver from Plante Moran distributed a letter to serve as a pre-audit communication.

Commissioner Anthony requested that the auditors follow up on any issues from last year's audit.

Chairperson McGrain confirmed with the auditors that they expect full cooperation with the firm that was used last year.

- b. Resolution to Un-Commit General Fund Balance Currently Committed for Property Tax Adjustments

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO UN-COMMIT GENERAL FUND BALANCE CURRENTLY COMMITTED FOR PROPERTY TAX ADJUSTMENTS.

Discussion

MOTION CARRIED UNANIMOUSLY

- c. Resolution to Transfer Funding to MERS for 911 Employees who Transferred from the City of Lansing

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO TRANSFER FUNDING TO MERS FOR 911 EMPLOYEES WHO TRANSFERRED FROM THE CITY OF LANSING.

Discussion

Commissioner Vickers said he will be voting "no" on item 5c. He stated that the employees will get their pension no matter what.

Timothy Dolehanty stated that he will be contacting City of Lansing staff the next day to get an update.

After lengthy discussion among the committee, Chairperson McGrain requested that a communication be sent out to the Pension Board and the affected employees to let them know that this item will be on the agenda at the Board of Commissioners meeting on November 12, 2013.

MOTION CARRIED with Comm. Vickers voting "no."

9. Potter Park Zoo  
a. Resolution Recommending Potter Park Zoological Society Reimbursement for Administrative Support

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION RECOMMENDING POTTER PARK ZOOLOGICAL SOCIETY REIMBURSEMENT FOR ADMINISTRATIVE SUPPORT.

Discussion

The committee discussed the transfer process for item 9a and effects on future budget(s).

Chairperson McGrain requested the following amendment to the resolution:

**THEREFORE BE IT RESOLVED, that the Zoo Board recommends and the Ingham County Board of Commissioners** authorizes the transfer \$108,922 from Potter Park Zoo to Potter Park Zoological Society to provide equity between the two entities.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

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

- b. Resolution to Affirm Architectural and Engineering Design Services Procurement through Potter Park Zoological Society

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AFFIRM ARCHITECTURAL AND ENGINEERING DESIGN SERVICES PROCUREMENT THROUGH POTTER PARK ZOOLOGICAL SOCIETY.

Discussion

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS TO AMEND THE RESOLUTION, THEREFORE BE IT RESOLVED, BY STRIKING THE SENTENCE: "THEREFORE BE IT RESOLVED, THAT THE INGHAM COUNTY BOARD OF COMMISSIONERS HEREBY WAIVES NORMAL PROCUREMENT POLICY REQUIREMENTS IN FAVOR OF THE PROCESS FOLLOWED BY THE SOCIETY IN SELECTION OF C2AE."; AS FOLLOWS:

~~THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby waives normal procurement policy requirements in favor of the process followed by the Society in selection of C2AE.~~

~~BE IT FURTHER RESOLVED~~, THEREFORE BE IT RESOLVED, that the Society shall assume all responsibility for expenses associated with procurement of services through C2AE, and that the Society shall secure all necessary licenses and permits associated with this project.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Discussion

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

Commissioner Koenig left the meeting at 6:42 p.m.

10. Controller/Administrator's Office

- a. Resolution to Restructure Controller/Administrator Office Positions

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO RESTRUCTURE CONTROLLER/ADMINISTRATOR OFFICE POSITIONS.

Discussion

Chairperson confirmed with Timothy Dolehanty that his is comfortable with item 10a.

Commissioner Tennis requested the following amendment to the resolution:

~~Position number 223005/Deputy Controller is reclassified from MCF15, \$85,145-\$102,200 to MCF16, \$91,846-\$110,242.~~

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT

Discussion

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Comm. Koenig absent.

- b. Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO APPROVE A ONE-TIME LUMP SUM WAGE SUPPLEMENT TO CERTAN EMPLOYEES OF INGHAM COUNTY.

Discussion

Chairperson McGrain said he would be voting “no” on item 10b. He said while he appreciates the employees, he doesn’t think the county has the money to spend.

MOTION CARRIED with Chairperson McGrain voting “no.”

- c. Review and Evaluation of Policy on Cost Increases for Service Related Contracts

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS TO REVIEW AND EVALUATE THE POLICY ON COST INCREASES FOR SERVICE RELATED CONTRACTS.

Discussion

MOTION CARRIED UNANIMOUSLY. Comm. Koenig absent.

Announcements

None.

Public Comment

None.

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

Respectfully submitted,

Jennifer Shuster



FINANCE COMMITTEE  
November 20, 2013  
Minutes

Members Present: Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Carol Koenig, Don Vickers and Randy Schafer.

Members Absent: Todd Tennis

Others Presents: Debbie Edokpolo, Eric Schertzing, Desiree Kirkland, Maureen Winslow, Shauna Dunnings, Teri Morton, Tim Dolehanty, John Neilsen and others.

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

Approval of the November 6, 2013 Minute

The November 6, 2013 Minutes were not approved as presented.

Commissioner Bahar-Cook stated that she did not make the motion to approve agenda item 10b. Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County.

Chairperson McGrain requested that the recording secretary listen to the recording of the November 6, 2013 meeting to verify who indeed made the motion for agenda item 10b and present the minutes for approval again at the December 4, 2013 meeting.

Additions to the Agenda

Without objections, these substitute resolutions were added to the agenda:

7. Health Department
  - a. Resolution to Authorize the 2013-2014 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates.
  - d. Resolution to Authorize Amendments to the Service Contracts for Outreach Services Authorized in the 2013-2014 Comprehensive Agreement.
8. Controller/Administrator's Office
  - a. Resolution Approving Various Contracts for the 2014 Budget Year.

The County Services Committee requested the following resolution be redrafted and placed on its December 3, 2013 agenda:

8. b. Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for 911 Employees.

Chairperson McGrain stated that he would like the Finance Committee to not consider agenda item 8b for action during the Finance Committee meeting due to County Services continued work, but still have discussion on the item.

Limited Public Comment

None.

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

2. Equalization/Tax Mapping - Resolution to Amend the 2013 Apportionment Report
4. Circuit Court/Friend of the Court - Resolution to Authorize Entering into a Contract with Graphic Sciences and to Hire Temporary Employees to Complete Imaging Friend of the Court Case Files
6. Human Resources - Resolution to Extend the Temporary Assignment and Salary for the Interim Chief Executive Officer, Community Health Centers and the Amendment of the Related Agreement
7. Health Department
  - a. Resolution to Authorize the 2013 - 2014 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates
  - b. Resolution to Extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors
  - c. Resolution to Authorize an Agreement with Michigan Consumers for Health Care to Serve as a Local Community Navigator for Ingham County and Surrounding Communities
  - e. Resolution to Authorize a Contract with David Hunt and Associates

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennis

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennis

1. Treasurer - Discussion Item: Tax Collection System (*No Materials*)

Handout: Ingham County Apportionment Report  
Literature flyer and brochure on avoiding foreclosure

Discussion

Eric Schertzing, Ingham County Treasurer, and Desiree Kirkland, Chief Deputy Treasurer, were present to discuss the Tax Collection System.

Mr. Schertzing stated that mortgage foreclosures in Ingham County have been improving, depending on the county. However, he said tax foreclosures in Ingham County are similar to last year's numbers. He also spoke about the resolution that will be coming to the Board of Commissioners regarding foreclosed properties that do not sell at auction.

Comm. Vickers inquired about the delinquency amount and if it had dropped with the improvement of the economy.

Mr. Schertzing responded by stating that the delinquency amount is still up a little, but that is due to Lansing's numbers.

Comm. Schafer spoke about what he believes is a problem with the ease of being able to refinance.

Mr. Schertzing stated that the County cannot solve that problem alone.

Comm. Koenig expressed her appreciation to Mr. Schertzing for composing and distributing all of the literature regarding avoiding foreclosure.

3. Circuit Court

- a. Resolution to Acknowledge Review of the Financial Implications and Approve Implementation of the Proposed Plan of Concurrent Jurisdiction for the 30<sup>th</sup> Circuit Court, Ingham County Probate Court, 54A District Court, 54B District Court and 55<sup>th</sup> District Court for Concurrent Jurisdiction Plan

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO ACKNOWLEDGE REVIEW OF THE FINANCIAL IMPLICATIONS AND APPROVE IMPLEMENTATION OF THE PROPOSED PLAN OF CONCURRENT JURISDICTION FOR THE 30<sup>TH</sup> CIRCUIT COURT, INGHAM COUNTY PROBATE COURT, 54A DISTRICT COURT, 54B DISTRICT COURT AND 55<sup>TH</sup> DISTRICT COURT FOR CONCURRENT JURISDICTION PLAN.

Discussion

Shauna Dunning, Court Administrator, was present to speak to the committee regarding the resolution. She stated that the review is completely separate from the Court of Claims and that it will not have any impact on that because the current jurisdiction plan really memorializes some of the relationships that have been established with the 54A, 54B and 55<sup>th</sup> District Courts.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennis.

