THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 20, 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 February 6, 2013 Minutes
Additions to the Agenda
Limited Public Comment

1. **Sheriff’s Office** - Resolution Authorizing Ingham County Deputies to Enter into a Rifle Purchase Program with the Ingham County Sheriff’s Office

2. **55th District Court** - Resolution to Approve a Re-Organization within the 55th District Court

3. **Facilities** - Resolution Authorizing Entering into a Contract with Wide Open West (WOW) Mid-Michigan Cable to Install New Cables and Amplifiers throughout the Sheriff’s Office and Jail

4. **Veterans Affairs** - Resolution to Authorize the Second Amendment to the 2013 Appropriations Resolution and the Establishment of a Veterans Clerk/Trust Fund Agent Position

5. **Health Department**
   a. Resolution to Accept a Grant from the Tri-County Office on Aging to Provide Personal Action Towards Health Classes
   b. Resolution to Authorize an Agreement with the Michigan Primary Care Association for BridgeIT
   c. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center
   d. Resolution to Amend the Agreements with the Lansing Area Aids Network and Community Aids Network Services as Originally Authorized in Resolution #12-347
6. **Equalization**  
a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appoint Douglas A. Stover as County Grant Administrator for the 2013 Remonumentation Project  
b. Resolution to Contract with Ronnie M. Lester as County Representative and Enger Surveying and Engineering for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2013

7. **Department of Transportation & Roads**  
a. Resolution to Authorize Approval of the Preliminary Plat of Georgetown  
b. Resolution to Authorize the Purchase of Reflective Sign Faces and Complete Signs from Rathco Safety Supply, Inc.

8. **Fair Board**  
a. Resolution Authorizing Entering into a Contract with Jordan Roofing to Replace the Roof on the Community Hall and Office at the Ingham County Fairgrounds  
b. Resolution Authorizing Entering into a Contract with DLZ Michigan, Inc. to Provide Architectural & Engineering Services for the Main Arena Heating Project at the Ingham County Fairgrounds  
c. Resolution to Accept $9,000 in Matching Capital Improvement Funds from the Michigan Department of Agriculture and Rural Development

9. **Parks Department** - Resolution Authorizing the Transfer of 2012 Burchfield Restroom Recreation Passport Grant Matching Funds to a 2013 Lake Lansing Park-South Recreation Passport Grant Application

10. **Human Resources**  
a. Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees  
b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the UAW Local 2256 – Technical, Office, Para-Professional and Service 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.
FINANCE COMMITTEE
February 6, 2013
Minutes

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

Members Absent: Randy Schafer and Todd Tennis

Others Present: Teri Morton, Eric Schertzing, Desiree Kirkland, Paul Pratt, Carla Clos, Stacy Byers, Mike Hughes, Jim Hudgins, Renée Branch Canady, Rick Terrill, Randy Marwede 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 January 16, 2013 Minutes
The January 16, 2013 Minutes were approved as submitted.

Additions to the Agenda
1e. Late – Treasurer – Quarterly Investment Report

2a. Substitute - Drain Office - Resolution Pledging Full Faith and Credit to North Onondaga Drain Drainage District 2013 Bonds

2b. Substitute - Drain Office - Resolution to Authorize Pledge of County of Ingham’s Full Faith and Credit for Drain Bonds for Burrell Intercounty Drainage District

9b. Late - Veterans Affairs - Resolution Setting a Public Hearing on a Proposed 2013 Increase to the Indigent Veterans Support Millage

Limited Public Comment
None.

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

1. Treasurer’s Office
   a. Resolution to Set Policy for Certain Delinquent Tax Payments
   b. Resolution to Provide Funding for Low Income Tax Preparation
   c. Resolution Authorizing 2013 Administrative Fund
   d. 2013 Borrowing Resolution (2012 Delinquent Taxes)
3. **Department of Transportation & Roads**
   a. Resolution to Re-Authorize an Annual Software Maintenance Contract with Precision Computer Solutions, Incorporated
   b. Resolution to Authorize Three Variances for the Proposed Douglas J Housing, LLC Development

4. **Farmland and Open Space Preservation Board** - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Thorburn, Schwab and Nussdorfer Properties

5. **Potter Park Zoo** - Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2013 Marketing

6. **Facilities**
   a. Resolution Authorizing a Contract with F.D. Hayes Electric Company to Provide Electrical Circuits for the Installation of 55 Video Visitation Units at the Ingham County Jail and the Human Services Building
   b. Resolution Authorizing Entering into a Contract with DLZ Michigan, Inc. to Provide Architectural and Engineering Services for the Replacement of the Cooling Tower at the Ingham County Jail

7. **Health Department**
   a. Resolution to Accept $500,000 in School-Based Health Centers Capital Program Funds from the Health Resources and Services Administration
   b. Resolution to Accept Supplemental Funding for Quality Improvement in Health Centers from the Health Resources and Services Administration and to Authorize the Allocation of these Funds Toward the Purchase of a Patient Portal and Website
   c. Resolution Amending Resolution #12-199, to Accept Clinical Services Expansion Funding for the Child and Adolescent Health Center Program from the Michigan Department of Community Health, to Establish Positions in the Health Department and Enter into an Agreement with Fahrenheit Creative Group
   d. Resolution to Authorize an Addendum to the Agreement with NextGen Healthcare Information Systems, Inc.
   e. Resolution to Authorize a Memorandum of Understanding with the Michigan Primary Care Association for the Placement of an AmeriCorps Member within the Community Health Centers
   f. Resolution to Authorize Amendment #2 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
   g. Resolution to Authorize a Pharmacy Services Agreement for Services at the Ingham County Jail
   h. Resolution to Authorize a Letter of Understanding with the Ingham Intermediate School District for Early On Services

9. Veterans Affairs
   a. Resolution Approving the Use of Contingency Funds for a Temporary Hire for Ingham County Department of Veteran Affairs
   b. Resolution Setting a Public Hearing on a Proposed 2013 Increase to the Indigent Veterans Support Millage

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Tennis and Schafer

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

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Tennis and Schafer

1. Treasurer’s Office
   e. Quarterly Investment Report

Mr. Schertzing introduced Ms. Desiree Kirkland the new Chief Deputy Treasurer.

(Comm. Koenig arrived at 6:04 pm)

Mr. Schertzing pointed out the effective rate of return and described the investment risk along with PA 20.

The Committee discussed the issuer of the investments and their location, insured and uninsured investments, certificates of deposit, commercial paper, municipal bonds, along with return of and return on investments and maturity dates.

Comm. Vickers questioned if the County has ever considered purchasing the drainage bonds. Mr. Schertzing explained that has been done before and is on his agenda to speak with the Controller and Board Chairperson.

(Comm. Koenig arrived at 6:04 pm)

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. BAHAR-COOK, TO SUSPEND THE BOARD RULES TO ALLOW COMM. KOENIG TO VOTE ON THE MINUTES AND CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Schafer

Comm. Koenig voted yes to approve the minutes and the consent agenda.

2. Drain Office
   a. Resolution Pledging Full Faith and Credit to North Onondaga Drain Drainage District 2013 Bonds
   b. Resolution to Authorize Pledge of County of Ingham’s Full Faith and Credit for Drain Bonds for Burrell Intercounty Drainage District
Comm. Bahar-Cook asked for a brief summary of the procedure leading up to the Full Faith and Credit request. Mr. Pratt explained there is a legal process to create a drain process and from there the Drain Commissioner hires attorneys and engineers to define the scope of work. Plans then go out for bid to get a price so the Drain Office can calculate the total cost of the project. At that point it is necessary to schedule a day of review and provide the property owners’ notice so they can review the special assessment roll. Next there are several appeal processes within the drain code and assuming the assessments are acceptable it is forwarded to the Township Clerks and assessed every December until paid for. The reason the Drain Commissioner comes to the Board of Commissioners is to get the Full Faith and Credit which lowers the interest rate.

Mr. Pratt informed the Committee that he is not aware of any drain bonds that have defaulted in Ingham County ever and in his opinion there is no reason for default. Comm. McGrain asked if there should be more scrutiny with the full faith and credit on these projects. Mr. Pratt explained there is scrutiny through the State Equalized Value in the municipality and County, as well as, in the areas of the drainage assessment.

Comm. Vickers pointed out flooding concerns and provided examples of individual assessments to the landowner. Comm. Vickers stated he is pleased with the breakdown in the handout and that the Drain Office tried to keep the assessments below $5.00/acre/year because historically it seemed the sky was the limit.

Comm. Vickers suggested internal funding for some of the small drainage projects because issuing bonds can be expensive. Mr. Pratt stated that anyone is allowed to prepay asking that the Commissioners let him know if there is intent to prepay.

The Committee discussed bonds, prepayment and interest rates.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION (a) PLEDGING FULL FAITH AND CREDIT TO NORTH ONONDAGA DRAIN DRAINAGE DISTRICT 2013 BONDS AND (b) RESOLUTION TO AUTHORIZE PLEDGE OF COUNTY OF INGHAM’S FULL FAITH AND CREDIT FOR DRAIN BONDS FOR BURRELL INTERCOUNTY DRAINAGE DISTRICT.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Schafer

Announcements
None.

Public Comment
None.

The meeting adjourned at approximately 6:25 p.m.

Respectfully submitted,

Julie Buckmaster
RESOLUTION ACTION ITEMS:

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

1. **Sheriff’s Office** - Resolution Authorizing Ingham County Deputies to Enter into a Rifle Purchase Program with the Ingham County Sheriff’s Office

   This resolution authorizes the Ingham County Sheriff’s Office to initiate a rifle or firearm purchase program subject to the conditions outlined by the County Attorney and approval of the affected unions. The County would initially purchase the Rifles and laser scope accessories for each MCOLES licensed or firearms instructor deputy (estimated to be up to 80) through the rifle purchase program. Then each eligible deputy could voluntarily choose to purchase the rifle and accessories through a two year payroll deduction period. The initial purchase would be made by the County with funds from the employee benefit fund to be reimbursed by employees. The current county owned long rifles would continue to be used by any deputy that chooses not to participate in this program. See the attached memo for details.

2. **55th District Court** - Resolution to Approve a Re-organization within the 55th District Court

   This resolution authorizes a reorganization affecting four employees at the 55th District Court. The 2013 cost is estimated at $17,506 and the long term costs at the top of the scale are estimated at $31,000. The 2013 additional costs are to come from the 2013 County Contingency Fund. See the attached memo for details.

