

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 16, 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 [December 5, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office/Homeland Security & Emergency Management
 - a. Resolution to Accept the 2013 [Emergency Vehicle Operations Grant](#)
 - b. Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2011 [Homeland Security Grant](#) Program Funds
2. Animal Control - Resolution to Extend [Whiskers Wednesdays](#) Permanently
3. Circuit Court/Friend of the Court
 - a. Resolution to Accept the FY2013 [Swift and Sure](#) Sanctions Probation Program (SSSPP) Grant Funds and to Create Special Part-Time Positions of a SSSPP Coordinator and SSSPP Assistant Prosecuting Attorney
 - b. Resolution to Authorize a [Re-Organization](#) in the Friend of the Court
4. MSU Extension - Resolution to Authorize a Contract with Capital Area United Way to Provide Administrative Oversight and Programming Leadership to the [Community Coalition](#) for Youth for 2013
5. Health Department
 - a. Resolution to Authorize a Memorandum of Understanding Between St. Vincent Catholic Charities, Microenterprise Childcare Program of Michigan and Ingham County to Serve [Refugee Families](#)
 - b. Resolution to Authorize an Agreement with the [Greater Lansing Food Bank](#) to Support Implementation of the Food Security Plan
 - c. Resolution to Amend the [Infectious Disease Physician](#) Services Agreement with Michigan State University's College of Osteopathic Medicine – Tuberculosis Program
 - d. Resolution to Authorize an Amended 2012-2013 [AmeriCorps Grant](#)

- e. Resolution to Amend the Collaborative Agreement with the [Capital Area United Way](#)
 - f. Resolution to Authorize an Agreement with the [Capital Area Health Alliance](#)
 - g. Resolution to Authorize an Agreement with [Itentive Healthcare Solutions](#)
 - h. Resolution to Authorize a Contract with Washtenaw County Health Department to Deliver a [Workshop](#) in Health Equity and Social Justice
 - i. Resolution to Authorize [Amendment #1](#) to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
 - j. Resolution to Authorize an Amendment to the Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Provide [Early Head Start Services](#) in Shiawassee County
6. Human Resources - Resolution Changing the Non-Judicial County-Wide Elected Officials [Contribution](#) to MERS Retirement
7. Department of Transportation and Roads
- a. Resolution to Authorize Approval of the [Final Plat](#) of Sierra Ridge Estates No. 2 and Acceptance of Sacramento Way and Fresno Lane as Public Roads
 - b. Resolution to Authorize a Service Contract with [Bentley Systems, Incorporated](#)
 - c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Transportation and Roads in Relation to Federally Funded [Bridge Projects](#) Located at Gramer Road over the Red Cedar River Holt Road over Deer Creek Webberville Road over the Red Cedar River
8. Parks Department - Resolution Authorizing Changes to [User Fees](#) for Exploring Nature Day Camp at Burchfield Park
9. Board of Commissioners - Appointments to the Equalization Subcommittee (*No Materials*)

Announcements
Public Comment
Adjournment

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DISRUPTION DURING THE MEETING**

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FINANCE COMMITTEE
December 5, 2012
Minutes

Members Present: Mark Grebner, Brian McGrain, Deb Nolan and Steve Dougan

Members Absent: Rebecca Bahar-Cook and Todd Tennis

Others Present: Board Chairperson Copedge, Teri Morton, Paula Jackson, Lance Langdon, Willis Bennett, Travis Parsons, Renée Branch Canady, Deb Brinson, John Jacobs, Jim Hudgins, Eric Schertzing, Sherrie Graham, and others.

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

Approval of the November 26, 2012 Minutes

The November 26, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 5a. Substitute - Human Resources - Resolution Approving Modifications to the 2013 Managerial and Confidential Personnel Manual. **Substitute MERS resolutions are attached.**
- 5b. Substitute - Human Resources - Resolution Authorizing Establishing Uniform Transfer Provision. **Substitute MERS resolutions are attached.**
- 5c. Late - Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580 – 911 Supervisors
- 5d. Late - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Teamsters Local 580 – 911 Supervisors
- 5e. Late - Resolution Authorizing the Establishment of Teamsters Local 580 – 911 Supervisors as a Division within the MERS Defined Benefit Pension Plan
- 5f. Late - Resolution Approving a Collective Bargaining Agreement with the FOP – 911 Non-Supervisory
- 5g. Late - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired FOP – 911 Non-Supervisory
- 5h. Late - Resolution Authorizing the Establishment of FOP – 911 Non-Supervisors (Former City of Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan

- 5i. Late - Resolution Authorizing the Establishment of FOP – 911 Non-Supervisors (Former City of East Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan
- 6b. Pulled - 55th District Court - Resolution Approving a Reorganization (*Materials to be Distributed at a Later Date*). **This item was pulled from the County Services Committee agenda.**
- 9c. Substitute - Health Department - Resolution to Adopt the Schedule of Discounts and Co-Pay Schedule. **A substitute Schedule of Discounts and Co-Pay Schedule is attached.**
- 9d. Substitute - Health Department - Resolution to Authorize the Reclassification of a Community Health Representative III (Position #601177) to a Community Health Representative IV. **A substitute resolution is attached.**
- 10a. Substitute - Controller/Administrator - Resolution Authorizing the Controller to Make Year End Budget Adjustments and to Amend the 2013 Parks Budget. **A substitute resolution is attached.**
- 10c. Late - Resolution Encouraging the Legislature to Delay Action on Personal Property Tax Reform
- 12. Late - Resolution to Accept the 2012 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)

Comm. Nolan asked why Item 6 was pulled. Ms. Morton explained the Controller received the resolution at the last minute and the cost was more than anticipated. She further explained District Court will reorganize because there is an elimination of the Financial Coordinator Position in the Budget. Comm. Dougan asked if the position is still being eliminated. Ms. Morton answered yes; therefore, some people will take on additional responsibilities. Comm. Dougan asked if someone will be laid off. Ms. Morton answered yes.

Limited Public Comment

None.

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

- 6. 55th District Court
 - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP)

8. MSU Extension - Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County Approving the Annual Work Plan for 2013
9. Health Department
 - a. Resolution to Authorize Dental Service Contracts with Licensed Dentists for 2013
 - b. Resolution to Authorize Dental Services Agreements at the Ingham County Jail
 - c. Resolution to Adopt the Schedule of Discounts and Co-Pay Schedule
 - d. Resolution to authorize the ~~Reclassification~~ Conversion of a Community Health Representative III (~~Position #601177~~) to a Community Health Representative IV
 - e. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University to Provide Infectious Disease Physician Services Within the Health Department's HIV Continuum of Care Program
 - f. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University Funded through the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Program
 - g. Resolution to Authorize an Agreement with the Michigan State University College of Nursing for Nurse Practitioner Services in the Women's Health Center
 - h. Resolution to Authorize an Agreement with the Michigan State University College of Nursing for Nurse Practitioner Services at the Ingham County Jail
 - i. Resolution to Authorize the 2012 – 2013 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates
12. Resolution to Accept the 2012 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)

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

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

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

1. Treasurer - Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY.

Comm. Dougan questioned if in the past a draft list of the properties was provided to the Committee. Comm. Nolan stated she would also like the information.

Mr. Schertzing will provide a draft list of these properties to Commissioners Dougan and Nolan.

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

2. Purchasing - Resolution to Authorize a Contract with Presort Services, Inc.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH PRESORT SERVICES, INC.

Comm. McGrain questioned if this is for larger packages being mailed. Mr. Hudgins stated this includes all mailings at a reduced rate. Chairperson Grebner explained how Presort Services is able to pass along their savings to the County.

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

3. Housing Commission/CDBG - Resolution to Transfer the Community Development Block Grant Program to the Treasurer's Office

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO TRANSFER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO THE TREASURER'S OFFICE.

Comm. McGrain asked for clarification that the intent is the CDBG will be moved from the Housing Commission to the Land Bank through the Treasurer's Office; furthermore, the CDBG staff person will be coming to the Land Bank giving updates to that body. Comm. Schertzing stated that works for him.

Mr. Schertzing explained there are positions on the Treasurer's Office lists that are assigned to work with the Land Bank. Mr. Schertzing stated this is an organizational year to see how this sorts out; however, the Land Bank is a natural place for the conversation to report through further stating he would be happy to report to a Liaison Committee as well.

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

4. Potter Park Zoo - Resolution Authorizing the Establishment of a Curator Position at the Potter Park Zoo

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A CURATOR POSITION AT THE POTTER PARK ZOO.