- b. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant - 2013
- c. Resolution to Enter into Subcontracts for the SCAO Swift and Sure Sanctions Probation Program Grant – 2014

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE BOTH THE RESOLUTION TO ENTER INTO SUBCONTRACTS FOR THE SCAO SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT – 2013 AND THE RESOLUTION TO ENTER INTO SUBCONTRACTS FOR THE SCAO SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT – 2014.

#### Discussion

Ms. Dunnings stated that the Swift and Sure program is intended to encourage people to stay clean, but it is not intended to serve as a rehabilitation program.

Chairperson McGrain assured with Ms. Dunnings that the programs will be adhering to the County's anti-discrimination policy.

Chairperson McGrain disclosed that Peggy Vaughn-Payne of the NorthWest Initiative is on the board of the organization that he works for by day.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennes.

- 5. Circuit Court/Family Division
  - a. Resolution Authorizing Entering into a Contract with Peckham Inc. for the Peckham Crossroads Program
  - b. Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFER, TO APPROVE BOTH THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR THE PECKHAM CROSSROADS PROGRAM AND THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR PECKHAM FOOTPRINTS GROUP HOME.

#### Discussion

Comm. Anthony requested a budget detail and Comm. Bahar-Cook asked for a comparison as well.

Comm. Koenig suggested a request for the last contract report that was dated in May.

Chairperson McGrain requested a report of numbers on how many clients have gone through the programs.

Comm. Bahar-Cook expressed her gratitude for retaining the clients in Michigan versus enduring the costs for them to be out of state. She also suggested to the committee that some of the information they are requesting is listed in a newsletter put out by the Footprints Group Home.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennis.

7. Health Department

- d. Resolution to Authorize Amendments to the Service Contracts for Outreach Services Authorized in the 2013-2014 Comprehensive Agreement

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE AMENDMENTS TO THE SERVICE CONTRACTS FOR OUTREACH SERVICES AUTHORIZED IN THE 2013-2014 COMPREHENSIVE AGREEMENT.

Discussion

Comm. Schafer stated that he feels there is no outreach services in the out-county areas and that Stockbridge, Leslie and Webberville go by the wayside.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennis.

8. Controller/Administrator's Office

- a. Resolution Approving Various Contracts for the 2014 Budget Year

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2014 BUDGET YEAR.

Discussion

Chairperson McGrain thanked Teri Morton for submitting requested information from the Human Services meeting.

Comm. Koenig explained to the committee why the County Services Committee removed line item #9 from the contract spreadsheet that accompanied 8a Resolution Approving Various Contracts for the 2014 Budget Year.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennis.

- b. Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for 911 Employees

The Finance Committee did not vote on the resolution at the meeting.

#### Discussion

Comm. Koenig stated that the County Services Committee decided that it would be best to approach the City of Lansing with a step process, deal with the remaining portion through arbitration and ensure that OPEB was also a part of the resolution.

Comm. Vickers stated that he thought this was a good route to take.

Chairperson McGrain pointed out that Tim Dolehanty, Controller, will be attending the Pension Board meeting on November 21, 2013 and he requested that Mr. Dolehanty share any information regarding that before the next meeting.

- c. Resolution to Accept a State of Michigan Court of Appeals Letter of Agreement to Provide Court of Claims Transition Cost Reimbursement to the 30<sup>th</sup> Circuit Court

**MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO ACCEPT A STATE OF MICHIGAN COURT OF APPEALS LETTER OF AGREEMENT TO PROVIDE COURT OF CLAIMS TRANSITION COST REIMBURSEMENT TO THE 30<sup>TH</sup> CIRCUIT COURT.**

#### Discussion

Comm. Bahar-Cook expressed her gratitude to Chief Judge Lawless again for taking the high road through this process.

Chairperson McGrain agreed, but asked if the County should play fair.

Comm. Vickers stated that by not playing fair, that it will not get the County anywhere.

Ms. Dunnings stated that by removing the Court of Claims, that will result in removing a revenue source. She also stated that she is grateful to work for a judge who sees the bigger picture. Lastly, Ms. Dunnings stated that there are still too many unknowns to know what the impact will ultimately be.

Chairperson McGrain requested a financial impact report after the first of the new year.

Comm. Koenig expressed her gratitude to both Ms. Dunnings and Chief Judge Lawless for dealing with what she called a train wreck.

**MOTION CARRIED UNANIMOUSLY. Absent: Comm. Todd Tennis.**

9. Board Referral - Letter from the Office of Inspector General Regarding the County Audit Report

Discussion

Announcements

Commissioner Bahar-Cook apologized to the committee for her statement to them regarding the Footprints Group Home Newsletter.

Public Comment

None.

The meeting was adjourned at approximately 6:57 p.m.

Respectfully submitted,

Jennifer Shuster

**DECEMBER 4, 2013 FINANCE AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

2. Treasurer - *Resolution To Transfer All Unsold Tax Reverted Properties Rejected By Local Units To The Ingham County Land Bank Fast Track Authority*

Treasurer Schertzing proposes a resolution to transfer unsold tax reverted properties rejected by local units of government to the Ingham County Land Bank Fast Track Authority as allowed under the General Property Tax Act (MCL 211.78m (7)).

3. Circuit Court/CCAB - *Resolution To Authorize Renewing The Contract With Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M.) For Drug Testing And Breathalyzer Services*

This resolution authorizes the renewal of a contract for drug and breathalyzer testing services with Alcohol Administrative Monitoring, Inc. (ADAM) for the period of January 1, 2014 through December 31, 2014. The renewal contract continues to ensure that testing, collection and chain of custody protocol required by Ingham County are followed for all Circuit Court referrals. The Scope of Services remains the same.

ADAM will collect payment directly from Client Pay designated referrals pursuant to the Client Fee Schedule (Attachment B.) ADAM will be paid for Court Pay designated clients by the County through the Circuit Court budget pursuant to the Court Fee Schedule (Attachment C.)

The Resolution authorizes annual automatic renewals through December 31, 2016. ( see attached memo and Scope of Services for details)

4. MSU Extension - *Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County Approving the Annual Work Plan for 2014*

This resolution authorizes the 2014 agreement between Ingham County and Michigan State University for extension services. MSU Extension (MSUE) will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs and administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties. Ingham County will provide office space for a County Extension office, including utilities, telephone and access to high speed internet, and clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. Funding for the standard assessment amount of \$115,269 and \$73,336 for additional personnel, as described in Section A, are included in the 2014 budget.



5a. Health Department - Resolution to Authorize Dental Services Agreements at the Jail for 2014

This resolution authorizes contracts with qualified dentists to provide required and necessary oral health services to those incarcerated within the County's jail. The 2014 budget includes \$22,000 for contractual dentists to provide oral health services to inmates of the Ingham County Jail. The hourly rate established in 2009, of \$70.00 per hour, remains the same.

5b. Health Department – Resolution to Authorize a Reorganization to Adjust Health Department Capacity in Response to Federal Requirements

This resolution authorizes significant changes in Health Department staffing to position the Department to better respond to Federal requirements. There are a total of 13 positions included in the staffing changes, and the net costs of the proposed adjustments is \$357,800 (\$245,800 personnel and \$112,000 programmatic) in year 1 of implementation, and a reduced net cost of \$254,700 (\$189,700 personnel and \$65,000 programmatic) costs in subsequent years. These costs will be covered by the cost settlement revenues received previously in 2013 for public entity operations. Please see the attached memorandum for more details.

5c. Health Department - Resolution to Amend the Agreements with the Michigan Primary Care Association for Medicaid and CHIP Outreach and Enrollment Services

This resolution amends the agreements with the Michigan Primary Care Association to accept up to \$16,291 of additional funding and extend the term through August 17, 2014 for the provision of Medicaid and Children Health Insurance Program (CHIP) Outreach and Enrollment Services through the Ingham Community Health Centers.

5d. Health Department - Resolution to Authorize an Addendum to the Patient Management and Electronic Health Records Software Agreement with NextGen® Health Information Systems, Inc. for Ingham County Oral Health Services

This resolution authorizes an addendum to the Health Department's patient management and electronic health records agreement with NextGen® Health Information Systems, Inc. for oral health services provided at Community Health Centers' Adult Dental Center and Healthy Smiles Dental Center in addition to the Ingham County Jail Medical.

5e. Health Department - Resolution to Enter Into a Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development

This resolution authorizes a MAEP Clean Sweep Program Agreement with Michigan Department of Agriculture and Rural Development (MDARD) to allow the Health Department to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan. The term of the agreement shall be from October 1, 2013 through September 30, 2014. MDARD has agreed to pay Ingham County up to \$15,000 for the disposal of pesticides received through the Ingham County Household Hazardous Waste Program (HHW).

6. Financial Services – *Resolution to Waive the 80/20 Requirement for Health Care Cost for 2014 and Authorize the Director of Human Resources to Sign the Letters of Understanding for Health Insurance*

The Publicly Funded Health Insurance Contributions Act places certain limits on public employer contributions towards employee health insurance benefits. Resolution 13-409 approved on October 22, 2013 waived the hard cap requirement of the Act in favor of compliance with the 80% statutory percentage limit (MCL 15.564(2)). However, uncertainties associated with the cost of health insurance benefits for Road Department employees make it very difficult to determine if the County will be in compliance with the 80% requirement. For this reason, the Financial Services Department recommends that the Board waive all employer contribution limits of the Act for 2014, but still attempt to meet these requirements, as permitted under the statute. Approval of the proposed resolution requires affirmative votes of two-thirds of all Commissioners (MCL 15.568(1)).