3. **Facilities** - Resolution Authorizing Entering into a Contract with Wide Open West (WOW) Mid-Michigan Cable to Install New Cables and Amplifiers Throughout the Sheriff’s Office & Jail

   The resolution before you authorizes awarding a contract to WOW Mid-Michigan Cable to provide and install new cables and amplifiers throughout the Sheriff’s Office and Jail. WOW Cable is the current sole source cable provider who can provide the cables and amplifiers for this transition, for a total cost of $20,518.12. On April 23, 2013, WOW will be changing over to digital service and these changes need to be in place before that date otherwise the entire facility will be left without TV services. Funding for the project is available within the Jail Commissary account number 595-30110-931000.

5a. **Health Department** - Resolution to Accept a Grant from the Tri-County Office on Aging to Provide Personal Action Towards Health Classes

   This resolution authorizes an agreement with the Tri-County Office on Aging through which the Tri-County Office on Aging will provide Ingham County with up to $10,000 to implement Personal Action Toward Health (PATH) classes throughout the Ingham County community, targeting participants who are either (1) low income; or (2) persons of color; or (3) speak English as a second language. The grant period will be February 1, 2013 through September 30, 2013.
5b. **Health Department - Resolution to Authorize an Agreement with the Michigan Primary Care Association for BridgeIT**

This agreement will allow the Community Health Centers to meet the mandatory reporting requirements placed on them as a Section 330 grantee of the Health Resources and Services Administration. The Health Department will use funds from the School-Based Health Center Capital Grant’s Equipment Project to purchase the required licenses and fees to implement BridgeIT software. The one-time cost of these licenses and fees will not exceed $13,804. The monthly maintenance fees of $1,433 will be paid with funds from the Child and Adolescent Health Program grants from the Michigan Department of Community Health. The agreement will be for the period March 1, 2013 through February 28, 2014. This agreement will automatically renew at the end of the term unless either party provides notice otherwise.

5c. **Health Department - Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center**

This resolution authorizes an agreement with Midland County Educational Services Agency (MCESA) to implement the Great Start to Quality Work Plan to continue the scope of services in the Central Region. The services listed in the scope of work will be funded by a Great Start to Quality Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to $372,976. The terms of these Agreements shall be October 1 through December 31, 2012 for an amount of $93,244; and January 1, through September 30, 2013 for an amount of $279,732. The budget and work plan for these agreements were finalized with MCESA and ECIC in late December, 2012.

5d. **Health Department - Resolution to Amend the Agreements with the Lansing Area AIDS Network and Community AIDS Network Services as Originally Authorized in Resolution #12-347**

This resolution changes the period of both agreements to January 1, 2013 through July 31, 2013, with the option to renew to complete project requirements. This amendment will result in reduced costs to the Health Department for the current year. The amount to be paid from January 1, 2013 to July 31, 2013 to the Lansing Area AIDS Network will not exceed $29,171. The amount to be paid to Community AIDS Resource and Education services for the same time period will not exceed $57,674.

6a. **Equalization - Resolution Approving Entering into a Grant with the Michigan Department of Licensing & Regulatory Affairs and Appoint Douglas Stover as County Grant Administrator for the 2013 Remonumentation Project**

The resolution authorizes entering into the 2013 Survey and Remonumentation Grant with the Michigan Department of Licensing and Regulatory Affairs and appoints the County Grant Administrator. The appropriation amount for the 2013 grant is $80,444.

6b. **Equalization - Resolution to Contract with Ronnie M. Lester as County Representative and Enger Surveying and Engineering for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2013**

The resolution appoints the 2013 County Representative and County Surveyor.
7a. **Department of Transportation and Roads** - Resolution to Authorize Approval of the Preliminary Plat of Georgetown

The resolution re-approves the Georgetown subdivision preliminary plat for a period of two years, in accordance with state statute. The reason for the request is to allow for the development of the remaining phases of the subdivision via re-approval of the Preliminary Plat. The two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, The Eyde Company, is requesting re-approval. The Board of Ingham County Road Commissioners originally granted approval of the Georgetown subdivision, Preliminary Plat on December 1, 2005. The Preliminary Plat was subsequently re-approved on January 22, 2008, and on August 16, 2010.

7b. **Department of Transportation and Roads** - Resolution to Authorize the Purchase of Reflective Sign Faces and Complete Signs from Rathco Safety Supply, Inc.

The Resolution authorizes the purchase of sign materials in an amount not to exceed $30,807 from Rathco Safety Supply, Inc. Rathco was the low bidder and is not a local vendor.

8a. **Fair Board** - Resolution Authorizing Entering into a Contract with Jordan Roofing to Replace the Roof on the Community Hall and Office at the Ingham County Fairgrounds

The resolution authorizes a contract in an amount not to exceed $51,929. Jordan Roofing is a local vendor, who agreed to match Pat USA’s (a non-local vendor) low bid.

8b. **Fair Board** - Resolution Authorizing Entering into a Contract with DLZ Michigan Inc, to Provide Architectural & Engineering Services for the Main Arena Heating Project at the Ingham County Fairgrounds

This resolution authorizes a contract in an amount not to exceed $19,800 with DLZ for Architectural and Engineering services. DLZ will identify existing conditions within the Main Arena, potential corrective actions with associated costs, and assist with establishing priorities for the scope of work and overall project budget. DLZ was not the lowest bidder but was deemed the lowest qualified bidder. Please refer to the memorandum from Jim Hudgins for additional information.

8c. **Fair Board** - Resolution to Accept $9,000 in Matching Funds from the Michigan Department of Agriculture and Rural Development

The resolution accepts the $9,000 grant which will be used to upgrade 14 camping sites with electrical services, additional water lines & sewer capability for Fair week camping and off season Horse shows.

9. **Parks Department** - Resolution Authorizing the Transfer of 2012 Burchfield Recreation Passport Grant Matching Funds to a 2013 Lake Lansing South Recreation Passport Grant Program

The resolution authorizes the use of unspent 2012 capital improvement funds as match for a 2013 grant request. The 2012 funds were to be used as matching funds for a DNR project that was not funded. The 2013 grant would provide state and county funds to renovate the Lake Lansing Bathhouse/Concession/Restroom building.
10a. **Human Resources - Resolution Approving a Collective Bargaining Agreement with the UAW Local 256**

The resolution approves a collective bargaining agreement with the UAW for the period January 1, 2012 through December 31, 2014. Please refer to the memorandum from our Human Resources Director, Travis Parsons, for additional details.

10b. **Human Resources - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees under the UAW Local 2256**

The resolution authorizes the establishment of a MERS Hybrid pension plan for UAW Hires after March 1, 2013. The Hybrid pension plan would include a 1.25 Defined Benefit multiplier, and a 1% employer & employee contribution to a Defined Contribution Plan.

**OTHER ACTION ITEMS**

4. **Veterans Affairs - Resolution to Authorize the Second Amendment to the 2013 Appropriations Resolution and the Establishment of a Veterans Clerk/Trust Fund Agent Position**

This resolution amends the 2013 Appropriations resolution to increase the millage for services to indigent veterans by .01 mills. The additional revenue will be used to create a .75 FTE Veterans Clerk/Trust Fund Agent Position. Please see the memorandum and resolution for more details.
TO: Law and Courts Committee

FROM: Allan C. Spyke, Undersheriff

DATE: January 24, 2013

RE: Resolution for a rifle purchase program

This will allow deputies to utilize/own state of the art equipment similar to other local police agencies.

I have attached the resolution regarding our rifle purchase program. The deputies will purchase the rifles from the county over a two year period through payroll deduction. If a deputy were to leave employment prior to the two years they would be required to pay the balance owed to complete the purchase.

In essence this allows our deputies the ability to use state of the art equipment tailored to them, and place them closer to a level playing field with the criminal element they face on a daily basis. Rifles and equipment will be from a list selected by the Ingham County Sheriff’s Office which will include state of the art scoped and laser sighting systems. It will enhance deputy safety and morale.

Examples of other agencies include; City of East Lansing, Meridian Township, Eaton County Sheriff’s Office, Macomb County Sheriff’s Office, Warren Police Department, Hazel Park Police Department, Ferndale Police Department, and Southfield Police Department. The city of Mason and Gratiot County are in the process of implementation.

This rifle purchase program has been reviewed and approved by County Corporate Counsel, David G. Stoker.
Agenda Item 1

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY DEPUTIES TO ENTER INTO A RIFLE PURCHASE PROGRAM WITH THE INGHAM COUNTY SHERIFF’S OFFICE

WHEREAS, Ingham County deputies are required to utilize a rifle while in the course of their duties while employed by the Ingham County Sheriff’s Office; and

WHEREAS, Ingham County Sheriff’s Office does not have the financial means to provide each deputy with the industry’s current standard of rifles and equipment; and

WHEREAS, by initiating this program, the Sheriff’s Office will lower county liability by allowing deputies to have the most current, up to date rifle technology and systems; and

WHEREAS, this program is structured similar to the East Lansing Police Department, Meridian Township Police Department, Eaton County Sheriff’s Office, Warren City Police Department, Montcalm County Sheriff’s Office, and Southfield Police Department, Officer/Deputy rifle or firearm purchase program; and

WHEREAS, this program will allow Ingham County deputies to enter an agreement to purchase individual rifles for their ownership, but use said rifles to maintain service to Ingham County while upholding the safety of the County citizens; and

WHEREAS, the Ingham County Sheriff’s Office rifle purchase program would run for a two year period of time from receipt of the rifles and accessories estimated to be July 2013 through June 2015, totaling 81 rifles and rifle accessories purchased at a rate of no more than $2,469.00 per rifle, for a total cost of up to $200,000.00; and

WHEREAS, each individual MCOLES licensed or firearms instructor deputy who wishes to purchase a rifle, make payments via payroll deductions equal to the cost of the said purchased rifle over a two year period (52 paychecks).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to purchase rifles for each MCOLES licensed or firearms instructor deputy through the rifle purchase program and provide Ingham County deputies with up to date equipment, as well as maintaining the highest standards of policing for County residents.

BE IT FURTHER RESOLVED, that this program will be funded with cash from the employee benefit fund to be reimbursed by employees

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2013 budget.
BE IT FURTHER RESOLVED, that the Sheriff’s Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two year period.

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

TO: Law & Courts, County Services and Finance Committees
FROM: Michael J. Dillon
RE: Proposal to Reorganize the 55th District Court
DATE: February 4, 2013

In response to the request for 2013 budget reductions, the district court eliminated its financial services coordinator position. The elimination of the position resulted in a savings of $64,325. The court anticipated saving $25,000 in 2013 (over 2012 spending) by contracting court officer services with the Ingham County Sheriff Office in lieu of hiring a full-time court employee who retired in March of 2012.