Comm. McGrain complimented Ms. Graham on the 20th Wonderland of Lights at the Zoo. He then asked for insight on how this position fits into the organizational chart. Ms. Graham summarized the organizational chart as follows: Director, Education Curator, Veterinarian and Animal Curator. She stated this position will report to her plus it will relieve the veterinarian of personnel duties. Chairperson Grebner asked if this position is a Teamster position. Ms. Graham answered yes.

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

7. 911 Center - Lance Langdon - Resolution to Establish Special Part Time 911 Central Dispatch Center Background Investigators Positions

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO ESTABLISH SPECIAL PART TIME 911 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATORS POSITIONS.

(Comm. Nolan stepped out at 6:19 pm)

Comm. Dougan asked why three part-time positions instead of one or two. Mr. Langdon described the type of employee they are looking for and over a period of time this will become an on-call position. Comm. McGrain asked how many hours it takes to complete an investigation. Mr. Langdon estimated 20 to 25 hours explaining the background investigation is similar to an officer position. Comm. Dougan asked if a psychological evaluation is performed. Mr. Langdon answered no. Comm. Dougan suggested that an individual could have issues before starting the job and that would be sorted out ahead of time. Comm. Dougan asked if individuals are working 12 hour shifts. Mr. Langdon stated 8 and 12 hour shifts and in January a straight 12 hour shift. Comm. Dougan expressed his concern that is a long day. Mr. Langdon stated they use the Pittman schedule where two twelve hour shifts provide 24/7 coverage.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan, Comm. Bahar-Cook and Comm. Tennis

(Comm. Nolan returned at 6:26 pm)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO SUSPEND THE BOARD RULES TO ALLOW COMM. NOLAN TO VOTE ON ITEM 7.

Comm. Nolan voted yes to approve Item 7.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO RECONSIDER THE VOTE.

MOTION, TO RECONSIDER THE VOTE, CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Tennis

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION TITLE ADDING “ON CALL” AFTER “PART TIME”, as follows:

RESOLUTION TO ESTABLISH SPECIAL PART TIME **ON-CALL** 911 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATORS POSITIONS.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Comm. Bahar-Cook and Comm. Tennis

5. Human Resources

- a. Resolution Approving Modifications to the 2013 Managerial and Confidential Personnel Manual

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2013 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL.

Ms. Morton explained the substitute is the result of a change with MERS resolution.

Mr. Parsons explained that Item 1 identifies the change in the defined benefit for the Managerial and Confidential Pension Plan subsequent to other bargaining units’ tentative agreements. He then pointed out that “Appendix E, Items 2-6” deal with only the managerial employees of the former Road Commission who are now transferring to a County Department, the Ingham County Department of Transportation and Roads. He described the benefit differences that will be preserved from the former Road Commission including: holidays, retirement, retiree health, leave time and banked sick leave. He described the differences in employee retirement and health care contributions.

The committee discussed how many positions this will have an effect on and the number of confidential employees.

Comm. McGrain asked if this is bringing the former Road Commission employees into alignment with the County. Mr. Parsons pointed out the differences in Items 3 and 5. The Committee discussed the sick-pay payouts, reassessment of payout percentages and retiree payments.

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

- b. Resolution Authorizing Establishing Uniform Transfer Provision

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING ESTABLISHING UNIFORM TRANSFER PROVISION.

Mr. Parsons explained this eliminates a barrier for promotion within the bargaining groups giving the employees the flexibility to remain with their defined benefit pension plan or choose the hybrid plan. He noted that employees in the hybrid plan do not have the option to choose a defined benefit plan.

Mr. Parsons described the MERS Uniform Transfer provision and Alternate Transfer Provision. Chairperson Grebner noted this does not have an effect on the multipliers. Mr. Parsons stated that is a different issue and that is an issue that is being worked on. Comm. Dougan pointed out that when filling vacant positions caused by a promotion a new employee will begin the overall transition to the hybrid plan.