7. Farmland and Open Space Preservation Board – *Resolution Approving the Ranking Of The 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties*

Resolution #10-100 approved on April 13, 2010 directs the Farmland and Open Space Preservation Board (FOSPB) to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners. FOSPB scored and ranked all farmland open space applications received for the 2013 cycle and wishes to proceed with negotiations on the top ranked properties, pending authorization of the Board of Commissioners.

8a. Human Resources – *Resolution Approving Ingham County Community Health Centers Provider Salaries*

(Information on the item will be sent under separate cover)

8b. Human Resources – *Resolution Authorizing the Modification of the MERS Hybrid Plan Adoption Agreements*

Adoption Agreements for the various Municipal Employees' Retirement System (MERS) Hybrid Plan provide for employer and employee contributions to the trust on a monthly basis. However, MERS also allows contributions on a bi-weekly schedule. Switching to a bi-weekly schedule will allow additional interest proceeds to accumulate in each member account. Board action is necessary to make this change.

9a. Controller/Administrator's Office – *Resolution Authorizing Adjustments to the 2013 Ingham County Budget*

This proposed Resolution will authorize the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with the Uniform Budgeting and Accounting Act (MCL 141.421 *et seq.*), and to balance the 2013 Budget. The General Fund budget will be adjusted to \$75,937,531 for the fourth quarter of 2013.

9b. Controller/Administrator's Office – *Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for 911 Employees*

Ingham County officials continue to work with the City of Lansing to establish the value of retirement proceeds attributed to Central Dispatch employees under the 9-1-1 Legacy Agreement. After more than a year of discussions, we do not believe this issue will be resolved in the immediate future. This resolution seeks to establish a timetable to conclude negotiations, establish a payment timeline, provide for arbitration, and to authorize legal action in the event of impasse.

**PRESENTATION ITEM:**

1. Drain Commissioner - *Updates on Frandor/Red Cedar Project, Groesbeck Park Drain and Lake Lansing Dam (No Materials)*

**Eric Schertzing**  
**Ingham County Treasurer**

**Desiree Kirkland**  
**Chief Deputy Treasurer**  
**(517) 676-7235**  
**dkirkland@ingham.org**

**Courthouse**  
**P.O. Box 215**  
**Mason, MI 48854-0215**  
**(517) 676-7220**  
**eschertzing@ingham.org**

November 18, 2013

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

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Attached for your consideration is a proposed resolution to request Ingham County to transfer all unsold tax reverted properties which have been rejected by local units of government to the Ingham County Land Bank Fast Track Authority.

Under Public Act 123 of 1999, MCL 211.78m (7), "If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property."

The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax reverted property and local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with the Ingham County Board of Commissioners’ approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property; and

WHEREAS, local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer all rejected property to the Land Bank.

BE IT FURTHER RESOLVED, that this Resolution shall be renewed annually.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson 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 Committee  
FROM: Mary Sabaj  
Community Corrections Manager  
DATE: November 19, 2013  
RE:

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This Resolution authorizes entering into a renewal contract for drug and breathalyzer testing services with Alcohol Administrative Monitoring, Inc. (ADAM) for the period of January 1, 2014 through December 31, 2014 with annual automatic renewal thereafter through December 31, 2016. The renewal contract will not extend beyond December 31, 2016.

The current contract with ADAM expires December 31, 2013. The renewal contract continues to ensure that testing, collection and chain of custody protocol required by Ingham County are followed for all Circuit Court referrals. The Scope of Services for the contract renewal will remain the same.

ADAM will collect payment directly from Client Pay designated referrals pursuant to the Client Fee Schedule (Attachment B.) ADAM will be paid for Court Pay designated clients by the County through the Circuit Court budget pursuant to the Court Fee Schedule (Attachment C.)

**A.D.A.M., Inc.  
SCOPE OF SERVICES**

Services provided for all clients referred from the 30<sup>th</sup> Judicial Circuit Court through Pretrial Services, Ingham County Adult Probation, Swift and Sure Sanctions Probation Program and the Family Division including Friend of the Court and the Juvenile Division must comply with the following requirements with the exception of random laboratory testing unless ordered by the Juvenile Division for a specific client.

**DRUG TESTING**

All urine drops must be directly observed by a trained A.D.A.M., Inc. employee. Monitoring by electronic devices will not be acceptable under any circumstances.

Urine drops must be processed using procedures that maintain the chain of evidence. (Chain of Evidence requirements – **Attachment A**)

Documentation must withstand court scrutiny and sworn court testimony regarding collection and testing procedures, the selection of the laboratory, the laboratory's screening and confirmation operations and associated chemical testing.

The laboratory used for testing must be National Institute of Drug Abuse (N.I.D.A.) certified.

With the exception that all collections must be directly observed, all other collection and laboratory procedures must meet the Federal Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMSHA), Federal Workplace Drug Testing (69FR 19673, 49 CFR, part 40) school and job site testing requirements and drug-free workplace.

Gas Chromatograph/Mass Spectrometry (G.C.M.S.) confirmation tests are required.

Testing hours must accommodate a variety of client work and school schedules and include early morning and early evening hours.

A variety of random and fixed testing frequency schedules, as well as a client notification system must be available.

Probation agents or agencies requesting a test must be notified the day following a client's failure to show for testing.

Probation agents or agencies requesting a test must be notified of test results within 48 hours.

For each client referred, in conjunction with instant tests, laboratory testing must be provided on the following schedule:

Random 1 time per week – 1 of every 3 tests is to be a laboratory test

Random 1 time per month – 1 of 3 tests is to be a laboratory test

Random 2 times per month – 1 of every 3 tests is to be a laboratory test

2 times weekly – 1 of every 4 tests is to be a laboratory test

3 times weekly – 1 of every 4 tests is to be a laboratory test

One time only – lab or instant test to be determined at the referral source's discretion

## **BREATHALYZER TESTING**

The equipment used for breathalyzer testing must be evidential breath measurement device(s) on the conforming products list published by the National Highway Traffic Safety Administration (N.H.T.S.A.)

A regular program must be followed to ensure that accurate operating condition and calibration standards are maintained.

All tests must be administered by A.D.A.M., Inc. employees who are trained in the use of the testing equipment being utilized.

In all cases where an initial test is positive, a second test will be taken after 15 minutes. The operator must monitor the client being tested and maintain constant contact with the client until the second test has been administered. The client being tested may not ingest any substance prior to the administration of the second test.

Testing hours must accommodate a variety of client work and school schedules and include early morning and early evening hours.

A variety of random and fixed testing frequency schedules must be available.

Probation agents or agencies requesting a test must be notified the day following a client's failure to show for testing.

Probation agents or agencies requesting a test must be notified of test results the same day or on the Monday following a weekend test.

## **COURT TESTIMONY SERVICES**

Upon request or subpoena, provide sworn witness testimony to the bench regarding laboratory selection, all clinical operations, clerical and chain of evidence records, laboratory documentation, and specimen collection procedures. Testimony regarding laboratory testing processes and procedures will be facilitated through the testing laboratory.



## **Attachment A**

### **Procedures for Collecting and Processing Urinalysis Specimens**

Procedures will be followed for all laboratory tests. The following procedures will also be followed for onsite instant testing with the exception of COC form requirements. In the event that a confirmation of an instant test is required, the following procedures will be followed.

1. Drug Monitoring Technician (DMT) verifies identification of client using picture ID.
2. DMT initials the sign in sheet showing that client has reported for the drop.
3. Client's signature is obtained on client agreement and release of information form. Record attendance sheet and other information including prescriptions, test results and client initial acknowledging results, dates of service are placed in the client's file.
4. The DMT then writes the client's name, the panel code, date and the name of the DMT who will be monitoring the drop on a client Chain of Custody (COC) Barcode Sheet.
5. The COC Barcode Sheet is then given to the client to sign. The client also initials and dates the corresponding label which will be used as a seal on the urinalysis transport bottle. Client is allowed to check the matching specimen ID number on the label and on the COC Barcode Sheet.
6. DMT takes a single specimen collection kit, the COC Barcode Sheet and the client's file into the collection room with the client.
7. Once in the collection room, client removes any clothing obstructing the monitoring process as directed by the DMT. DMT puts on gloves.
8. The DMT gives the client the collection cup (equipped with a temperature strip) to void into.
9. The client provides at least 15mls. of urine under the direct supervision of the DMT. The DMT then breaks the seal off the small transport bottle and gives it to the client. The client then transfers the urine from the collection cup into the transport bottle under the supervision of the DMT.
10. The DMT snaps the transport bottle tight, and then affixes the long white label (located on the corresponding COC Barcode Sheet) with the client's and the DMT's initials onto the transport bottle in the presence of the client. DMT then removes the specimen ID number label and places it on the client's COC Barcode Sheet.