The financial services coordinator position was responsible for overseeing the financial activity of the court. Currently, the court has two chief clerk positions that oversee the work being performed in the three divisions of the court: civil, criminal and traffic. One chief clerk is responsible for managing both the criminal division and the traffic division. The other chief clerk is responsible for managing the civil division and serves as the court’s jury clerk. Both chief clerk positions provide administrative support to the court administrator. Prior to 2010, the court had three chief clerks; each clerk was responsible for one of the three court divisions.

Due to the nature of the jurisdiction of the district court, the court generates a considerable amount of financial activity. The elimination of the financial coordinator position did not eliminate the work being performed by the position. The work must be performed via redistribution. The Court and the County’s Financial Services Department have formed a partnership to allow for the Financial Services Department to acquire some of the duties of the financial coordinator position.

The Court’s Reorganization Plan calls for a reorganization of the chief clerk positions. One chief clerk position (renamed Administrative Services Coordinator) will be responsible for the monitoring the financial activity of the court in cooperation with the County’s Financial Services Department. In addition, the position will be responsible for other administrative operations (e.g., systems management, facilities management, jury management, and providing administrative support to the court administrator). The other chief clerk position (renamed Court Services Supervisor) will be responsible for managing all three divisions of the court.

In addition, the court recorder/judicial secretary position will acquire additional responsibilities through the reorganization plan. The court proposes that the job title be changed from Court Recorder/Judicial Secretary to Judicial Coordinator in order to be consistent with the similar positions in the circuit court and to account for added responsibilities from the reorganization. Going from three chief clerks position in 2009 to one position in 2013, with the responsibility of managing three departments places too much work and responsibility on one person. The
reorganization plan provides some relief for the Court Services Supervisor position by requiring
the Judicial Coordinator position to serve as a docket manager for their respective judge. The
Judicial Coordinator position will be responsible for monitoring their judge’s docket/calendar,
which includes overseeing all scheduling and providing direction to the clerks regarding the
processing of specific cases.

FINANCIAL IMPACT

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It is estimated that 2013 General Fund wage and fringe costs from this re-organization will be
approximately $17,506.

The reorganization plan is supported by the County Controller’s office and the Human
Resources Department. In addition, the court has discussed the reorganization plan with
union/association affected by the plan.

The 55th District Court respectfully requests that the Ingham County Board of Commissioners
pass a resolution in support of the court’s reorganization plan.
ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT

General Summary: Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court’s record management system. Serves as Administrative Assistant to the Court Administrator

Essential Functions:

1. With the assistance of the Financial Services Staff, oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, purchase orders and financial reports.

2. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office’s annual budget.

3. Oversees the Court’s record management system. Troubleshoots problems and assu res retention schedules are followed.

4. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.

5. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).

6. Assists in the maintenance of the Court’s website. Adds, deletes and changes information as necessary. Assists in the maintenance of the Court’s intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employee.

7. Provides clerical and secretarial support to the staff. Performs typing, proofreading and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures and other departmental documents.


9. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents and special projects. Researches, collects and compiles information for the State Court Administrative Office and other agencies.

10. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

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

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

Employment Qualifications:

Education: A minimum of specialized training acquired through seminars, workshops or related activities which is cumulatively viewed as the equivalent to 12 credits of college level training. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

Experience: A minimum of 5 years of experience in a Court or related setting.

Other Requirements: None

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

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

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

Working Conditions:
The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

December 2012
UAW H
INHAM COUNTY
JOB DESCRIPTION

COURT SERVICES SUPERVISOR, DISTRICT COURT

General Summary: Under the supervision of the Court Administrator, serves as a supervisor for the traffic, civil and criminal divisions of the District Court. Participates in the hiring, training and disciplining of staff. Responds to operational and procedural issues within the division. Ensures the proper documentation and processing of all cases within each division. Assists Court Clerks in the processing of cases and performs some of the more complex tasks. Performs the functions of a Court Clerk as needed.

Essential Functions:

1. Participates in employment interviews and candidate selection. Orient s and trains staff. Oversees work assignments and schedules staff to meet workload. Reviews and evaluates staff performance and assists with conducting performance measures. Addresses performance issues and disciplines staff as directed.

2. Provides input on procedures to guide the processing of cases and serves as a resource for Court staff. Responsible for the development, preparation and implementation of procedures for each division. Designs and revises forms used by the Court. Maintains the Court’s policy and procedure manuals.

3. Oversees the processing of cases within each division. Ensures that proper case documentation is prepared and maintained, cases are closed in an appropriate manner and that other cases processing is performed as required.

4. Responsible for monitoring and evaluating the case flow within each division. Addresses problems and performs some of the more complex and difficult functions of each division. Seeks ways to improve the flow of cases and distribution of information.

5. Assists Court Clerks with case processing issues and advises on the appropriate course of action. Explains court policies and procedures to the parties and the public.

6. Prepares files for cases on appeal. Prepares list of documents and ensures completeness of file. Makes and distributes copies to parties and the Circuit Court.

7. Implements records retention schedule in assigned area. (Maintains files and deletes files to conform with department standards and state regulation.

8. Provides clerical and secretarial support to the staff. Performs typing, proofreading and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support.

9. Performs some accounting tasks including processing payments, bank deposits and receipting money.

10. Assists the Court Administrator in planning and preparing the budget as it impacts each division. Assists with monitoring and creating financial, accounting and budget reports for their respective departments.
11. Assists with the collection and reporting of data to the State Court Administrator and other agencies. Helps with special projects as needed.

12. Manages the inventory of office supplies, furnishings and equipment. Serves as primary liaison for outside vendors regarding building, telephone and office equipment maintenance. Assists in the maintenance and troubleshooting of computers.

13. Performs functions described for a Deputy District Court Clerk as needed.

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

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

**Employment Qualifications:**

**Education:** A minimum of 1 year of education or training from a college, technical or business school is required.

**Experience:** A minimum of 2 years of experience in a Court or related setting is required.

**Other Requirements:** None

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

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

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

**Working Conditions:**
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

December 2012
ICEA COURT 6
INGHAM COUNTY
JOB DESCRIPTION

JUDICIAL ASSISTANT – DISTRICT COURT

General Summary: Under the supervision of a District Court Judge, serves as secretary, administrative aide, docket manager and official court recorder. Coordinates and manages the daily operations of a judicial office. Schedules matters to be heard by the Judge, and coordinates the schedule of proceedings with the Prosecuting Attorney, attorneys and other involved parties. Drafts, types and processes correspondence, judicial opinions and other documents. Monitors caseload and provides direction to clerical staff on case management issues. Utilizes and maintains electronic recording equipment to record and transcribe court proceedings.

Essential Functions:
1. Manages daily operations of the judicial office. Coordinates judicial schedules for appointments, meetings, seminars and court proceedings. Prioritizes judicial schedules with attorneys, parties and agencies to ensure attendance at hearings and meetings.

2. Provides high level administrative assistance to the Judge. Screens, prioritizes and addresses Court business. Composes and processes legal documents including opinions and administrative reports. Reviews and reports statistical information for quarterly reports submitted to the State Court Administrator’s Office.

3. Facilitates public relations for the Court, including scheduling tours, explaining court operations and facilitating media request. Serves as liaison between the Judge and citizens, news media, public officials and federal, state and local governmental agencies.

4. Serves as the Jury Clerk in the courtroom. Draws juries for trial and keeps detailed jury records. Prepares and process jury forms, instructions and verdicts. Provides assistance and direction to jury members.

5. Serves as Courtroom Clerk. Enters court actions and generates commitments, orders, notices, and other documents necessary as a result of court action. Closes cases with entry of final dispositions, sends notification to State Police when applicable.

6. Provides case management oversight by reviewing all documents and proposed orders for the Judge’s review and signature. Ensures necessary court rules and provisions are contained therein and are in an acceptable form prior to submission to the Court.

7. Utilizes and maintains electronic recording equipment to record District Court proceedings. Ensures the accuracy of the spoken word, including legal, medical and technical terminology in order to provide an accurate verbatim transcript.

8. Marks and maintains a record of exhibits. Prepares a detailed log of court activity for permanent court records including names of party, nature proceedings and related information.

9. Prepares official verbatim transcripts. Proofreads transcripts, certifies copies and prepares billings as appropriate. Prepares appeal paperwork which includes typing and processing notice of filing of transcripts and affidavit of mailings.

10. Maintains files of transcripts, tapes and courtroom notes as required by court rules and as outlined in the state manual for court reporters and recorders.
11. Discusses with litigants representing themselves (pro per) court procedures (in person or by telephone), schedules hearings, refers pro per litigants to resource agencies

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

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

Employment Qualifications:

Education: A minimum of one year of course work in court administration, paralegal, legal secretarial or related topic from a college, technical or business school is required.

Experience: A minimum of three years of progressive responsible secretarial/administrative experience in a court, law office or related setting is required. Prefer some data base program experience. Must have knowledge of legal terminology and procedures.

Other Requirements: Must be certified as an Electronic Court Recorder by the Michigan Supreme Court within 18 months of employment.

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

Physical Requirements:
- Ability to access departmental files.
- Ability to enter and retrieve information from computer.
- Ability to operate electronic recording equipment, copy machine, fax machine and other office equipment.
- Ability to withstand prolonged periods of sitting in court monitoring and operating recording equipment and well transcribing.
- Ability to access the courtroom and court offices.
- Ability to lift and transport files and other materials weighing up to 20 pounds.

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

Working Conditions:
- Works in office conditions in the courtroom.
- Regular contact with persons charged with and/or convicted of criminal offenses.
- Periodic exposure to persons with various communicable diseases.
Agenda Item 2

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A RE-ORGANIZATION WITHIN THE 55TH DISTRICT COURT

WHEREAS, the Financial Coordinator position for the 55th District Court was eliminated in the 2013 budget due to budget constraints; and

WHEREAS, based on the current budget situation, duties of various positions were analyzed to determine how the duties could be realigned with existing staff; and

WHEREAS, some accounting duties will be absorbed through the Financial Services Department; and

WHEREAS, the two Judges Court Recorder/Secretaries are proposed to be moved into the Managerial/Confidential Plan as Judicial Assistants in order to make these positions consistent with other County Judges Judicial Assistant positions; and

WHEREAS, the Human Resources Department has reviewed these various positions, analyzed the duties, approved new job descriptions, and supports the 55th District Court’s re-organization.

THEREFORE BE IT RESOLVED, that the following staffing changes shall take place within the 55th District Court effective the first full pay period after the passage of this resolution.