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

- c. Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580 – 911 Supervisors
- d. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Teamsters Local 580 – 911 Supervisors
- e. Resolution Authorizing the Establishment of Teamsters Local 580 – 911 Supervisors as a Division within the MERS Defined Benefit Pension Plan
- f. Resolution Approving a Collective Bargaining Agreement with the FOP – 911 Non-Supervisory
- g. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired FOP – 911 Non-Supervisory
- h. Resolution Authorizing the Establishment of FOP – 911 Non-Supervisors (Former City of Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan
- i. Resolution Authorizing the Establishment of FOP – 911 Non-Supervisors (Former City of East Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE (ITEMS 5C THROUGH 5I): THE RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 580 – 911 SUPERVISORS AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED TEAMSTERS LOCAL 580 – 911 SUPERVISORS AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF TEAMSTERS LOCAL 580 – 911 SUPERVISORS AS A DIVISION WITHIN THE MERS DEFINED BENEFIT PENSION PLAN AND RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FOP – 911 NON-SUPERVISORY AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED FOP – 911 NON-SUPERVISORY AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF FOP – 911 NON-SUPERVISORS (FORMER CITY OF LANSING EMPLOYEES) AS A DIVISION WITHIN THE MERS DEFINED BENEFIT PENSION PLAN AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF FOP – 911 NON-SUPERVISORS (FORMER CITY OF EAST LANSING EMPLOYEES) AS A DIVISION WITHIN THE MERS DEFINED BENEFIT PENSION PLAN.

Comm. Dougan asked if these contracts create an environment where the employees can single out or pick and choose provisions. Mr. Parsons answered no, explaining the Human Resources Department has made it very clear that the County's operational provisions contained in the County's contracts are the foundation of various contracts. He referenced the FOP contract in the agenda packet explaining it is very similar to the FOP for Corrections.

Comm. Dougan asked if there are any employees who will have an unmistakable disadvantage because of the changes. He provided the example of seniority. Mr. Parsons explained how the compensation is being equalized between Lansing and East Lansing through wages and benefits. The Committee discussed various positions, multipliers and cliff vesting in the hybrid plan.

Comm. Nolan thanked Mr. Parsons for his work throughout the year and above all the work involved with the Ingham County 911 Central Dispatch Center and Department of Transportation and Roads mergers.

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

Comm. Dougan asked if efforts are being made to assist employees who will either not be retained or positions were eliminated. Mr. Parsons explained the Human Resources Department has been working with those individuals and described the process. He informed the Committee that the Human Resources Department has had the opportunity to spend time with the Unions whose members are impacted and there has been excellent cooperation to help with communications in a bad situation. Comm. McGrain thanked Mr. Parsons for assisting these individuals.

10. Controller/Administrator

- a. Resolution Authorizing the Controller to Make Year End Budget Adjustments and to Amend the 2013 Parks Budget

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END BUDGET ADJUSTMENTS AND TO AMEND THE 2013 PARKS BUDGET.

Ms. Morton pointed out the changes in bold explaining the distribution amount is always unknown early in the year, plus, there is an amendment by the County Services Committee identifying a position to be removed in the Parks Department allocation list effective January 1, 2013. Comm. Dougan asked if the position is vacant or filled. Ms. Morton answered filled.

Comm. McGrain questioned if an adjustment is necessary because of the decision not to contract Jail Medical Services. Ms. Morton explained a decision has not yet been made and the Controller would like some time to sort this out. She noted that if the Controller decides to keep the money in the General Fund no changes are necessary. Additionally, this resolution gives the Controller the authority to make the necessary adjustments and the Board will be informed if a big change is made. Comm. McGrain asked that the Committee is informed either way.

Ms. Morton informed the Committee that the Controller will be meeting with the Health Department and Sheriff next week.

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

b. Resolution Approving Various Contracts for the 2013 Budget Year

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2013 BUDGET YEAR.

Comm. Dougan asked if the larger losses in revenue were anticipated. Ms. Morton answered yes. Comm. McGrain pointed out the State of Michigan has an obvious effect on the Counties.

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

c. Resolution Encouraging the Legislature to Delay Action on Personal Property Tax Reform

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION ENCOURAGING THE LEGISLATURE TO DELAY ACTION ON PERSONAL PROPERTY TAX REFORM.

Chairperson Grebner expressed his concern that this is not uniform across counties and Ingham County has very little personal property. Comm. Dougan expressed his concern that collections can cost more than the tax to be collected. Comm. McGrain expressed his concern that this is not rushed through. Comm. Dougan pointed out that this has been the Michigan Association of County's positions for years. Ms. Morton informed the Committee of the Controller's concerns.