11. While still in the presence of the client, the DMT places the sealed transport bottle in the small transport bag, along with the corresponding original copy of the COC Barcode Sheet, and seals the specimen and the COC Barcode Sheet in the small transport bag. Both the client and the DMT then leave the collection room.
12. DMT places the sealed small transport bag into the larger transport bag which is placed in a secured area, not accessible to the clients. DMT then takes the second copy of the COC Barcode Sheet, and files it in the alphabetical file, along with the rest of the COC Barcode Sheets collected for the day.
13. When the large transport bag is filled, it is sealed and placed in a secured area that is not accessible to clients.

**Attachment B**

**ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC,**

**A.D.A.M.**

**CLIENT PAY FEE SCHEDULE**

<b>Client Intake Fee</b>	<b>\$30.00</b>
<b>5 Panel Instant Test (PBT Included)</b>	<b>\$10.00</b>

**All other client pay testing services shall be charged in accordance with the Court Fee Schedule (Attachment C)**

**Attachment C**

**Alcohol Drug Administrative Monitoring, Inc.  
A.D.A.M.**

**COURT FEE SCHEDULE**

<b>TESTING</b>	<b>CLIENT FEE</b>	<b>NON- CLIENT FEE</b>
<b>PBT</b>	<b>\$5.00</b>	<b>\$5.00</b>
<b>5 PANEL ONSITE</b>	<b>\$12.00</b>	
<b>5 PANEL / PBT</b>	<b>\$12.00</b>	
<b>10 PANEL ONSITE</b>	<b>\$22.00</b>	
<b>10 PANEL / PBT</b>	<b>\$22.00</b>	
<b>1 X ONLY 5 PANEL ONSITE</b>	<b>\$20.00</b>	<b>\$20.00</b>
<b>1 X ONLY 10 PANEL ONSITE</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>LAB CONFIRMATION</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>DXM</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>ETG</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>8 PANEL LAB</b>	<b>\$25.00</b>	<b>\$35.00</b>
<b>10 PANEL LAB</b>	<b>\$35.00</b>	<b>\$45.00</b>
<b>ANABOLIC STEROIDS</b>	<b>\$75.00</b>	<b>\$85.00</b>
<b>SYNTHETIC CANNABINOID (K2,SPICE)</b>	<b>\$35.00</b>	<b>\$45.00</b>
<b>SYNTHETIC STIMULANT (BATH SALT)</b>	<b>\$40.00</b>	<b>\$50.00</b>
<b>ORAL LAB</b>	<b>\$37.00</b>	<b>\$47.00</b>
<b>HAIR FOLLICLE</b>	<b>\$125.00</b>	<b>\$125.00</b>
<b>NICOTINE</b>	<b>\$25.00</b>	<b>\$35.00</b>

Introduced by the Law and Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RENEWING THE CONTRACT WITH  
ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC. (A.D.A.M.)  
FOR DRUG TESTING AND BREATHALYZER SERVICES**

WHEREAS, a contract was entered between Ingham County and Alcohol Drug Administrative Monitoring, Inc. (ADAM) on January 1, 2008 to provide drug and breathalyzer testing services to ensure that County testing and collection requirements are complied with; and

WHEREAS, the current contract with ADAM will expire December 31, 2013; and

WHEREAS, 30<sup>th</sup> Judicial Circuit Court through Pretrial Services, Circuit Court Adult Probation, Swift and Sure Sanctions Probation Program and Family Division, including Friend of the Court and Juvenile Division (hereafter referred to as “referral sources”) clients require ongoing testing services that are administered in compliance with all County requirements including laboratory testing at predetermined frequencies in conjunction with instant testing and approved chain of custody protocols; and

WHEREAS, A.D.A.M., Inc. maintains two Ingham County testing locations in the City of Lansing and East Lansing and is willing to provide these testing services and to comply with testing protocols as defined by Ingham County for all clients referred by the above referral sources; and

WHEREAS, in the absence of any monetary subsidy provided by Ingham County, it is critical that client pay testing services be available at a level that is not overly burdensome to clients referred from the above County referral sources; and

WHEREAS, A.D.A.M., Inc. is willing to provide client pay services at no cost to Ingham County without a minimum guaranteed number of referrals pursuant to the attached fee schedule that is agreeable to the above referral sources; and

WHEREAS, testing services to be billed directly to the Circuit Court will be billed pursuant to the attached fee schedule that is agreeable to the Circuit Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing the contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M., Inc.) for drug and breathalyzer testing services as set forth in the attached Scope of Services for the period of January 1, 2014 through December 31, 2014 with automatic renewal each year thereafter up to but not to extend beyond the 31<sup>st</sup> day of December, 2016.

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

**MEMORANDUM**

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: November 21, 2013

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2014, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

For the period January 1, 2014 to December 31, 2014, the County shall pay to MSUE \$188,605, which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$115,269 and \$73,336 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2014**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination; and

WHEREAS, Ingham County has an umbrella agreement with MSU Extension to provide educational services from January 1, 2012 through December 31, 2016.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$188,605 with MSU Extension for the period of January 1, 2014 through December 31, 2014 for delivery of Extension services and education.

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

MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: November 20, 2013

Subject: Resolution to Authorize Dental Services Agreements at the Jail for 2014

This is a recommendation to authorize dental service contracts for the provision of oral health services to individuals incarcerated within the Ingham County Jail for the calendar year of 2014.

The Health Department contracts with qualified dentists to provide required and necessary oral health services to those incarcerated within the County's jail.

The Health Department's FY 2014 budget includes \$22,000 for contractual dentists to provide oral health services to inmates of the Ingham County Jail. The Hourly rate established in 2009, of \$70.00 per hour, remains the same.

The attached resolution will authorize contracts with licensed dentists at the rate of \$70.00 per hour. The Health Department will manage contractual hours to stay within the total budgeted amount for contractual dentists. The County Attorney will prepare contracts that require the dentist to maintain professional liability insurance consistent with County policies. I recommend that the Board approve the attached resolution.

Attachment

c:  
John Jacobs, w/ attachment  
Barbara Mastin, w/attachment



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE DENTAL SERVICES AGREEMENTS AT THE  
INGHAM COUNTY JAIL FOR 2014**

WHEREAS, Ingham County provides oral health services to individuals incarcerated within the Ingham County Jail; and

WHEREAS, the Health Department coordinates medical and oral health services provided to inmates of the Ingham County Jail; and

WHEREAS, the Health Department utilizes professional services agreements to obtain the professional services of dentists to serve inmates of the Ingham County Jail; and

WHEREAS, the Health Department's 2014 Budget includes \$22,000 for the purpose of contracting with dentists; and

WHEREAS, the rate of pay rate for contracting with dentists has remained the same since 2009; and

WHEREAS, the Health Officer has recommended that professional services contracts be authorized with dentists to serve inmates of the Ingham County Jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes professional services agreements with dentists to serve individuals incarcerated at the Ingham County Jail.

BE IT FURTHER RESOLVED, that the agreements shall compensate dentists at the rate of \$70 per hour for services not to exceed a total of \$22,000.

BE IT FURTHER RESOLVED, that the period of the professional services agreements shall be January 1, 2014 through December 31, 2014.

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

## MEMORANDUM

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

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

**DATE:** November 19, 2013

**RE:** Resolution to Authorize a Reorganization to increase Health Department capacity in response to federal requirements

In late summer of 2013, the Health Department received a significant final cost settlement reconciling our public entity operational costs. Receipt of these funds provides a programmatic and financial opportunity to accommodate several unmet operational needs in the Health Department. As such, this memorandum requests approval for a resolution that will reorganize the operations of the Health Department. This organizational need is in response to two national health care and public health events (the passage of the Affordable Care Act and the establishment of the Public Health Accreditation Board).

The Affordable Care Act, including requirements for Patient Centered Medical Home (PCMH) certification and the expansion of Medicaid eligibility, require us to revise our health center practice model and increase efficiency in our Federally Qualified Health Center Network while expanding capacity to address constituent needs. I have consulted with department staff and CHC leadership and am recommending two adjustments to our clinical staffing profile: 1) establishment of additional positions to support PCMH and Electronic Health Record requirements, and 2) expanding clinical leadership for our Jail Medical operations by re-establishing the Senior Jail Nurse position (formerly entitled Jail Head Nurse).

As a progressive and reputable local health department, it is vital that we pursue accreditation status through the national Public Health Accreditation Board (PHAB). Submission for PHAB accreditation before December, 2014 is also a requirement of a NACCHO grant that we received to fund our comprehensive Community Health Assessment. In order to qualify for PHAB, we must expand our quality improvement capacity. As such, I am recommending the establishment of a Senior Community Epidemiologist position and an additional Health Analyst position.