<table>
<thead>
<tr>
<th>Position #</th>
<th>Current Job Title</th>
<th>Current Pay &amp; BU</th>
<th>Current Pay &amp; BU</th>
<th>New Job Title</th>
<th>New Pay &amp; BU</th>
</tr>
</thead>
<tbody>
<tr>
<td>137008</td>
<td>Chief Dist Court Clerk</td>
<td>$41,672</td>
<td>UAW G-4</td>
<td>Court Services Supervisor</td>
<td>$47,676</td>
</tr>
<tr>
<td>137007</td>
<td>Chief Dist Court Clerk</td>
<td>$43,549</td>
<td>UAW G--5</td>
<td>Administrative Srv Cord</td>
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<td>Court Recorder/Sec</td>
<td>$43,549</td>
<td>UAW G-5</td>
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<td>$47,796</td>
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<tr>
<td>137013</td>
<td>Court Recorder/Sec</td>
<td>$43,549</td>
<td>UAW G-5</td>
<td>Judicial Assistant DC</td>
<td>$47,796</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the estimated additional 2013 General Fund wage and fringe costs from this re-organization will be approximately $17,506 to come from the 2013 County Contingency Fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 55th District Court 2013 Budget and Position Allocation List in accordance with this resolution.
MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 8, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH WIDE OPEN WEST (WOW) MID-MICHIGAN CABLE TO INSTALL NEW CABLES AND AMPLIFIERS THROUGHOUT THE SHERIFF’S OFFICE AND JAIL

The resolution before you authorizes awarding a contract to WOW Mid-Michigan Cable to provide and install new cables and amplifiers throughout the Sherriff’s Office and Jail.

On April 23, 2013 WOW will be changing over to digital service and these changes need to be in place before that date otherwise the entire facility will be left without TV services.

WOW Cable is the current sole source cable provider who can provide the cables and amplifiers for this transition, for a total cost of $20,518.12.

Funding for the project is available within the Jail Commissary account number 595-30110-931000.

I recommend approval of this resolution.
INTRODUCED BY LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH WIDE OPEN WEST (WOW) MID-MICHIGAN CABLE TO INSTALL NEW CABLES AND AMPLIFIERS THROUGHOUT THE SHERIFF’S OFFICE AND JAIL

WHEREAS, WOW is changing over to digital services on April 23, 2013 and these changes need to be in place before that date otherwise the Sheriff’s Office and Jail will be without TV services throughout the facility; and

WHEREAS, WOW is the current sole source cable provider who can provide the cables and amplifiers for the transition; and

WHEREAS, all locations within the Sheriff’s Office and Jail will be updated to WOW specifications including all posts, chapel, squad room, office, medical, training, gym, Chief, Chief Deputy, Detective Bureau, Sheriff’s Offices, main admin., Major and Law Enforcement Squad, training center and Emergency Operation Center; and

WHEREAS, the funds for this project are available within the Jail Commissary account number 595-30110-931000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Wide Open West Mid-Michigan Cable, 2512 Lansing Road, Charlotte, MI 48813 for the installation of new cables and amplifiers throughout the Sheriff’s Office and Jail, for a total cost of $20,518.12.

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

TO: Human Services, County Services and Finance Committees

FROM: Jared Cypher, Assistant Deputy Controller

RE: Veterans Millage

DATE: February 7, 2013

This resolution authorizes amendments to the 2013 Appropriations Resolution. In a somewhat unique and unusual circumstance of increasing this millage outside of the traditional budget process, the amendments allow for an increase of .01 mills to the millage for services to indigent veterans. If approved, the indigent veterans millage would increase from .023 mills to .033 mills. The Veterans Affairs Department has asked for this increase to help address an increase in caseload, about 78% of which is services provided to veterans classified as indigent.

This increase will generate an estimated $63,267 which will be utilized to fund a new three-quarter time Veterans Clerk/Trust Fund Agent position in the Veterans Affairs Department. The intent of the new position is to allow the Veterans Affairs Department to provide better service to an increasing number of veterans, given the small size of the Department, which is only 5.0 FTE including a driver funded through the Special Transportation Millage.

The maximum millage for indigent veterans is 0.1 mill. However, the maximum allowable general fund millage is 6.4206. The indigent veterans millage counts toward the maximum allowable general fund millage. Therefore, with an operating general fund millage of 6.3512, the maximum veterans millage would be .0694.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE SECOND AMENDMENT TO THE 2013 APPROPRIATIONS RESOLUTION AND THE ESTABLISHMENT OF A VETERANS CLERK/TRUST FUND AGENT POSITION

WHEREAS, the 2013 Appropriations Resolution was approved by Resolution #12-353 on October 23, 2012 and amended by Resolution #12-391 on November 27, 2012; and

WHEREAS, caseload has increased dramatically in the Veterans Affairs Department over the past five years; and

WHEREAS, about 78% of services provided by the Veterans Affairs Department are to veterans classified as indigent; and

WHEREAS, since 2009 Ingham County has levied a millage to support services provided to indigent veterans.

THEREFORE BE IT RESOLVED, that the 2013 Appropriations Resolution is amended by adding to the county’s authorized levies .01 mills to the Indigent Veterans Support millage of 0.023 mills as approved by Resolution #12-353 and #12-391, bringing the total levy for indigent veterans support to .0330 mills.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2012 tax year/2013 budget year for a total county levy of 10.1963 mills, including authorized levies for General Fund operations, special purpose, and Airport Authority millage:

2012/13 Millage Summary

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Millage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operations</td>
<td>6.3512</td>
</tr>
<tr>
<td>General Operations – Indigent Veterans Support</td>
<td>.0330</td>
</tr>
<tr>
<td>Special Purpose - Emergency Telephone Services</td>
<td>.8431</td>
</tr>
<tr>
<td>Special Purpose - County-wide Transportation</td>
<td>.4800</td>
</tr>
<tr>
<td>Special Purpose - County-wide Transportation</td>
<td>.1200</td>
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<tr>
<td>Special Purpose - Juvenile Justice</td>
<td>.6000</td>
</tr>
<tr>
<td>Special Purpose - Potter Park Zoo and Potter Park</td>
<td>.4100</td>
</tr>
<tr>
<td>Special Purpose – Farmland/Open Space Preservation</td>
<td>.1400</td>
</tr>
<tr>
<td>Special Purpose – Health Care Services</td>
<td>.5200</td>
</tr>
<tr>
<td>Trust &amp; Agency - Capital Region Airport Authority</td>
<td>.6990</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, effective upon the adoption of this resolution a .75 FTE Veterans Clerk/Trust Fund Agent (UAW – D) position is established in the Veterans Affairs Department.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list consistent with this resolution.
MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: February 14, 2013

RE: Resolution in Support of Tri-County Office on Aging  
Personal Action Towards Health Grant

The Ingham County Health Department (ICHD) has been actively involved in efforts to provide support to assist in managing chronic health conditions. According to the Healthy Capital Counties project, Ingham County adults have higher rates of diabetes hospitalizations and cardiovascular disease deaths. Additionally, almost half of all deaths in Ingham County can be called “premature,” meaning they occur before the age of 75.

The Chronic Disease Self-Management Program (CDSMP) is an evidence-based model focusing on teaching patients to effectively manage their ongoing health conditions. CDSMP is a six-week workshop that is facilitated by trained leaders; typically non-health care professionals who, themselves, are suffering from a chronic disease. In our state, CDSMP is coordinated by the Michigan Department of Community Health (MDCH) and the program is known as Personal Action Towards Health (PATH).

A randomized, controlled test of over 1,000 people with a chronic disease who enrolled in a CDSMP/PATH class were followed for up to three years to look for changes in many areas. Subjects who enrolled in the classes, when compared to those who did not, demonstrated significant improvements in exercise, cognitive symptom management, communication with physicians, self-reported general health; health distress; fatigue; disability; and social/role activities limitations. Patients also spent fewer days in the hospital with a trend toward fewer outpatient visits and hospitalizations. These data yield a cost to savings ratio of approximately 1:4.

To continue to demonstrate these positive outcomes, ICHD submitted a grant to the Tri-County Office on Aging (TCOA) to support the successful implementation of the PATH classes throughout the Ingham County community. Outreach will be conducted with participants who are either (1) low-income; or (2) persons of color; or (3) persons who speak English as a second language.

ICHD provided similar services through a collaborative effort with TCOA in 2010, when the Department provided targeted PATH classes to the groups described above. ICHD provided PATH classes to over 200 participants in the community through focused outreach and recruitment efforts.

The TCOA grant will provide support for the PATH classes in the amount of $10,000. The term of the proposed agreement is February 1, 2013 through September 30, 2013.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with the Tri-County Office on Aging.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT FROM THE TRI-COUNTY OFFICE ON AGING
TO PROVIDE PERSONAL ACTION TOWARDS HEALTH CLASSES

WHEREAS, chronic diseases such as heart disease, cancer, and diabetes are the leading causes of death and disability in the United States; and

WHEREAS, adults in Ingham County face high rates of diabetes hospitalizations and cardiovascular disease death; and

WHEREAS, the Chronic Disease Self-Management Program (CDSMP), developed at Stanford University is an evidence-based program that provides support for persons impacted by chronic diseases; and

WHEREAS, the Michigan Department of Community Health (MDCH) has implemented the CDSMP in sites throughout Michigan, where it is known as Personal Action Towards Health (PATH); and

WHEREAS, the Ingham County Health Department (ICHD) is committed to assisting community members in managing their chronic diseases through innovative strategies; and

WHEREAS, ICHD has demonstrated their commitment to the PATH classes through earlier work which provided targeted outreach to over 200 community participants who graduated from the PATH classes; and

WHEREAS, the ICHD submitted a grant proposal to the Tri-County Office on Aging (TCOA) to implement PATH classes throughout the Ingham County community, targeting participants whom are either (1) low income; or (2) persons of color; or (3) speak English as a second language; and

WHEREAS, the TCOA has awarded ICHD the PATH grant as a result of their successful grant submission and previous experience in delivering this research-based intervention; and

WHEREAS, the Tri-County Office on Aging will provide Ingham County with up to $10,000 to implement the services and strategies described in the ICHD’s proposal; and

WHEREAS, the grant period will be February 1, 2013 through September 30, 2013; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes an agreement with the Tri-County Office on Aging for PATH classes.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with the Tri-County Office on Aging through which the Tri-County Office on Aging will provide Ingham County with up to $10,000 to implement PATH classes throughout the Ingham County community, targeting participants whom are either (1) low income; or (2) persons of color; or (3) speak English as a second language.

BE IT FURTHER RESOLVED, the grant period will be February 1, 2013 through September 30, 2013.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments to the Health Department’s 2013 Budget.