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

11. Board Referral - Notice of Hearing from Delhi Charter Township Regarding an Application for Exemption of New Personal Property from XG Sciences, Inc.

The Board Referral was received and placed on file.

Announcements

Comm. Nolan informed the Committee that Chairperson Grebner's retirement party was very nice with a good turn out.

Comm. McGrain thanked Chairperson Grebner for his Committee leadership.

Chairperson Grebner announced this is his last Liaison Committee meeting of any kind.

Public Comment

None.

The meeting adjourned at approximately 7:18 p.m.

Respectfully submitted,

Julie Buckmaster

JANUARY 16, 2013 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. *Sheriff's Office/Homeland Security and Emergency Management – Resolution to Accept the 2013 Emergency Vehicle Operations Grant*

This resolution authorizes the acceptance of the 2013 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$52,713.97, with a in kind match of \$17,571.32 for a total budget of \$70,285.29 for the time period of January 1, 2013 through December 31, 2013.

This is a regular training grant designed to improve officers' emergency driving skills and reduce risk exposure to the County. (See attached memo for details.)

1b. *Sheriff's Office/Homeland Security and Emergency Management – Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2011 Homeland Security Grant Program Funds*

This resolution authorizes entering into a contract with the City of Lansing, to be the fiduciary agent for the FY2011 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of grant funds, pending State approval, for Ingham County grant funded projects to be expended by April 30, 2014.

The total amount of grant funds available to Ingham County agencies is \$74,231.30 from the State Homeland Security Program (SHSP) and \$38,240.37 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$112,471.67.

This Resolution authorizes two projects at this time, MSU Active Shooter Exercise, \$10,000.00 and Rural Alert & Warning sirens, \$64,231.30. (See attached memo for details.)

2. *Animal Control – Resolution to Extend Whiskers Wednesdays Permanently*

This resolution authorizes a making Whiskers Wednesdays a normal fee at the Animal Control Department effective Feb 6th, 2013, whereby the County adoption fees will be half price for dogs and free for cats on all Wednesdays. The Ingham County Board of Commissioners authorized a Pilot Project, Whiskers Wednesdays from June 1, 2012 through September 30, 2012 during the 2013 fee setting process.

At the conclusion of this Pilot Project the Director is recommending you extend this as part of the normal fee process through the rest of 2013. Because fees are reviewed annually around May for the next year, it could be reviewed as necessary annually. (See attached memo for details.)

3a. Circuit Court/Friend of the Court – Resolution to Accept the FY 2013 Swift and Sure Sanctions Probation Program (SSSPP) Grant Funds and to Create Special Part-Time Positions of a SSSPP Coordinator and SSSPP Assistant Prosecuting Attorney

This resolution authorizes accepting the \$206,531 State Court Administrative Office (SCAO) grant to implement a Swift and Sure Sanctions Probation Program (SSSPP). The SSSPP grant is for the time period of January 1, 2013 through September 30, 2013. There is no monetary match required. The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

The grant also authorizes the creation of two grant-funded special part-time positions including a SSSPP Coordinator at Circuit Court and a SSSPP Assistant Prosecuting Attorney. (See attached memo for details.)

3b. Circuit Court/Friend of the Court – Resolution to Authorize a Re-Organization in the Friend of the Court

This resolution authorizes a reorganization at the Friend of the Court whereby two vacant positions would be eliminated and replaced by two new positions that would better suit the Courts business needs. One vacant supervisory position (ICEA Court Professionals PRO9) will be eliminated and replaced with a new Court Records Clerk position (UAW D). The other vacant Family Services Enforcement Facilitator position (ICEA Court Professional PRO7) would be reclassified as a Conciliator/Investigator (ICEA Court Professional PRO8)

The net general fund savings from the proposed reorganization as \$9,525 in 2013, and \$11,566 in annual long-term/permanent savings. Both of the affected unions have been notified of this proposed reorganization. (See attached memo for details.)

4. MSU Extension – Resolution to Authorize a Contract with Capital Area United Way To Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth In 2013

This resolution authorizes a contract in an amount not to exceed \$27,000 with Capital Area United Way to provide administrative oversight and programming leadership to the CCY during 2013. This contract is necessary due to recent staffing changes in MSU Extension and in recognition of the need to expand the capacity of mentoring organizations and programs.