This plan has been developed in consultation with the Human Resources Department. We have sent notifications to union leadership and we anticipate their support. The elimination of the Chief Operations Officer has been approved by the Community Health Center Board. The position adjustments will be posted internally where appropriate, thus providing promotion opportunities for our staff. The resolution also describes programmatic costs associated with these personnel changes. I recommend the Board adopt the attached resolution and authorize the recommended staffing and programmatic adjustments.

c: Nancy Hayward, Deputy Health Officer, Public Health Services  
Barb Mastin, Interim CEO, Community Health Care Services  
John Jacobs, CFO, Health Dept  
Travis Parsons, Human Resources Director  
Sarah Bryant, President, ICEA Public Health Nurses Unit  
Dana Watson, President, ICEA Professional Employees Unit  
Sally Auer, President, UAW  
Charlyn Stratton, MNA

Agenda Item 5b

ICHD PROPOSED REORG November, 2013						
#	Position	Current Job Title	Current Pay	New Job Title	New Pay	Cost/ (Savings)
1	601381	Deputy Health Officer, PHS	MCF 15	n/a	MCF 16	\$10,591
2	601003	Chief Executive Officer, CHCS	MCF 17	Deputy Health Officer/Executive Director, CHCS	MCF 16	(\$10,656)
3	601436	Billing and Customer Service Coordinator	ICEA 8	Provider Enrollment and Credentialing Coordinator	ICEA 6	(\$12,679)
4	TBD	Jail Nurse RN	ICEA Jail Nurse Scale	Senior Head Nurse	ICEA Senior Health Nurse Scale	\$6,449
5	Existing	Public Health Nurse	ICEA PHN 3	Senior Public Health Nurse	ICEA PHN 4	\$3,618
6	601382	Chief Operating Officer (Vacated Mastin)	MCF 13	Eliminate	n/a	(\$140,327)
7	601042	Prevention Program Supervisor	ICEA 10	Eliminate pending retirement 4/1/14	n/a	(\$54,344)
8	TBD	New Position	n/a	PCMH Coordinator	MNA 3	\$95,831
9	TBD	New Position	n/a	Executive Assistant	MCF 5	\$72,240
10	601294	Program Specialist	ICEA 5	Electronic Health Records Specialist	ICEA 7	\$11,183
11	TBD	New Position	n/a	Electronic Health Records Specialist	ICEA 7	\$87,233
12	TBD	New Position	n/a	Senior Community Epidemiologist	ICEA 9	\$101,048
13	TBD	New Position	n/a	Health Analyst	ICEA 7	\$87,233
14	601186	CHR II	UAW D	n/a	n/a	(\$3,864)
15	601270	Secretary, Health Department	UAW D	Clinic Assistant I	UAW D	(\$3,864)
16	601236	Clinical Assistant/Tech I	UAW D	n/a	n/a	(\$3,864)

\$245,828

Retirement of Prevention Program Supervisor                      6 more mo.                      (\$56,051)

\$189,777

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION TO ADJUST HEALTH DEPARTMENT CAPACITY IN RESPONSE TO FEDERAL REQUIREMENTS**

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

WHEREAS, passage of the Affordable Care Act (ACA) and the Public Health Accreditation Board (PHAB) standards bring new Health Department requirements; and

WHEREAS, the Health Department has received public entity cost settlement funds in excess of budgeted amounts; and

WHEREAS, Health Department compliance with new public health and health care standards can be accomplished by adjusting the staffing profile;

WHEREAS, the Health Officer recommends increasing administrative efficiency through the elimination of the Chief Operation Officer, Community Health Centers and the realignment of Health Department services; and

WHEREAS, the proposed changes will result in increased staffing capacity to respond to new programmatic requirements; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions, staff retirements, and health department cost settlement revenue; and

WHEREAS, the necessary programmatic changes (additional travel requirements, promotion of services, and accreditation fees) can be accommodated by cost settlement revenue; and

WHEREAS, the net costs of said adjustments is \$357,800 (\$245,800 personnel and \$112,000 programmatic) in year 1 of implementation, and a reduced net cost of \$254,700 (\$189,700 personnel and \$65,000 programmatic) costs in subsequent years; and

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

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

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

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

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

<u>Position number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601381	MCF 15 (\$85,145-\$102,200)	MCF 16 (\$91,846-\$110,242)	Deputy Health Officer, Public Health Services
601003	MCF 17 (\$98,589-\$118,334)	MCF 16 (\$91,846-\$110,242)	Deputy Health Officer/ Executive Director, Community Health Services
601436	ICEA 8 (\$53,827-\$64,618)	ICEA 6 (\$45,091-\$54,130)	Provider Enrollment and Credentialing Coordinator
TBD	ICEA Jail Scale Jail Nurse-RN (\$47,969-\$57,863)	ICEA Jail Scale Registered Head Nurse (\$52,448-\$63,238)	Senior Jail Nurse
TBD	PHN 3 (\$53,841-\$64,635)	PHN 4 (\$56,369-\$67,660)	Senior Public Health Nurse

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

<u>Position / Title</u>	<u>Proposed Title</u>
601003/Chief Executive Officer, CHCS	Deputy Health Officer/Executive Director Community Health Services
601436/Billing and Customer Service Coordinator	Provider Enrollment and Credentialing Coordinator

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following positions be established:

<u>Position / Title</u>	<u>Proposed Grade</u>
PCMH Coordinator	MNA 3 (\$54,384-\$65,287)
Executive Assistant	MCF 5 (\$38,710-\$46,467)
Electronic Health Records Specialist	ICEA 7 (\$49,350-\$59,243)
Electronic Health Records Specialist	ICEA 7 (\$49,350-\$59,243)
Senior Community Epidemiologist	ICEA 9 (\$58,870-\$70,671)
Health Analyst	ICEA 7 (\$49,350-\$59,243)

BE IT FURTHER RESOLVED, that the following vacant position be eliminated:

<u>Position/Title</u>	<u>Grade</u>
601382 / Chief Operation Officer, CHCS	MCF 13 (\$73,099-\$87,739)
601402/ Prevention Programs Supervisor *effective 4/1/14	ICEA 10 (\$63,582-\$76,326)

BE IT FURTHER RESOLVED, that the following budget line items be expanded or established:

<u>Budget Line</u>	<u>Proposed budget</u>
CHC travel *(in support of CHC board attendance at national meetings and new staff positions attending required training)	\$30,000
Promotions and Health Communications	\$50,000
PHAB Accreditation Fees	\$32,000

BE IT FURTHER RESOLVED, that the Controller is authorized to make any budget adjustments needed to implement this resolution.

**MEMORANDUM**

To: Human Services Committee  
Finance Committee

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

Date: November 20, 2013

Subject: Resolution to Amend the Agreements with the Michigan Primary Care Association for Medicaid and CHIP Outreach and Enrollment Services

This is a resolution to amend the agreements with the Michigan Primary Care Association and to accept up to \$16,291 of additional funding for the provision of Medicaid and Children Health Insurance Program (CHIP) Outreach and Enrollment Services through the Ingham Community Health Centers.

The Michigan Primary Care Association (MPCA) has provided funding to the Ingham County Health Department's Community Health Centers for the provision of outreach and enrollment services to children who are uninsured or fail to complete their redetermination application for Medicaid or the Children's Health Insurance Program (Medicaid/CHIP). The initial agreement was amended to accept additional funding and extend the provision of these services through August 17, 2013. This amendment provides a continuation of these services from August 18, 2013 through August 17, 2014 and to accept an additional \$16,291 in funding.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the agreements with MPCA to support outreach and enrollment services to children who are uninsured or fail to complete their redetermination for Medicaid/CHIP and the acceptance of \$16,291 of additional funding to support the provision of these services.

Attachment

c:  
John Jacobs, w/ attachment  
Barb Mastin, w/ attachment  
Nancy Hayward, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

WHEREAS, in Resolution #12-336, the Board of Commissioners authorized an amendment to extend the initial agreement with MPCA through August 17, 2013 and to accept up to \$18,826 of additional funding bringing the total amount of the agreements up to \$33,892; and

WHEREAS, MPCA has provided \$16,291 in additional funding and to extend the period of the agreement to August 17, 2014; and

WHEREAS, the Community Health Center Board has reviewed and supports the proposed amendment to the agreements.

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

BE IT FURTHER RESOLVED, that the Board of Commissioners accept up to \$16,291 of additional funding bringing the total amount of the agreements up to \$50,183.

BE IT FURTHER RESOLVED, that the agreements are extended through August 17, 2014.

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

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



## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: November 20, 2013

RE: Resolution to Authorize an Addendum to the Patient Management and Electronic Health Records Software Agreement with NextGen ® Health Information Systems, Inc. for Ingham County Oral Health Services.

Attached is a resolution to authorize an addendum to the Health Department's patient management and electronic health records agreement with NextGen ® Health Information Systems, Inc. for oral health services provided at Community Health Centers' Adult Dental Center and Healthy Smiles Dental Center in addition to the Ingham County Jail Medical.

The Health Department transitioned Community Health Centers and Jail Medical to electronic patient management in 2011 and began launching electronic health records in 2012 using NextGen ® Health Information Systems, Inc. (NextGen ®) software. The Community Health Centers' two dental centers, Adult Dental and Healthy Smiles, and oral health services provided to inmates of Ingham County Jail have not yet transitioned to electronic health records. An addendum to the existing NextGen ® agreement is necessary to acquire the software and licensing for integration of oral health services into electronic health records.