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

TO: Human Services Committee
    Finance Committee

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

DATE: February 7, 2013

RE: Authorization for an Agreement with the Michigan Primary Care Association for Implementation of the BridgeIT

In Resolution #12-281, the Board of Commissioners authorized a Business Associate Agreement with Vision Data Technologies, Inc., for participation in the BridgeIT data repository. As part of the Health Resources and Services Administration Office of Health Information Technology (HRSA OHIT) grant, administered by the Michigan Primary Care Association, the Health Department’s Community Health Centers had the opportunity to sample the BridgeIT Data Repository and reporting service at no charge through this Business Associate Agreement. As a result of these efforts, the Community Health Centers verified and validated patient data in the BridgeIT.

The BridgeIT is essential to the operations of the Community Health Centers as its implementation will allow the Community Health Centers to meet the mandatory reporting requirements placed on them as a Section 330 grantee of the Health Resources and Services Administration.

The following agencies require reports and the BridgeIT Toolkit will provide an effective and efficient method to meet these requirements:

- The Centers for Medicare and Medicaid requires report to receive financial incentives for the “Meaningful Use” of certified EHR technology to improve patient care;
- The National Council on Quality Assurance (NCQA) requires numerous reports for Patient Centered Medical Home (PCMH) Designation;
- The Health Resources and Services Administration requires the Uniform Data System (UDS) for both our Federally Qualified Health Center (FQHC) and our FQHC Look-Alike designations;
- The Michigan Department of Community Health requires a Family Planning Annual Report and a Medicaid Reconciliation Report.

The BridgeIT will not only allow the Community Health Centers to generate the mandatory reports, but will also benefit both administrative and health center staff as the reports will provide up-to-the-minute data, which can be used to identify areas for improvement. The Health Department will use funds from the School-Based Health Center Capital Grant’s Equipment Project to purchase the required licenses and fees to implement BridgeIT software. The one-time cost of these licenses and fees will not exceed $13,804. The monthly maintenance fees of $1,433 will be paid with funds from the Child and Adolescent Health Program grants from the Michigan Department of Community Health.

I recommend that the Board of Commissioners authorize an agreement with the Michigan Primary Care Association for the implementation of the BridgeIT for the period March 1, 2013 through February 28, 2014. This agreement will automatically renew at the end of the term unless either party provides notice otherwise.

cc: Deb Brinson, w/attachment
    John Jacobs, w/attachment
    Lynn Kiter, w/attachment
WHEREAS, as a Section 330 Health Center Program Grantee of the Health Resources and Services Administration (HRSA) and a recipient of many other federal and state grants, the Health Department’s Community Health Centers (CHC) are required to adhere to a variety of mandatory reporting requirements; and

WHEREAS, BridgeIT will transform data into an efficient reporting model and provide additional capabilities designed specifically for speed and ease of use by the Ingham CHC; and

WHEREAS, this repository includes reporting models and task management solutions for Medicaid Reconciliation Payments, Meaningful Use, Uniform Data System, Family Planning, and Patient Centered Medical Home, as well as the ability to create additional models and reports for additional funders as needed; and

WHEREAS, the Community Health Center Board of Directors has reviewed and supports the agreement with the Michigan Primary Care Association; and

WHEREAS, the period of the agreement shall be March 1, 2013 through February 28, 2014 with the option to automatically renew at the end of the term unless either party provides notice otherwise; and

WHEREAS, the cost of the agreement includes a one-time cost of $13,804, with monthly maintenance fees not to exceed $1,434; and

WHEREAS, the Community Health Centers will use funding from grants from the Health Resources and Services Administration and the Michigan Department of Community Health; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the agreement with Michigan Primary Care Association for BridgeIT.

THEREFORE BE IT RESOLVED, that Board of Commissioners hereby authorizes an agreement with the Michigan Primary Care Association for BridgeIT for the period March 1, 2013 through February 28, 2014, with the option to automatically renew at the end of the term unless either party provides notice otherwise.

BE IT FURTHER RESOLVED, funds from the School-Based Health Center Capital Grant’s Equipment Project will be used to purchase the required licenses and fees to implement BridgeIT software at a one-time cost not to exceed $13,804.

BE IT FURTHER RESOLVED, the monthly maintenance fees of $1,433 will be paid with funds from the Child and Adolescent Health Program grants from the Michigan Department of Community Health.

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

TO: Human Services Committee
Finance Committee
FROM: Renée Branch Canady PhD, MPA, Health Officer
DATE: February 5, 2013
RE: Resolution to Authorize Agreements with the Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

Since 2009, the Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to develop the Great Start Central Region Child Care Quality Implementation Plan. New agreements are proposed by MCESA to implement the Great Start to Quality Work Plan to continue the scope of services in the Central Region.

The scope of work assures that performance meets expectations and the implementation of the Great Start to Quality Work Plan is carried out in accordance with agreed upon outcomes and objectives. It shall include the following services:

• Coordinate regional communication and outreach
• Perform the duties and responsibilities of the Central Resource Program Director
• Coordinate professional development opportunities for licensed and registered child care providers and relative and day care aide (unlicensed) providers
• Provide assistance to child care programs with the use of Great Start to Quality STARS and the rating system
• Provide assistance to families choosing quality childcare and to navigate Great Start Connect
• Provide data and evaluation reports as specified in the agreement

The services listed in the scope of work will be funded by a Great Start to Quality Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to $372,976. The terms of these Agreements shall be October 1, through December 31, 2012 for an amount of $93,244; and January 1, through September 30, 2013 for an amount of $279,732. The budget and work plan for these agreements were finalized with MCESA and ECIC in late December, 2012.

The Health Department’s FY13 budget anticipated the provision of these services and receipt of these funds. I recommend the Board of Commissioners adopt the attached resolution and authorize these agreements with Midland County Educational Services Agency.

c: John Jacobs w/ attachment
Nancy Hayward w/attachment
Karen Jennings w/attachment
Barb Monroe w/ attachment
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START TO QUALITY RESOURCE CENTER

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

WHEREA, MCESA has proposed two new agreements (October 1 – December 31, 2012 and January 1 – September 30, 2013) to continue the administration of the Central Region and the work of the GREAT START TO QUALITY RESOURCE CENTER; and

WHEREAS, MCESA shall pay Ingham County up to $372,976 for this work; and

WHEREAS, the two Agreements shall be October 1 through December 31, 2012 in the amount of $93,244 and January 1 through September 30, 2013 in the amount of $279,732; and

WHEREAS, the Health Department’s 2013 Budget anticipated providing these services and receiving these funds; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize agreements with Midland County Educations Services Agency (MCESA).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes two agreements with Midland County Educational Services Agency (MCESA) to administer the Central Region Great Start to Quality Work Plan.

BE IT FURTHER RESOLVED, the two Agreements shall be October 1, 2012 through December 31, 2012 in the amount of $93,244 and January 1, 2013 through September 30, 2013 in the amount of $279,732.

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

TO: Human Services Committee
    Finance Committee

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

DATE: February 7, 2013

RE: Authorization to Amend Resolution #12-347

In Resolution #12-347 agreements with the Lansing Area AIDS Network (LAAN) for the provision of case management services; and Community AIDS Resource and Education Services (CARES) for the provision of behavioral health therapy services were authorized for the period of August 1, 2012 through July 31, 2013 with the option to renew to complete project requirements. These agreements are not yet in place.

The Health Department proposes to amend this resolution to change the period of both agreements to January 1, 2013 through July 31, 2013, with the option to renew to complete project requirements. This amendment will result in reduced costs to the Health Department for the current year. The amount to be paid from January 1, 2013 to July 31, 2013 to the Lansing Area AIDS Network will not exceed $29,171. The amount to be paid to Community AIDS Resource and Education services for the same time period will not exceed $57,674.

The Health Officer recommends this amendment. All other terms in Resolution #12-347 remain unchanged.

c: Deb Brinson, w/attachment
   John Jacobs, w/attachment
   Barb Mastin, w/attachment
   Cheryl Gildner, w/attachment
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE AGREEMENTS WITH THE LANSING AREA AIDS NETWORK AND COMMUNITY AIDS NETWORK SERVICES AS ORIGINALLY AUTHORIZED IN RESOLUTION #12-347

WHEREAS, in Resolution #12-347, agreements were authorized with the Lansing Area AIDS Network (LAAN) for the provision of case management services; and Community AIDS Resource and Education Services (CARES) for the provision of behavioral health therapy services from August 1, 2012 through July 31, 2013 with the option to renew to complete project requirements; and

WHEREAS, these agreements are not yet fully executed; and

WHEREAS, the Health Department proposes to amend Resolution #12-347, to change the period of the agreements to January 1, through July 31, 2013 with the option to renew to complete project requirements; and

WHEREAS, this amendment will result in reduced costs to the Health Department for the current year; and

WHEREAS, the amount to be paid from January 1, 2013 to July 31, 2013 to Lansing Area AIDS Network will not exceed $29,171; and

WHEREAS, the amount to be paid to Community AIDS Resource and Education services for the same time period will not exceed $57,674; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this amendment; and

WHEREAS, all other terms of Resolution #12-347 remain unchanged.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes amending Resolution #12-347 to change the term of the agreements with the Lansing Area AIDS Network and Community AIDS Resource and Education Services to commence January 1, 2013 through July 31, 2013 with the option to renew to complete project requirements.

BE IT FURTHER RESOLVED, that Ingham County shall pay the Lansing Area AIDS Network an amount not to exceed $29,171 for case management services.

BE IT FURTHER RESOLVED, that Ingham County shall pay Community AIDS Resource and Education Services (CARES) an amount not to exceed $57,674 for behavioral health therapy services.

BE IT FURTHER RESOLVED, that all other terms of Resolution #12-347 remain unchanged.