5a. Health Department – Resolution to Authorize a Memorandum of Understanding Between St. Vincent Catholic Charities, Microenterprise Childcare Program of Michigan and Ingham County to Serve Refugee Families

This resolution authorizes an agreement with St. Vincent Catholic Charities (STVCC) for the Office for Young Children (OYC) to provide child care orientation training components, business training and licensing support services for the Refugee Microenterprise Childcare Program of Michigan. STVCC is providing \$16,370 to support these services, which are provided by an existing staff person at the Health Department. The term of the proposed agreement is October 1, 2012 through March 31, 2013.

5b. Health Department – Resolution to Authorize an Agreement with the Greater Lansing Food Bank to Support Implementation of the Food Security Plan

This resolution authorizes a three-year agreement with the Greater Lansing Food Bank. Ingham County will provide \$50,000 per year to the Food Bank to support the salary of a staff person to assist with Pantry Relations and with the full implantation of the Food Security plan.

5c. Health Department – Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University's College of Osteopathic Medicine – Tuberculosis Program

This resolution amends the Infectious Disease Physician Services Agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) to continue to provide infectious disease physician services within the Health Department's Tuberculosis Program. This Agreement with MSU COM is for services performed for the Disease Control TB Clinic, and shall be based on an hourly rate to include wage and benefit costs. The rate for the remaining term of this agreement will be One Hundred Sixty-Five and 00/100 Dollars (\$165.00) per hour.

5d. Health Department – Resolution to Authorize an Amended 2012-2013 AmeriCorps Grant

This resolution amends the 2012-2013 AmeriCorps Grant, accepting additional funding in the amount of \$27,419, bringing the total amount to \$171,033. Additional funding will be used to provide two additional FTE AmeriCorps members, or a total of 12.80 FTE AmeriCorps members.

5e. Health Department – Resolution to Amend the Collaborative Agreement with the Capital Area United Way

This resolution extends the collaborative agreement with the Capital Area United Way (CAUW) through September 30, 2013. \$38,051 will be provided to CAUW to support the Community Indicators Project which is a core component of the Health Department's strategy for informing the community about health status.

5f. Health Department – Resolution to Authorize an Agreement with the Capital Area Health Alliance

This resolution authorizes an agreement with the Capital Area Health Alliance for the period of November 1, 2012 through September 30, 2013. Total compensation to be received by the Ingham County Health Department under this subcontract is \$25,000 to assist by following the work plan agreed upon for the Michigan Department of Community Health (MDCH) 4x4 Health and Wellness Plan grant.

5g. Health Department – Resolution to Authorize an Agreement with Itentive Healthcare Solutions

This resolution authorizes an agreement with Itentive Healthcare Solutions to provide ChartGuard software to enable staff of the Community Health Centers to have access to three days of patient schedules and corresponding patient medical information in the event that the Information Technology Network is unavailable for any reason. The initial cost of this software is \$10,000. Ongoing costs include quarterly maintenance fees of \$450.00, or \$1,800 per year, which covers the cost of software upgrades and adjustments and the addition of health centers, if needed. The costs will be managed through the community health center budget. The term of this agreement shall commence February 1, 2013 and continue through December 31, 2013. This agreement will automatically renew for subsequent one year periods unless otherwise terminated by either party.

5h. Health Department – Resolution to Authorize a Contract with Washtenaw County Health Department to Deliver a Workshop in Health Equity and Social Justice

This resolution will enable two members of the Health Department's Social Justice Team to facilitate a four-day workshop on Health Equity and Social Justice for staff and community members convened by Washtenaw County Health Department. These workshops are scheduled to take place on January 29-30 and February 12-13. Washtenaw County Health Department will pay Ingham County Health Department up to \$6,500 for the delivery of this workshop, which will cover the cost of travel (\$237) and a negotiated consulting fee of \$6,263.

5i. Health Department – Resolution to Authorize Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This resolution authorizes Amendment #1 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). Amendment #1 will increase the budget for Comprehensive Local Health Services from \$5,093,196 to \$5,154,373 for a total increase of \$61,177. The Amendment makes the following specific changes in the budget:

1. Increases support for the Breast and Cervical Cancer Control program to \$483,502 (an increase of \$60,352).
2. Increases the Family Planning /BCCCP Joint Project to \$9,075 (an increase of \$825).