I recommend that the Ingham County Board of Commissioners approve the attached resolution and authorize an addendum to the patient management and electronic health records agreement with NextGen ® for Ingham County oral health services provided through Adult Dental, Healthy Smiles and Ingham County Jail Medical.

c: Barb Mastin, w/attachment  
John Jacobs, w/attachment  
Cheryl Gildner, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE PATIENT MANAGEMENT AND ELECTRONIC HEALTH RECORDS SOFTWARE AGREEMENT WITH NEXTGEN® HEALTH INFORMATION SYSTEMS, INC. FOR INGHAM COUNTY ORAL HEALTH SERVICES**

WHEREAS, in Resolution # 12-275, the Ingham County Board of Commissioners authorized a contract with NextGen® Healthcare Information Systems, Inc. for patient management and electronic health records software systems; and

WHEREAS, in Resolution #12-276 the Ingham County Board of Commissioners authorized an addendum to the agreement with NextGen® Healthcare Information Systems, Inc (NextGen®) to install the Health Quality measures (HQM) Reporting Service in the Health Department's electronic health records; and

WHEREAS, over 2012 and 2013, the Community Health Centers and Ingham County Jail Medical went live with NextGen® patient management and electronic health record systems in order to maintain compliance, meet meaningful use standards and deliver quality patient care; and

WHEREAS, Community Health Centers' two dental centers, Adult Dental Center and Healthy Smiles Dental Center, and oral health services provided to inmates of Ingham County Jail do not yet have electronic health records; and

WHEREAS, the Community Health Center Network fund was increased by \$147,000 in 2013 to recognize meaningful use funds for the equipment, training, software, interface and license cost associated with the Dental Electronic Health Record Project; and

WHEREAS, the Community Health Center Board has reviewed and supports this agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an addendum to the agreement with NextGen® for patient management and electronic health records to include Community Health Centers' dental centers and oral health services through Ingham County Jail Medical.

BE IT FURTHER RESOLVED, that the NextGen® Healthcare Information Systems, Inc. patient management and electronic health records for dental include HQM Reporting Service.

BE IT FURTHER RESOLVED, the cost for the license, software, interface, equipment and training for dental electronic health records through NextGen® will not exceed the \$147,000 allocated to the Dental Electronic Health Records Project.

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

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

**MEMORANDUM**

**TO:** Human Service Committee  
Finance Committee

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

**DATE:** November 15, 2013

**RE:** Resolution to Enter Into A Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development

This is a recommendation to enter into a MAEP Clean Sweep Program Agreement with Michigan Department of Agriculture and Rural Development (MDARD) to allow the Health Department to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan.

The term of the agreement shall be from October 1, 2013 through September 30, 2014. MDARD has agreed to pay Ingham County up to \$15,000 for the disposal of pesticides received through the Ingham County House Hold Hazardous Waste Program (HHW).

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with the Michigan Department of Agriculture and Rural Development for the period of October 1, 2013 through September 30, 2014.

Attachment

Cc: Jim Wilson w/attachments  
John Jacobs w/attachments.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CLEAN SWEEP PROGRAM AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

WHEREAS, Ingham County Health Department has operated a Household Hazardous Waste Collection Program since 1985; and

WHEREAS, the Health Department has had a Michigan Agriculture Environmental Assurance Program (MAEP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development since 2001; and

WHEREAS, each year the Agreement has allowed the Health Department to be reimbursed for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the Michigan Department of Agriculture and Rural Development has proposed to enter into a new agreement with the Health Department; and

WHEREAS, the Michigan Department of Agriculture and Rural Development shall pay the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the term of the Agreement shall be October 1, 2013 through September 30, 2014; and

WHEREAS, the Health Department anticipates a continuation of these services and funds in its 2014 budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes a MAEAP Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with the Michigan Department of Agriculture and Rural Development.

BE IT FURTHER RESOLVED, that the Michigan Department of Agriculture and Rural Development shall reimburse the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides.

BE IT FURTHER RESOLVED, that the term of the agreement shall be October 1, 2013 through September 30, 2014.

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

**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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

TO: Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: November 18, 2013

RE: Public Act 152 requirements

In October, the Board approved the health insurance benefits for 2014. At that time, we recommended that the hard cap requirements of Public Act 152 be waived. We also indicated that we believed we would be able to comply with the 80-20 test.

As you are aware, all three bargaining units within the Road Department are still negotiating benefits for 2014. While it appears we would make the 80-20 test without including the Road employees, we need to make sure we will comply after they are included. Due to the uncertainty and lack of time remaining before the end of the year, we cannot determine with 100% certainty that we will make the 80-20 test once we include the Road employees especially if the bargaining continues into 2014.

While we will make every effort to comply with the law, we believe it is in the County's best interest to waive all requirements of Public Act 152. This can be accomplished with a 2/3rds approval of the Board. The attached resolution will authorize this waiver.

In addition, many letters of understanding need to be approved within a very short time period and must be accomplished by the end of the year. In the past, we have asked that the Director of Human Resources be authorized to sign on behalf of the County. We did this last year and process was much more efficient. I forgot about this special request when I prepared the original resolution. I have included this authorization in the attached resolution.

Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO WAIVE THE 80/20 REQUIREMENT FOR HEALTH CARE COST FOR 2014 AND  
AUTHORIZE THE DIRECTOR OF HUMAN RESOURCES TO SIGN THE LETTERS OF  
UNDERSTANDING FOR HEALTH INSURANCE**

WHEREAS, Public Act 152 of 2011 places limits on public employer's contributions towards their employee's health benefits; and

WHEREAS, the recently approved Resolution 13-409 waived the hard cap requirement of the act and elected to comply with the 80% statutory percentage limit; and

WHEREAS, all requirements of the act can be waived with a 2/3 vote of the governing body; and

WHEREAS, the Road Department employees are still under negotiation for health insurance benefits for 2014; and

WHEREAS, the uncertainty associated with the cost of the benefits for the Road Department employees makes it very difficult to determine if the County will be in compliance with the 80% requirement; and

WHEREAS, it is the intent of the Board of Commissioners that the County make continued progress to comply with all sections of Public Act 152; and

WHEREAS, in the recent past, the Director of Human Resources has been authorized to sign the letters of understanding with the bargaining units.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby elects to waive all requirements of Public Act 152 of 2011 for 2014 yet attempt to meet all of the requirements of the Act.

BE IT FURTHER RESOLVED, that the Director of Human Resources is authorized to sign all letters of understanding regarding 2014 health insurance benefits.

**MEMORANDUM**

**TO: COUNTY SERVICES AND FINANCE COMMITTEES**

**DATE: November 20, 2013**

**FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE  
PRESERVATION BOARD**

**SUBJECT: APPROVAL OF 2013 APPLICATION CYCLE RANKING**

This resolution approves the 2013 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2013 ranked applications will go through the Purchasing Departments' Bid process to negotiate easement values.

The FOSP Board contracted with Michigan State University GIS and Remote Sensing Analysis Department to score and rank properties submitted to the program using an objective source of data resources. The ranking submitted for this resolution used the new ranking system developed by MSU GIS and Remote Sensing.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2014 budget.

Introduced by County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE RANKING OF THE 2013 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES**

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2013 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2013 Farmland and Open Space Application Ranking as attached.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Farmland and Open Space Preservation Board to proceed with negotiations on the top ranked Agricultural and Open Space properties.



## Open Space Ranking

<b>Landowner</b>	<b>Year</b>	<b>Acres</b>	<b>Township</b>	<b>Final Score</b>	<b>Rank</b>
Lewis	2010	153.5	Stockbridge	30.45	9 <sup>th</sup> (declined)
Melhaff/Villareal	2010	77.7	Onondaga	43.85	5 <sup>th</sup> (closed)
Culver	2010	10.64	Onondaga	23.4	10 <sup>th</sup>
Gruber	2010	40	Williamstown	35.65	8 <sup>th</sup>
Linn, Judy	2011	75	Meridian	54.7	4 <sup>th</sup> (declined)
Schrepher	2011	80.62	Williamstown	43.84	6 <sup>th</sup> (declined)
Goodnoe	2012	80	Williamstown	58.2	2 <sup>nd</sup>
Stickle	2012	44.4	Williamstown	55.05	3 <sup>rd</sup>
Davis	2013	202	Onondaga	66	1 <sup>st</sup>
Medema	2013	280	Aurelius	42.5	7 <sup>th</sup>