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 Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #12-347

WHEREAS, the Ingham Community Health Centers have applied for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant on behalf of Ingham County from the U.S. Department of Health Resources and Services Administration; and

WHEREAS, the U.S. Department of Health Resources and Services Administration has awarded a grant to Ingham County in the amount of $499,974 for the purpose of providing family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS; and

WHEREAS, to successfully meet the requirements and expectations of this grant award, it is recommended that the following position be established: one full time Assistant Social Worker, ICEA Pro Grade 5, one full time Health Center Nurse, MNA Grade 1, and one part time (.50 FTE) Clinical Assistant Technician I UAW Grade D; and

WHEREAS, an existing the vacant part time Clinical Assistant Technician I position (601392), be converted to full time; and

WHEREAS, a subcontract agreement with Michigan State University’s College of Osteopathic Medicine is authorized for the provision of Infectious Disease services for one part time (0.20 FTE) Infectious Disease physician in the amount up to $17,831 for the period of August 1, 2012 through July 31, 2013 with the option to renew for one year periods to complete project requirements; and

WHEREAS, a subcontract agreement with the Lansing Area AIDS Network is authorized for the provision of case management services to patients who reside in Ingham County in the amount up to $51,108 for the period of August 1, 2012 through July 31, 2013 with the option to renew for one year periods to complete project requirements; and

WHEREAS, a subcontract agreement with Community AIDS Resource and Education Services (CARES) is authorized for the provision of behavioral health therapy services for patients who reside outside of Ingham County in the amount up to $98,869 for the period of August 1, 2012 through July 31, 2013 with the option to renew for one year periods to complete project requirements; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the acceptance of the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant in the amount of $499,974, from the U.S. Department of Health Resources and Services Administration; and
WHEREAS, the Health Officer recommends that the Board of Commissioners accept the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant in the amount of $499,974, from the U.S. Department of Health Resources and Services Administration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant in the amount of $499,974, from the U.S. Department of Health Resources and Services Administration, on behalf of the Ingham Community Health Centers for the time period of August 1, 2012 through July 31, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of one full time Assistant Social Worker, ICEA Pro Grade 5 ($42,047 - $50,477), one full time Health Center Nurse, MNA Grade 1 ($47,715 - $57,271).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the current vacant Clinical Assistant Technician I (Position #601392), UAW Grade D ($30,681 - $36,525) from part-time to full-time.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract agreement with Michigan State University’s College of Osteopathic Medicine for the provision of Infectious Disease services for one part time (0.20 FTE) Infectious Disease physician in the amount up to $17,831 for the period of August 1, 2012 through July 31, 2013 with the option to renew for one year periods to complete project requirements.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract agreement with the Lansing Area AIDS Network for the provision of case management services to patients who reside in Ingham County in the amount up to $51,108 for the period of August 1, 2012 through July 31, 2013 with the option to renew for one year periods to complete project requirements.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract agreement with Community AIDS Resource and Education Services (CARES) for the provision of behavioral health therapy services for patients who reside outside of Ingham County in the amount up to $98,869 for the period of August 1, 2012 through July 31, 2013 with the option to renew for one year periods to complete project requirements.

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

COUNTY SERVICES: Yeas: Holman, Schor, Grebner, Celentino, De Leon, Vickers
Nays: None Absent: None Approved 10/16/12

FINANCE: Yeas: Grebner, McGrain, Nolan, Bahar-Cook, Dougan
Nays: None Absent: Tennis Approved 10/17/12
To: County Services and Finance Committees
From: Douglas A. Stover, Director
       Equalization/Tax Mapping
Date: February 6, 2013
Subject: 2013 Remonumentation Grant

Attached are two resolutions.

The first resolution authorizes entering into the 2013 Survey and Remonumentation Grant with the Michigan Department of Licensing and Regulatory Affairs and appoints the County Grant Administrator. The appropriation amount for the 2013 grant is $80,444.

The second resolution appoints the County Representative and County Surveyor.
Introducing by the County Services and Finance Committees of the:

INGERAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS AND APPOINT DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2013 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Commission, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs has reviewed Ingham County’s 2013 Survey and Remonumentation Grant Application in the amount of $80,444, and has forwarded the 2013 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving $80,444 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2013.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that the County Chairperson, County Clerk and County Grant Administrator have the authority to sign said grant contract documents once County Attorney has approved said contract.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: February 7, 2013
SUBJECT: Proposal Summary for Remonumentation Surveyor

Project Description:
The Ingham County Remonumentation Committee sought proposals from qualified and experienced professional surveyors for the purpose of acting as Monumentation Surveyor for 2013, in accordance with the guidelines and conditions set forth in P.A. 345 of 1990, State Survey and Remonumentation Act.

It is expected that approximately 75 corners will be researched and/or be monumented and recorded in 2013 (specific corners will be determined at a later date). The Contractor will perform the required services in areas of Ingham County as designated by Ronnie M. Lester, the County Representative.

Proposal Summary:
Vendors contacted: 12 Local: 6
Vendors responding: 1 Local: 1

<table>
<thead>
<tr>
<th>Company</th>
<th>Local: Yes, Mason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enger Surveying &amp; Engineering</td>
<td></td>
</tr>
<tr>
<td>Licensed Professional Surveyor</td>
<td>$97</td>
</tr>
<tr>
<td>Two Man Field Crew</td>
<td>$125</td>
</tr>
<tr>
<td>Additional Crew Member</td>
<td>$30</td>
</tr>
<tr>
<td>Office Technician</td>
<td>$60</td>
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<tr>
<td>Drafter</td>
<td>$60</td>
</tr>
<tr>
<td>Clerk - Typist</td>
<td>$35</td>
</tr>
<tr>
<td>Backhoe &amp; Operator</td>
<td>$85</td>
</tr>
<tr>
<td>Compressor and/or Jackhammer</td>
<td>$22</td>
</tr>
</tbody>
</table>

Local vendors not responding:
1) Wolverine Engineers & Surveyors, Inc., Mason – Due to being relatively new to the Ingham County program, they will not submit proposal.
2) David Lohr, Lansing – Would prefer to serve as a subcontractor on this contract rather than the primary.
Other vendors not responding:
1) Reynolds-Heritage Land Surveying and Mapping, P.C., Hastings – Would prefer to serve as a subcontractor on this contract rather than the primary.
2) LSG Engineers & Surveyor, Lansing – No bid submitted since more interested in engineering focused projects.
3) Bumstead Land Surveys, Charlotte - Would prefer to serve as a subcontractor on this contract rather than the primary.

Recommendation:
The Evaluation Committee recommends awarding a contract to Enger Surveying & Engineering in an amount not to exceed $61,200 – which represents a portion of the amount of the 2013 grant received from the Michigan Department of Licensing and Regulatory Affairs.

In addition to submitting a responsive proposal, Enger Surveying & Engineering is a local vendor, is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:
The RFP was advertised in the City Pulse, El Central and posted on the Purchasing Department Web Page.
RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE AND ENGER SURVEYING AND ENGINEERING FOR SERVICES AS MONUMENTATION SURVEYOR FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT IN 2013

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Committee has completed the Request for Proposal process to select a qualified surveying company to conduct the actual research and monumentation field work necessary to accomplish the objectives of the grant agreement; and

WHEREAS, Enger Surveying & Engineering submitted a proposal to perform all of the monumentation services for 2013; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee, that it is in the County’s best interest to authorize a contract with Enger Surveying & Engineering for services as monumentation surveyor for 2013.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2013 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2013 through December 31, 2013, at a cost not to exceed $10,780.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Enger Surveying & Engineering, said contract to be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2013 through December 31, 2013, in an amount not to exceed $61,200.

BE IT FURTHER RESOLVED, that the County Chairperson and County Clerk have authority to sign said contracts and County Attorney be directed to prepare the necessary contracts.
MEMORANDUM

To: County Services Committee

From: Francisco Llinas, Permits/Development Supervisor  
      Robert Peterson, Director of Engineering  
      Department of Transportation & Roads

Date: February 8, 2013

Subject: Georgetown Subdivision Preliminary Plat Re-Approval

Background: Much of the process by which a platted subdivision is developed follows state statute. The process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc), the proprietor can develop construction plans that are also approved by the stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

The Georgetown development is a 158 unit single-family subdivision located on 131.2 acres, south of Tihart Road, east of Powell Road and west of Cornell Road. The subdivision is part of the Southwest ¼ of Section 14, Meridian Township, Ingham County, Michigan. The subdivision has followed the process described above for one of the three phases illustrated on the approved Preliminary Plat. Phase 1, recorded under plats named Georgetown and Georgetown No. 2, contains 81 lots and public roads named Twinging Drive, Anacostia Drive, and Chesboro Lane.

The reason for this memo is to allow for the development of the remaining phases of the subdivision via re-approval of the Preliminary Plat. The two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, The Eyde Company, is requesting re-approval. The Board of Ingham County Road Commissioners originally granted approval of the Georgetown subdivision, Preliminary Plat on December 1, 2005. The Preliminary Plat was subsequently re-approved on January 22, 2008, and on August 16, 2010.

RECOMMENDATION: The Eyde Company is asking for re-approval of the Georgetown subdivision, Preliminary Plat. Approval of the attached resolution is recommended by staff.
Resolutions

INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPROVAL OF THE PRELIMINARY PLAT OF GEORGETOWN

WHEREAS, on December 1, 2005, the former Road Commission, now Ingham County Department of Transportation and Roads approved the Preliminary Plat for the residential subdivision called Georgetown, which consists of three (3) phases of construction; and

WHEREAS, the Preliminary Plat of Georgetown was subsequently re-approved, per state statute, on January 22, 2008, and on August 16, 2010; and

WHEREAS, the two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, the Eyde Company, is requesting re-approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners re-approves the Georgetown subdivision Preliminary Plat for a period of two years, in accordance with state statute.
MEMORANDUM

To: County Services Committee
Finance Committee

From: Robert Peterson, Director of Engineering
Department of Transportation & Roads

Date: January 31, 2013

Subject: Authorization to Purchase Reflective Sign Faces and Completed Signs

This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for reflective sign faces and completed signs and authorize purchase of an initial order of said materials to fully stock the Road Department’s sign materials inventory.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of sign materials. We use the unit prices and an initial order quantity to determine and recommend a vendor, from which we purchase materials to improve and maintain the county road sign system.

The Invitation for Bids was designed so that later in fiscal year 2013, if we need additional sign materials, we can use the unit prices from the recommended bidder and order materials to replenish our sign materials inventory.

The Purchasing Department advertised and received four bids. This year’s recommended bidder is Rathco Safety Supply, Inc., Portage, Michigan. They were the low bidder and submitted unit prices that, when applied to the initial order quantities, totaled $30,807.30. Their unit prices and initial order costs are in-line with those received last year.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price bid results for reflective sign faces and completed signs from Rathco Safety Supply, Inc. and authorize purchase of the initial order of said materials.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: February 7, 2013
SUBJECT: Proposal Summary for Reflective Sign Faces, Complete Signs & Aluminum Sheet Sign Panels

Project Description:
Proposals were sought for approximately 1,020 pieces, more or less, of various quantities, shapes and sizes of reflective sign faces, complete signs and aluminum sheet sign panels for the Ingham County Department of Transportation and Roads.