The increase in BCCCP funding is due to an increased caseload allocation for FY 2013 and not anticipated in the FY 2013 budget. To meet the increased caseload, the resolution establishes a temporary Three Quarter Time Nurse Case Manager (MNA/3).

5j. Health Department – Resolution to Authorize an Amendment to the Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Provide Early Head Start Services in Shiawassee County

This resolution amends the agreement with the Shiawassee Regional Education Services District (RESD) to retain Early Head Start (EHS) services in Shiawassee County. The Health Department Office for Young Children (OYC) will provide an Early Childhood Consultant staff person to serve as a Family Advocate. Shiawassee Regional Education Services District will reimburse Ingham County Health Department Office for Young Children up to \$6,900 to support the .83 FTE of an OYC Early Childhood Consultant. The term of the amended agreement shall be October 1, 2012 through November 14, 2013.

6. Human Resources – Resolution Changing the Non-Judicial County-Wide Elected Officials Contribution to MERS Retirement

Resolution #12-351 authorized an employee pension contribution increase of 1.8% effective January 1, 2013 for the county wide elected officials. This resolution would change the amount of the increase to 1.2% in order to match several collective bargaining agreements that have already been approved as well as the change in the Managerial Confidential Compensation Manual.

7a. Department of Transportation and Roads – Resolution to Authorize Approval of the Final Plat of Sierra Ridge Estates No. 2 and Acceptance of Sacramento Way and Fresno Lane as Public Roads

The resolution formally accepts Sacramento Way and Fresno Lane as public roads that meet Ingham County Department of Transportation & Roads standards.

7b. Department of Transportation and Roads – Resolution to Authorize a Service Contract with Bentley Systems, Incorporated

The resolution authorizes a service contract with Bentley Systems, Incorporated to provide the Road Department's annual road design (GEOPAK) and graphics (MicroStation) software license and technical support. The department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors. The cost of the contract shall not exceed \$7,400 and is identical to last year's costs. Bentley Services is the sole source for this service.

7c. Department of Transportation and Roads – Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Transportation and Roads in Relation to Federally Funded Bridge Projects Located at Gramer Road over the Red Cedar River, Holt Road over Deer Creek, and Webberville Road over the Red Cedar River

The Department received federal Local Bridge Program Funding to perform bridge rehabilitation and preventive maintenance on the aforementioned bridges. The contractual responsibilities for this contract are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities, attached to the funding, are defined. A second party contract between MDOT and the Ingham County Department of Transportation and Roads (ICDT&R) is required to define our (Requesting Agency) responsibilities and to administer the construction contract on Moot's behalf. The MDOT and ICDT&R second party contract is the subject of this resolution.

8. Parks Department – Resolution Authorizing Changes to User Fees for Exploring Nature Day Camp at Burchfield Park

The resolution authorizes \$10 per session increase to user fees for the day camp program and also establishes a prorated weekly fee to reflect a 4 day camp week versus a 5 day camp week (i.e. July 4th) the Parks & Recreation Commission supported the changes to the day camp fee schedule at their November 2012 meeting.

OTHER ACTION ITEM:

9. Board of Commissioners - Appointments to the Equalization Subcommittee

The Finance Committee designates two members of the Committee to the Equalization Subcommittee, which meets once a year in April.

MEMORANDUM

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: January 3, 2013

RE: Acceptance of the 2013 MCOLES Emergency Vehicle Operations Training Grant

This resolution will authorize the Sheriff's Office to accept from the Michigan Commission on Law Enforcement Standards (MCOLES) 2013 Emergency Vehicle Operations Training Grant for \$52,713.97. This sum will be matched on an in kind contribution of \$17,571.32 for employee costs.

Summary of Proposed Action: This resolution will authorize the Sheriff's Office to accept this training grant and to enter into contract with the Michigan Commission on Law Enforcement Standards.

Financial Implications: There are no new positions created and a 25% in kind match requirement (\$17,571.32 worth of existing trainer costs) for this training grant.