## Farmland Ranking

Last Name	Application Cycle	Ares	Township	Ag Productivity - 20	Parcel Size - 20	Ag Income - 5	Proximity to Livestock - 5	Surrounding Land - 7	Sewer/Water - 7	Pop. Center - 10	Rd. Frontage - 30	Protected Prop - 8	Ag Zoning - 3	Block Apps - 15	Ag Charact. - 5	MAEAP - 5	Total	Status
1 Powell	2009	395.03	Williamstown	16.55	25	5	5	5	10	30	8	15	3	0	5	0	127.55	declined 2011 appraisal
2 Shannon	2010	211.4	Williamstown	20	25	5	3	2	0	30	8	15	3	0	0	0	111	declined 2011 appraisal
3 Schwab	2011	191.1	Delhi	11.57	19.1	0	3	5	10	28	6.21	15	1	0	0	0	98.88	accepted and proceeding to close
4 Hudson	2011	107.19	Delhi	9.604	10.7	0	3	5	7	30	6.84	15	1	0	0	0	88.144	declined 2011 appraisal
5 Medema	2011	280.42	Aurelius	0	25	0	3	5	7	24	8	15	1	0	0	0	88	declined 2011 appraisal
6 Nussdorfer	2011	140.78	Aurelius	4.75	14.08	0	3	5	5	22	8	20	3	0	0	0	84.828	accepted and proceeding to close
7 Snow	2009	319.52	Vevay	18.79	25	5	5	7	8	0	8	5	1	0	0	0	82.79	
8 Rogers, M,D (formally Todd)	2007	216.33	Onondaga	15.03	25	0	3	7	0	0	8	15	1	8	0	0	82.03	declined 2011 appraisal
9 Johnson	2012	121	Aurelius	9.35	12.1	5	0	5	7	28	8	5	1	0	0	0	80.45	
10 Peplowski	2009	141.7	Locke	13.38	17.71	0	0	7	10	22	8	0	1	0	0	0	79.09	declined 2011 appraisal
11 Thorburn	2011	102.1	Alaaidon	11.85	10.2	0	3	5	10	30	5.92	0	1	0	0	0	76.97	accepted and proceeding to close
12 Kranz	2012	72	Vevay	16.7	7.2	5	5	5	7	24	6	0	1	0	0	0	76.9	
13 Halmrich Sod Farm	2011	57.77	Meridian	10	5.77	5	0	2	5	30	0	15	3	0	0	0	75.77	
14 Rogers	2007	331.1	Onondaga	14.96	25	0	0	7	0	0	8	5	1	8	0	0	68.96	declined 2011 appraisal
15 Richardson	2007	60	Onondaga	14.16	7.5	0	0	7	8	0	8	15	1	8	0	0	68.66	declined 2011 appraisal
16 Hector	2006	80		14.98	10.01	0	5	7	6	0	8	15	1	0	0	0	66.99	
17 Cavanaugh	2006	239	Bunkerhill	9.79	25	5	5	7	6	0	8	0	1	0	0	0	66.79	
18 Shaw L.	2007	161.66	Vevay	18.58	20.2	0	5	5	8	0	8	0	1	0	0	0	65.78	
19 Shaw D.	2007	140	Vevay	14.57	17.61	5	3	7	5	0	8	0	1	0	0	0	61.18	
20 Haynes #3	2009	77	Aurelius	16.21	9.695	0	5	7	8	0	8	5	1	0	0	0	59.905	
21 Hutchinson	2006	77	Onondaga	14.69	9.782	5	5	7	0	0	0	15	1	0	0	0	57.472	
22 Morehouse	2009	109.57	Bunkerhill	19.59	13.69	0	0	7	6	0	8	0	1	0	0	0	55.28	
23 Fitzgerald	2010	56.44	Locke	20	7.055	5	0	7	6	0	8	0	1	0	0	0	54.055	
24 Collar	2012	40	vevay	19.55	4	5	3	5	5	0	4	0	1	0	5	0	51.55	
25 Brake	2010	75	Locke	15.6	9.375	0	5	7	6	0	2	0	1	0	0	0	45.975	
26 Shaw T.	2007	60	Vevay	15.74	7.5	0	5	7	5	0	1.87	0	1	0	0	0	43.11	
27 Miner	2012	95	Leslie		9.5	5	5	7	5	0	8	0	1	0	0	0	40.5	
28 Clark R.	2009	52.95	Leslie	12.36	6.61	5	0	5	10	0	0	0	1	0	0	0	39.97	
29 Ball	2010	25	Locke	15.4	3.125	0	5	7	6	0	1	0	1	0	0	0	38.525	
30 Cavanaugh	2007	39.99	Bunkerhill	11.55	5	0	5	7	0	0	8	0	1	0	0	0	37.55	
31 Andrus	2011	65.1	Locke	16.7	6.5	0	3	7	0	0	2.86	0	1	0	0	0	37.06	
32 Cheney	2012	40	Vevay	13.8	4	0	0	7	5	0	4	0	1	0	0	0	34.8	
33 Klicker	2009	37	Whiteoak	18	4.62	0	0	7	0	0	0.55	0	1	0	0	0	31.17	
34 Hale	2009	100	Stockbridge	10.053	12.5	0	0	7	0	0	0.34	0	1	0	0	0	30.893	
35 Zimmerman	2011	80	Bunkerhill	11.75	8	0	0	7	0	0	1.86	0	1	0	0	0	29.61	

Introduced by the County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE MODIFICATION OF THE MERS  
HYBRID PLAN ADOPTION AGREEMENTS**

WHEREAS, the County Board of Commissioners has authorized the establishment of MERS Hybrid Plan divisions; and

WHEREAS, the MERS Hybrid Plan (Defined Contribution Component) Adoption Agreement for each division provided for employer and employee contributions to the Trust on a monthly basis; and

WHEREAS, the MERS Hybrid Plan Adoption Agreements allows for bi-weekly contributions; and

WHEREAS, the Board of Commissioners recognize the advantage to participating employees to have contributions to the Trust made on a bi-weekly basis after January 1, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the modification of the MERS Hybrid Plan Adoption Agreements for each division.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

MEMORANDUM

Agenda Item 9a

November 19, 2013

TO: Liaison and Finance Committees

FROM: Teri Morton, Budget Director

RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2013 Budget. The General Fund budget will be adjusted to the amount of \$75,937,531 for the fourth quarter of 2013.

The largest adjustment this quarter is the merger of the Minimum Security Facility Fund (F103) into the general fund. Since the facility became operational, the County has been accounting for it separately to insure that the costs of the additional staff and debt service were being recouped through jail bed rental. Certain categories of bed rentals are recorded in Fund 103, while others are recorded in the Sheriff's general fund budget. Over the years, the categories of bed rentals has shifted, and in some years Fund 103 accrues a large fund balance, and in other years fund balance is drawn down. This has also caused fluctuations in the Sheriff's general fund budget, which can make comparing budgets and actual revenue collection difficult. Tracking the Minimum Security Facility fund separately no longer appears to be necessary, and, for financial reporting purposes, it is already recorded as part of the general fund. This adjustment will also make it easier for the Sheriff's Office to track their overall corrections budget.

Another sizable adjustment is an additional general fund appropriation to the Department of Human Services Child Care fund of \$130,000. This is necessary due to previous years' billing adjustments related to funding source changes going back multiple years. A general fund appropriation of around \$61,000 is also needed for the Tri-County Metro Narcotics Squad. The 2012/2013 forfeiture revenues from the Metro Squad were not sufficient to reimburse the total Ingham County contribution of \$257,083.

Based on current projections, revenues in the Register of Deeds Office can be increased by around \$150,000. Between this revenue increase and the decrease in the Cooperative Extension payment to Michigan State University of \$41,533 for the Annual Work Plan, no contingency funds are needed to cover the cost increases detailed above.

This resolution will also recognize an appropriation of around \$37,000 from the Tri-County Metro Squad's reserve account to cover the 2013 shortfall in the Anti-Drug grant, which funds an assistant prosecuting attorney and a sheriff's deputy.

Other adjustments include recognizing insurance proceeds revenue to purchase replacement vehicles, adding a budget for additional audit expenses, and replacement computer equipment funded from the equipment revolving fund.

Finally, this resolution will formally eliminate a vacant assistant prosecuting attorney position that had been assigned to the Domestic Assault Task Force (DART) grant, which was not renewed for 2013.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$208,428. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$353,259.

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

## 2013 CONTINGENCY

Adopted Contingency Amount	\$353,259
R13-54: Veterans Affairs Temporary	(5,012)
R13-83: District Court Reorganization	(17,506)
R13-186: 1 <sup>st</sup> Quarter Adjustment	(13,972)
R13-199: County Clerk Imaging	(18,800)
R13-218: Day Reporting Program Transitional Funding	(20,000)
R13-237: 1/3 Funding for Animal Control Volunteer Assistant	(17,298)
R13-403: Annex Building Assessment for Animal Control	(42,243)
R13-412: USGS Enhanced Flood Warning System	(10,000)
<b>Proposed Contingency Amount</b>	<b>\$208,428</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2013 Budget on October 23, 2012 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute; and

WHEREAS, the Prosecutor’s Domestic Assault Task Force (DART) grant was discontinued in 2013; and

WHEREAS, the DART grant provided funding for an Assistant Prosecuting Attorney position.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2013 BUDGET</u> <u>11/15/13</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$74,720,280	\$1,217,251	\$75,937,531
103	Minimum Security Facility	1,020,023	(1,020,023)	0
258	Potter Park/Zoo	3,614,723	5,733	3,620,456
266	Anti-Drug Grant	460,329	0	460,329
288	DHS – Child Care	3,619,322	130,000	3,749,322
664	Mach. & Equip. Revolving	1,085,855	32,070	1,117,925

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2013 Ingham County General Fund budget at \$75,937,531.

BE IT FURTHER RESOLVED, that an Assistant Prosecuting Attorney position (#229015) is eliminated from 2013 Approved Position List and Position Allocation List.