Proposal Summary:
Vendors contacted: 6  Local: 0
Vendors responding: 4  Local: 0

<table>
<thead>
<tr>
<th>Company</th>
<th>Series 3930 Sign Faces</th>
<th>Series 4081 Sign Faces</th>
<th>Series 3924 Sign Faces</th>
<th>Series 4000 Completed Signs</th>
<th>Series 4081 Completed Signs</th>
<th>Sub Total For Sign Faces &amp; Completed Signs</th>
<th>Aluminum Sheet Sign Panels Total</th>
<th>Local</th>
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<tbody>
<tr>
<td>Rathco Safety Supply Inc</td>
<td>$1,871.20</td>
<td>$10,783.70</td>
<td>$708.00</td>
<td>$5,088.00</td>
<td>$12,356.40</td>
<td>$30,807.30</td>
<td>$10,491.50</td>
<td>No, Portage MI</td>
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<tr>
<td>Vulcan Signs</td>
<td>$1,963.60</td>
<td>$11,826.10</td>
<td>$732.00</td>
<td>$5,292.00</td>
<td>$12,954.60</td>
<td>$32,768.30</td>
<td>$8,697.30</td>
<td>No, Foley AL</td>
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<tr>
<td>Custom Products Corporation</td>
<td>$2,059.30</td>
<td>$12,375.90</td>
<td>$768.00</td>
<td>$5,258.00</td>
<td>$13,281.40</td>
<td>$33,742.60</td>
<td>$9,861.80</td>
<td>No, Jackson MS</td>
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<tr>
<td>Rocal Inc</td>
<td>$1,884.90 w/o 30&quot;x30&quot;</td>
<td>$11,266.50</td>
<td>$722.40</td>
<td>$5,480.00</td>
<td>$16,934.20</td>
<td>$36,288.00</td>
<td>$12,590.10</td>
<td>No, Frankfort OH</td>
</tr>
</tbody>
</table>

Recommendation:
It is the recommendation of the Evaluation Committee to award a contract to Rathco Safety Supply in the amount of $30,807.30 for the Series 3930, 4081, and 3924 Sign Faces, and the Series 4000 and 4081 Completed Signs.

It is the recommendation of the Evaluation Committee to award the remainder of the award to Vulcan, Inc. DBA: Vulcan Signs, for the Aluminum Sheet Sign Panels, in the amount of $8,697.30 by issuing a purchase order.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF REFLECTIVE SIGN FACES AND COMPLETE SIGNS FROM RATHCO SAFETY SUPPLY, INC.

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of Road Department sign materials; and

WHEREAS, the Road Department uses the unit prices and an initial order quantity to determine a successful bidder, from which we purchase materials to improve and maintain the county road sign system; and

WHEREAS, the Invitation for Bids was designed so that later in fiscal year 2013, if the Road Department needs additional sign materials, it can use the unit prices from the recommended bidder and order materials to replenish its sign materials inventory; and

WHEREAS, the unit prices and initial order costs are in-line with those received last year; and

WHEREAS, the Purchasing Department, Director of Purchasing and the Road Department, Director of Engineering are recommending that the Board of Commissioners accept the unit price bid results for reflective sign faces and completed signs and authorize purchase of sign materials with Rathco Safety Supply, Inc., Portage, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the unit price bid results for reflective sign faces and completed signs from Rathco Safety Supply, Inc., Portage, Michigan and authorizes the purchase of an initial order of said materials to fully stock the Road Department’s sign materials inventory.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in an amount not to exceed $30,807.30 to Rathco Safety Supply, Inc., Portage, Michigan for the purchase of reflective sign faces and completed signs.
Ingham County

To: County Services and Finance Committee
From: Sandra Dargatz
Date: 2/7/2013
Re: Michigan Department of Agriculture and Rural Development Grant
    Roofing Project for Community Hall and Fair Office
    Main Arena Heating Project

Michigan Department of Agriculture and Rural Development Grant: This resolution authorizes the acceptance of the 2013 matching funds grant from the Michigan Department of Agriculture and Rural Development County Fairs Capital in the amount of $9,000, which will be used to upgrade 14 camping sites with electrical services, additional water lines & sewer capability for Fair week camping and off season Horse Shows. By accepting the grant funding it will increase revenue and attendance at the Ingham County Fair.

Roofing Project for Community Hall and Fair Office: This resolution authorizes the Ingham County Fair to enter into a contract with Jordan Roofing to replace the existing roofing on the Community Hall, which has deteriorated and is in need of replacement. Jordan Roofing will replace the existing roof with new architectural shingles and solar venting for a total cost not to exceed $51,929.00, which will be utilizing $30,000 from the 2012 Capital Budget and $25,000 from the 2013 Capital Budget.

Main Arena Heating Project: This resolution authorizes the Ingham County Fair to enter into a contract with DLZ of Michigan, Inc. to provide architectural and engineering services for the Main Arena heating project. DLZ will identify existing conditions within the Main Arena, potential corrective actions with associated costs, and assist with establishing priorities for the scope of work and overall project budget. DLZ will provide the architectural and engineering services with funds from the 2013 Capital Budget in an amount not to exceed $19,800.

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: February 7, 2013
SUBJECT: Proposal Summary for the Ingham County Fair Office Reroofing Project

Project Description:
Proposals were sought from experienced and qualified contractors for the purpose of entering into a contract to reroof the Ingham County Fair Office building.

Work will include the complete removal of roofing system (shingles, metal edging, building felt, and sheathing), providing a new roofing system (shingles, metal edging, building felt, sheathing, ice & water shield, and flashings), new venting system, attic access panels, insulation baffles and sealing of drywall to attic.

Proposal Summary:
Vendors contacted: 114  Local: 29
Vendors responding: 4  Local: 2

A total of 15 vendors attended the mandatory pre-proposal meeting.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Local</th>
<th>Base Bid</th>
<th>Unit Price for Roof Sheathing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordan Roofing</td>
<td>Yes - Holt</td>
<td>$45,149*</td>
<td>$26</td>
</tr>
<tr>
<td>Pat USA</td>
<td>No - Rochester Hills</td>
<td>$42,963</td>
<td>$33</td>
</tr>
<tr>
<td>Rasmussen Exteriors</td>
<td>No - Walker</td>
<td>$47,483</td>
<td>$110</td>
</tr>
<tr>
<td>Bornor Restoration</td>
<td>Yes - Lansing</td>
<td>$76,170</td>
<td>$140</td>
</tr>
</tbody>
</table>

*Jordan Roofing, a local vendor, agreed to match Pat USA’s bid, a non-local vendor, in accordance with the Local Purchasing Preference Policy.

Local Vendors Not Responding:
Granger Construction, Lansing – no bid submitted due to their work load.

Recommendation:
The Evaluation Committee recommends awarding a contract to Jordan Roofing in an amount not to exceed $51,929 which is inclusive of prevailing wages and a 10% ($4,721) contingency as recommended by the County’s consultant/architect for any unforeseen issues that may arise during the project. This cost also reflects installing solar powered vents ($1,248) and upgrading from a 25-year to a 50-year warrantied shingle ($2,997). See detail below:
Jordon Bid Cost (Match Pat USA’s Cost)  $42,963  
Contingency (10%)         $  4,721  
Solar Powered Vents        $  1,248  
Upgrade to 50-year Shingle Warranty $  2,997  
Total                      $51,929  

Jordan Roofing is a local vendor, licensed, bonded and insured, and has other relevant experience working on projects of a similar size and scope.

Advertisement:
The RFP was advertised in the City Pulse, numerous construction plan houses, and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JORDAN ROOFING TO REPLACE THE ROOF ON THE COMMUNITY HALL AND OFFICE AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the condition of the existing roof on the Community Hall and Fair Office has deteriorated over time and is in need of replacement; and

WHEREAS, the funds for this project have been budgeted and approved in the 2012 Capital Budget for $30,000 and the 2013 Capital Budget for $25,000; account number 561-76900-976000; and

WHEREAS, after careful review of sealed bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Jordan Roofing, who submitted a bid demonstrating compliance with the prevailing wage policy and participation local match. Bid total not to exceed $51,929.00; and

WHEREAS, a contingency of $4,721.00 is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of replacement; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Jordan Roofing, 2018 Cedar St, Ste. B2, Holt, Michigan 48842, to replace the existing roof with new architectural shingles, and solar venting, not to exceed cost of $47,208.00 plus a contingency of $4,721.00 for a total cost of $51,929.00.

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

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: February 7, 2013

SUBJECT: Architectural & Engineering Services Proposal Summary for the Ingham County Fair Main Arena

Project Description:
Proposals were sought from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide for a professional building study, and design and construction administration for the Main Arena at the Ingham County Fairgrounds.

The Contractor will be responsible for working directly with select members of the Fair Office to evaluate the current conditions of and make recommendations for the Main Arena. Work will meet all state, local and federal guidelines and standards. The Contractor will furnish all expertise, labor and resources for complete design and engineering services for the project in accordance with the requirements of the RFP and subsequent contract.

Proposal Summary:
Vendors contacted: 30 Local: 19
Vendors responding: 5 Local: 4

<table>
<thead>
<tr>
<th>Company</th>
<th>Phase 1 – Preliminary Design Services Cost</th>
<th>Phase 2 – Construction Services Cost</th>
<th>Total Cost</th>
<th>Local</th>
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<tbody>
<tr>
<td>GAV Associates, Inc</td>
<td>$5,650</td>
<td>$6,200</td>
<td>$11,850</td>
<td>No – Farmington Hills</td>
</tr>
<tr>
<td>Roger L. Donaldson</td>
<td>$7,490</td>
<td>$9,480</td>
<td>$16,970</td>
<td>Yes – Holt</td>
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<tr>
<td>DLZ Michigan, Inc</td>
<td>$13,000</td>
<td>$6,800</td>
<td>$19,800</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>C2AE</td>
<td>$31,100</td>
<td>$9,500</td>
<td>$40,600</td>
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<tr>
<td>Studio Intrigue Architects</td>
<td>$12,250</td>
<td>$30,500</td>
<td>$42,750</td>
<td>Yes – Lansing</td>
</tr>
</tbody>
</table>

A total of 8 vendors attended the mandatory pre-proposal meeting.

Local vendors not responding:
Swanson Design Studios, Lansing – No bid submitted due to their work load.

Other vendors not responding:
**Recommendation:**
The Evaluation Committee recommends awarding a contract to DLZ Michigan, Inc. in an amount not to exceed $19,800. DLZ, Michigan Inc. is a local vendor, licensed, insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County. DLZ is a full-service, multidisciplinary firm specializing in architectural, engineering and construction services. DLZ is also willing to evaluate possible grant options for the Fair.

GAV Associates and Roger Donaldson, AIA, are not being recommended for the award of this contract. The Evaluation Committee felt that GAV did not fully understand the scope and lacked a satisfactory approach to this project; Roger Donaldson, unlike DLZ, is not a full-service firm, and as such, does not have all the necessary resources in-house – which the Committee felt was important to the successful completion of this project.

**Advertisement:**
The RFP was advertised in the City Pulse, El Central, numerous construction plan houses, and posted on the Purchasing Department Web Page.
Agenda Item 8b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DLZ MICHIGAN, INC. TO PROVIDE ARCHITECTURAL & ENGINEERING SERVICES FOR THE MAIN ARENA HEATING PROJECT AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the current mechanical system, lighting, and energy efficiency of the Main Arena is in poor condition and the air quality, heating, and roofing structure has deteriorated over time and is in need of repair and replacement; and

WHEREAS, the funds for this project have been budgeted and approved in the 2013 Capital Budget for $80,000; account number 561-76900-976000; and

WHEREAS, after careful review of sealed bids, the Purchasing and Facilities Departments both concur that a contract be awarded to DLZ of Michigan, Inc., who submitted a bid for architectural and engineering services at a total not to exceed $19,800; and

WHEREAS, DLZ was chosen for the Main Arena project as their firm contains architectural, structural, mechanical, and electrical engineering, which allows for greater collaboration that will support a more solid project projection; and

WHEREAS, DLZ also has extensive experience with grant assistance at the federal, state, and local levels, which could assist with offsetting some of the project costs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to DLZ Michigan Inc., 1425 Keystone Ave. Lansing, MI 48911, in an amount not to exceed $19,800.00 for the time period of February 1, 2013 through projection completion in October 31, 2013, to provide architectural and engineering services to identify existing conditions within the Main Arena at the Ingham County Fairgrounds, potential corrective actions with associated costs, and to assist the county with establishing priorities for the scope of work and the overall project budget.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT $9,000 IN MATCHING CAPITAL IMPROVEMENT FUNDS FROM THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

WHEREAS, as a Michigan Department of Agriculture and Rural Development Grantee, the Ingham County Fair received matching funds from the Michigan Department of Agriculture and Rural Development County Fairs Capital Improvement Grant Program for building improvements or other capital improvements on county fairgrounds within the state in the amount of $9,000; and

WHEREAS, the purpose of this award was to address significant and pressing capital needs to improve service delivery and support the expansion of services at Ingham County Fairgrounds; and

WHEREAS, the Ingham County Fairgrounds proposes to use these funds for the following: To upgrade 14 camping sites with electrical services, additional water lines & sewer capability for Fair week camping and off season camping for Horse Shows; resulting in increased revenue and attendance for the Ingham County Fairgrounds; and

WHEREAS, the Ingham County Fair Board recommends that the Board of Commissioners authorizes the acceptance of $9,000 in matching funding from the Michigan Department of Agriculture and Rural Development.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of up to $9,000 in matching funding from the Michigan Department of Agriculture and Rural Development to upgrade 14 camping sites with electrical services, additional water lines & sewer capability for Fair week camping and off season camping for Horse Shows; resulting in increased revenue and attendance for the Ingham County Fairgrounds.

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

BE IT FURTHER RESOLVED, the Board Chairperson and County Clerk are authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.
DATE: January 24, 2013

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing the Transfer of 2012 Burchfield Restroom Recreation Passport Grant Matching Funds to a 2013 Lake Lansing Park-South Recreation Passport Grant Application

This resolution authorizes the transfer of the 2012 Burchfield Restroom Recreation Passport Grant matching funds in the amount of $15,000 to a 2013 Lake Lansing Park-South Recreation Passport Grant application.

Park Staff completed and applied for a 2012 DNR Recreation Passport Grant and the grant was not approved by the Michigan Department of Natural Resources (MDNR). In the Parks 2012 Capital Improvement Budget $15,000 was approved as matching funds for the Recreation Passport Grant.

In the 2013 Capital Improvement Request a request was made for matching funds for a 2013 Recreation Passport Grant to do renovations to the Lake Lansing Bathhouse/Concession/Restroom Building and those funds were not approved. The Lake Lansing Bathhouse/Concession/Restroom Building is over 35 years old, serves over 200,000 park visitors each year and requires structural and mechanical upgrading to protect the integrity of the building and ensure visitor safety. This project is a renovation not new construction and will score higher in the MDNR evaluation process.

The Parks & Recreation Commission approved this transfer with the passage of a resolution at their January 2013 meeting.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE TRANSFER OF 2012 BURCHFIELD RESTROOM RECREATION PASSPORT GRANT MATCHING FUNDS TO A 2013 LAKE LANSING PARK-SOUTH RECREATION PASSPORT GRANT APPLICATION

WHEREAS, Park Staff completed and applied for a 2012 DNR Recreation Passport Grant and the grant was not approved by the Michigan Department of Natural Resources (MDNR); and

WHEREAS, in the Parks 2012 Capital Improvement Budget $15,000 was approved as matching funds for the Recreation Passport Grant; and

WHEREAS, in the 2013 Capital Improvement Request a request was made for matching funds for a 2013 Recreation Passport Grant to do renovations to the Lake Lansing Bathhouse/Concession/Restroom Building those funds were not approved; and

WHEREAS, the Lake Lansing Bathhouse/Concession/Restroom Building is over 35 years old, serves over 200,000 park visitors each year and requires structural and mechanical upgrading to protect the integrity of the building and ensure visitor safety; and

WHEREAS, this project is a renovation not new construction and will score higher in the MDNR evaluation process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of $15,000.00 approved for the 2012 Burchfield Park Recreation Passport Restroom Grant application to the 2013 Lake Lansing Park-South Recreation Passport grant application.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.
February 12, 2013

To: County Services and Finance Committees

From: Travis Parsons

Subject: UAW Local 2256 – Collective Bargaining Agreement
Technical, Office, Para-Professional and Service Employees

On Friday, February 8, 2013, the UAW put before their members for vote Ingham County’s Last Best Offer provided through the mediation process. The UAW members approved the agreement. Highlights of the agreement include the following:

- **Contract Duration:** through December 31, 2014

- **Wages:**
  - No wage increase for the duration of the contract

- **Steps:**
  - No step progression for 2012.
  - Step progression resumes upon ratification or on the employee anniversary date, whichever is later, to the step the employee would have progressed in 2012.

- **Pension:**
  - 1.2% increase, from 3.62% to 4.82%, in employee pension contribution for current employees
  - New employees hired on or after 3/1/2013 will receive a MERS Hybrid pension plan: DB - 1.25% multiplier and DC - 1% employee contribution with a 1% employer match. Retirement Age - 60

- **Retiree Health:**
  - New Hires upon ratification – sliding scale based on years of service
  - Eligible at retirement age - 60

- **Sick Leave:**
  - Reduced accrual for New Hires (after 10/5/2012)
  - Reduced Sick Leave Cash-Out at Separation: New Hires after January 1, 2013

- **Longevity:**
  - New Hires on or after January 1, 2013 are not eligible for longevity.
  - Employees who received longevity in 2011 are frozen at the amount received in 2011 for duration of the agreement, December 31, 2014.
  - Employees eligible for their first longevity payment 2012 will receive payment in December 2013 at the frozen rate.

Also included in the packet are resolutions establishing the MERS Hybrid pension plan.
RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE UAW LOCAL 2256 - TECHNICAL, OFFICE, PARA-PROFESSIONAL AND SERVICE EMPLOYEES

WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256 for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256 for the period January 1, 2012 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER THE UAW LOCAL 2256 – TECHNICAL, OFFICE, PARA-PROFESSIONAL AND SERVICE EMPLOYEES

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

WHEREAS, the UAW Local 2256 approved a new collective bargaining agreement that includes the establishment of a Hybrid pension plan for new hires.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for new employees in UAW Local 2256 hired on or after March 1, 2013.

BE IT FURTHER RESOLVED, that the Chair of Board is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to the approval as to form, by the County Attorney.
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

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

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

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

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

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

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

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

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

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

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

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

Effective the first day of March 2013, (to be known as the ADOPTION DATE), the County of Ingham hereby adopts Benefit Program H for (specify division numbers)

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

(A) HYBRID PLAN CONTRIBUTIONS

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

(B) COMPENSATION AND EARNINGS

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

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

  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  (1) The Benefit Multiplier (Plan Section 19B(4)) Initially selected shall be irrevocable, shall not later be changed.
  The multiplier shall be one of the following dependent upon the division’s social security coverage status:

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<thead>
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<th>Social Security Coverage</th>
<th>No Social Security Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1.00%</td>
<td>□ 1.00%</td>
</tr>
<tr>
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<tr>
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<td>□ 1.50%</td>
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<tr>
<td></td>
<td>□ 1.75%</td>
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<tr>
<td></td>
<td>□ 2.00%</td>
</tr>
</tbody>
</table>

  (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).
  (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

  □ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member’s credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):
  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member’s or beneficiary’s accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:
  (1) Lump sum distribution to the vested former member or beneficiary.
  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
  (3) Annuity for the life of the vested former member or beneficiary, or options forms of annuity as determined by the Retirement Board.
  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE
HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS
DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)
(Plan Sec 19B(13)-(16))

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

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

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

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

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

Participation for those electing coverage shall be effective the first day of the first calendar
month at least six (6) months after MERS’ receipt of the Resolution, here designated as being
the month of _____________, 20___, (insert month and year) which shall be
known as the “CONVERSION DATE.”

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

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

☐ not apply to any employee who separates from or terminates employment with this
municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

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

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

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

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

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

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

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

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

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

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

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

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

2. The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):
   - Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).
   - If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on ______% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

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

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

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

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ____________, 20__, (insert month and year), which shall be known as the "CONVERSION DATE."

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

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

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

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

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

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

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

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

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

IV. THIRD PARTY ADMINISTRATION

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

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

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

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20____ (Signature of authorized official)

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

Received and Approved by the Municipal Employees' Retirement System of Michigan
Dated: ______________________, 20____ (Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Hybrid under MERS Plan Document ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

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

I. Employer: County of Ingham

II. Effective Date

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

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _______________. This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _______________.

III. Eligibility Requirements

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

Gmt TOPS UAW - Division 14

Specify employee classification and division numbers
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IV. CONTRIBUTION PROVISIONS

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

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

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

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

☐ Yes ☐ No

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

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

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

☐ Weekly ☐ Bi-weekly ☑ Monthly

V. EARNINGS

Earnings shall be defined as “compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee’s W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

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

☐ Immediate vesting upon participation

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

Stated Year: ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5

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

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

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

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

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

☐ Yes ☒ No

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

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

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

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

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

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this ______ day of ____________, 2013.

Employer: County of Ingham

Authorized Signature: ________________________________

Title: ________________________________

Witness: ________________________________