## GENERAL FUND REVENUES

	2013 Budget – 11/15/13	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	41,058,229		41,058,229
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(25,000)		(25,000)
Industrial Facility Tax	330,000		330,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	4,725,000		4,725,000
Convention/Tourism Tax - Liquor	2,143,468		2,143,468
Court Equity Fund	1,575,000		1,575,000
Use of Fund Balance	4,192,469		4,192,469
<b>Department Generated Revenue</b>			
Animal Control	713,706		713,706
Circuit Court - Family Division	640,551		640,551
Circuit Court - Friend of the Court	342,000		342,000
Circuit Crt - General Trial	2,401,452		2,401,452
Controller	3,170		3,170
Cooperative Extension	26,325		26,325
County Clerk	630,400		630,400
District Court	2,466,331		2,466,331
Drain Commissioner/Drain Tax	339,658		339,658
Economic Development	49,462		49,462
Elections	28,950		28,950
Homeland Sec./Emergency Ops	201,813		201,813

Equalization /Tax Mapping	10,100		10,100
Facilities	170,805		170,805
Financial Services	54,742		54,742
Health Department	340,327		340,627
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	583,371		583,371
Register of Deeds	1,646,325	150,383	1,796,708
Remonumentation Grant	80,444		80,444
Sheriff	5,191,243	1,066,868	6,258,111
Treasurer	4,445,576		4,445,576
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,881		378,881
<b>Total General Fund Revenues</b>	<b>74,720,280</b>	<b>1,217,251</b>	<b>75,937,531</b>

### GENERAL FUND EXPENDITURES

	2013 Budget - 11/15/13	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Board of Commissioners	547,230		547,230
Circuit Court - General Trial	8,115,176		8,115,176
District Court	2,429,915		2,429,915
Circuit Court - Friend of the Court	1,377,860		1,377,860
Jury Board	1,123		1,123
Probate Court	1,425,212		1,425,212
Circuit Court - Family Division	4,501,513		4,501,513
Jury Selection	99,543		99,543
Elections	177,651		177,651
Financial Services	753,533		753,533
County Attorney	416,334		416,334



County Clerk	572,533		572,533
Controller	813,437		813,437
Equalization/Tax Services	664,640		664,640
Human Resources	621,681		621,681
Prosecuting Attorney	5,867,587		5,867,587
Purchasing	211,773		211,773
Facilities	1,863,038		1,863,038
Register of Deeds	451,827		451,827
Remonumentation Grant	80,444		80,444
Treasurer	623,707		623,707
Drain Commissioner	886,430	6,875	893,305
Economic Development	114,290		114,290
Community Agencies	185,720		185,720
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	104,960		104,960
Jail Maintenance	268,100		268,100
Sheriff	18,152,138	1,061,135	19,219,273
Community Corrections	141,529		141,529
Animal Control	1,439,834		1,439,834
Metro Squad	0	60,774	60,774
Homeland Sec/Emergency Ops	326,269		326,269
Board of Public Works	300		300
Drain Tax at Large	345,000		345,000
Health Department	9,337,640		9,337,640
Community Health Centers	999,682		999,682
Medical Examiner	337,035		337,035

Substance Abuse	1,078,593		1,078,593
Community Mental Health	1,751,631		1,751,631
Department of Human Services	1,778,665	130,000	1,908,665
Tri-County Aging	76,225		76,225
Veterans Affairs	490,786		490,786
Cooperative Extension	503,804	(41,533)	462,271
Parks and Recreation	1,373,962		1,373,962
Contingency Reserves	208,428		208,428
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	3,148,252		3,148,252
<b>Total General Fund Expenditures</b>	<b>74,720,280</b>	<b>1,217,251</b>	<b>75,937,531</b>

### **General Fund Revenues**

Register of Deeds	Increase revenue \$150,383 to reflect current projections.
Sheriff	Increase insurance proceeds \$41,112 for replacement of two patrol vehicles. Increase sale of fixed assets revenue \$5,733 to reflect transfer of a Sheriff vehicle to the Potter Park Zoo. Increase jail bed rental \$1,020,023 due to merger of Minimum Security Facility Fund into Sheriff General Fund budget.

### **General Fund Expenditures**

Drain Office	Increase contractual services account \$6,875 for audit expenses.
Sheriff	Increase vehicle budget \$41,112 for two replacement vehicles for Delhi division. Replacement cost is covered by insurance proceeds. Merge Minimum Security Facility Fund into Sheriff General Fund budget. When the facility first became operational, the additional staff and debt service were accounted for separately to insure full costs were recouped through the rental of jail beds. Over the last several years, this has been verified. Merging this fund into the General Fund will simplify the accounting and budgeting for the Sheriff's Office and make the budget consistent with the financial report. \$1,020,023 in expenses, including six corrections officers, will be transferred to the General Fund.

Metro Squad	Transfer \$60,774 to the Metro Squad budget. 2012/2013 forfeiture revenues were insufficient to fully reimburse of the Ingham County contribution of \$257,083.
Dept of Human Services	Increase appropriation \$130,000 due to a one-time adjustment for prior year billing adjustments.
Cooperative Extension	Decrease contractual services budget \$41,533 per amended Annual Work Plan with MSU Extension approved by Resolution 13-398.

### **Non-General Fund Adjustments**

Minimum Security Fac. (F103)	Merge Minimum Security Facility Fund into Sheriff General Fund budget. When the facility first became operational, the additional staff and debt service were accounted for separately to insure full costs were recouped through the rental of jail beds. Over the last several years, this has been verified. Merging this fund into the General Fund will simplify the accounting and budgeting for the Sheriff's Office and make the budget consistent with the financial report. \$1,020,023 in revenues and expenses, including six corrections officers, will be transferred to the General Fund.
Potter Park/Zoo (F258)	Increase budget to reflect transfer of a Sheriff vehicle to the Zoo. (\$5,733)
Anti-Drug Grant (F266)	Decrease grant revenue based on final grant approval. (\$36,777) Increase revenue from Tri-County Metro Narcotics Squad by like amount. The Metro Squad agreed to cover the grant shortfall for the 2012-2013 grant year from its reserve account. Transfer \$60,774 from the general fund to the Metro Squad budget. 2012/2013 Metro Squad forfeiture revenues were insufficient to fully reimburse the Ingham County contribution of \$257,083.
Dept of Human Services (F288)	Increase general fund appropriation and expenses due to one-time adjustment for prior year billing adjustments. (\$130,000)
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase 3 replacement laser printers for Probate Court (\$2,333) and five computers and monitors for the Department of Human Services (\$4,237). Increase vehicle budget for Facilities for replacement vehicle (\$25,500). Cost will be covered by insurance proceeds.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH TIMETABLES FOR TRANSFER OF FUNDS FROM THE  
CITY OF LANSING FOR 911 EMPLOYEES**

WHEREAS, 34 employees transferred from the City of Lansing and 11 employees from the City of East Lansing to Ingham County on July 1, 2012 as part of the 911 Consolidation; and

WHEREAS, the 911 Legacy agreement with the Cities of Lansing and East Lansing required the Cities to transfer the accumulated pension and retiree health care assets and Other Post-Employment Benefit (OPEB) assets for these employees; and

WHEREAS, in June of 2013, MERS transferred \$918,225 from the City of East Lansing's account into Ingham County's account for their 11 transferred employees' accumulated pension assets, and \$55,249 for their accumulated health care assets to Ingham County as required by contract; and

WHEREAS, the City of Lansing has yet to pay either pension or health care accumulated assets to Ingham County; and

WHEREAS, on November 12, 2013 the Ingham County Board of Commissioners adopted Resolution #13-429 to make the 32 remaining City of Lansing employees whole by providing \$1,500,000 to temporarily fund retirement accounts for impacted employees through Municipal Employees Retirement System (MERS) of Michigan; and

WHEREAS, County and City officials have not yet agreed on a dollar amounts for this transfer; and

WHEREAS, the City of Lansing acknowledges owing at least \$1,070,857.88; and

WHEREAS, the City of Lansing has not provided a dollar value for OPEB assets owed to Ingham County under the 911 Legacy Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners directs its Controller/Administrator to send written notice to the City of Lansing seeking payment of the \$1,070,857.88 to the County, the amount the City believes it owes under the 911 Legacy Agreement, to be remitted on or before January 15, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners calls on the City of Lansing to resolve to enter into arbitration to determine the exact amount reasonably owed to the County above and beyond the \$1,070,857.88 through a mutually agreed upon arbitrator (American Arbitration Association or Federal Mediation and Conciliation Service) by January 15, 2014.

BE IT FURTHER RESOLVED, that should the City of Lansing fail to remit payment on or before January 15, 2014 and fail to agree to arbitration by said date, Corporation Counsel shall then be authorized to initiate necessary legal action against the City of Lansing for the purpose of recovering amounts owed for accumulated pension and retiree health care assets, as cited in the 911 Legacy Agreement.

BE IT FURTHER RESOLVED, that the Controller/Administer shall continue negotiations with City officials in an attempt to secure the balance of funds owed to fully OPEB assets for impacted employees formerly employed by the City of Lansing.

BE IT FURTHER RESOLVED, that should negotiations fail to produce agreement on amounts owed to fully fund OPEB assets on or before January 15, 2014, Corporation Counsel shall then be authorized to initiate necessary legal action against the City of Lansing for the purpose of recovering amounts owed OPEB assets, as cited in the 911 Legacy Agreement.