Summary of Financial Grant: Michigan Commission on Law Enforcement Standards, \$ 52,713.97 for the 2013 Emergency Vehicle Operations Grant:

\$23,388.97	Personnel wages
<u>\$29,325.00</u>	Supplies and operating expense
\$52,713.97	TOTAL DIRECT GRANT EXPENSES

Total Grant Costs: \$70,285.29

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2013 EMERGENCY VEHICLE OPERATIONS GRANT

WHEREAS, the Ingham County Sheriff's Office applied to receive an emergency police drivers training grant from the Michigan Commission on Law Enforcement Standards (MCOLES) ; and

WHEREAS, the purpose of the training is to improve emergency driving skills and reduce risk; and

WHEREAS, the amount of the grant is \$52,713.97, with a required in-kind match of \$17,571.32 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$70,285.29; and

WHEREAS, \$23,388.97 of the 2013 Emergency Vehicle Operations Grant is for personnel wages; and

WHEREAS, \$29,325.00 of the 2013 Emergency Vehicle Operations Grant is for supplies and operating expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2013 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$52,713.97, with a in kind match of \$17,571.32 for a total budget of \$70,285.29 for the time period of January 1, 2013 through December 31, 2013.

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

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

Agenda Item 1b

TO: Law & Courts Committee
Finance Committee

FROM: Sergeant Robert Ott, Ingham County Office of Homeland Security & Emergency
Management

DATE: January 2, 2013

RE: Resolution to Enter into a Contract with the City of Lansing and to Accept the
FY2011 Homeland Security Grant Program Funds

Ingham County is accepting the FY 2011 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing. The City of Lansing is the Fiduciary Agent and has authorized the use of the FY 2011 HSGP funds and will reimburse Ingham County. The projects that will be funded have been reviewed and approved by the Ingham County Local Planning Team (LPT). The Rural Alert & Warning Sirens (\$64,231.00) project is the continuation of an existing project that is nearly 70% complete.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH THE CITY OF LANSING AND TO
ACCEPT THE FY2011 HOMELAND SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2011 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the total amount of grant funds available to Ingham County agencies is \$74,231.30 from the State Homeland Security Program (SHSP) and \$38,240.37 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$112,471.67; and

WHEREAS, there are a number of projects benefiting Ingham County agencies, presently approved or pending approval by the State of Michigan; and

WHEREAS, the City of Lansing has agreed to be the fiduciary agent for these grant funds.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the City of Lansing, to be the fiduciary agent for the FY2011 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of grant funds, pending State approval, for the following Ingham County grant funded projects to be expended by April 30, 2014:

MSU Active Shooter Exercise, \$10,000.00
Rural Alert & Warning sirens, \$64,231.30

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contracts with West Shore Services, Inc., in the amount of \$64,231.30 for the purchase of Alert & Warning Siren systems.

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

MEMO

TO: Law & Courts Committee
Finance Committee

FROM: Jamie McAloon Lampman, Animal Control Director

DATE: January 4, 2013

RE: Resolution to Extend Whiskers Wednesdays Permanently

Commissioners:

I am recommending to the board the approval of the attached Resolution pertaining to the permanent extension of the Whisker Wednesday promotion effective February 6th, 2013.

Although there was a reduction in the adoption fee revenues in the 2012 budget --that was not a surprise or unexpected due to the state of the economy. It was reasonable to expect fewer adoptions due to the strain on household incomes. Fewer adoptions were a national trend as well. However, I feel that if not for the Whisker Wednesday program ICAC would have had far fewer adoptions than we did and far more animals would have had to be euthanized. This program was instrumental in ICAC maintaining adoptions at a consistent number to previous years. Adoptions for 2012 reached 1416 animals exceeding 2011 at 1396 adoptions.

Whisker Wednesday had a significant impact on reducing overcrowding and stressful conditions for both staff and animals during this time frame. Had it not been for the Whisker Wednesday program ICAC would have experienced much higher euthanasia numbers as well as a decline in the quality of care and services provided to animals and citizens because of the overwhelming number of animals and the need to euthanize animals every day as a result of overcrowding.

Whisker Wednesday was so successful in reaching a large audience across the tri-county region it brought new supporters and volunteers to the shelter. The increased awareness of the shelter has increased financial donations. At a time when adoptions and donations were declining nationwide ICAC was able to increase both. 2012 was the most successful year for donations to the ICAC Animal Care Fund to date. In addition, savings were realized in pharmaceutical and medical costs along with savings in over-time expenses.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND WHISKERS WEDNESDAYS PERMANENTLY

WHEREAS, the Board of Commissioners authorized the Whiskers Wednesday Pilot Project in May of 2012 to be in effect from the time period of June 1, 2012 through September 30, 2012 whereby cats are free on Wednesdays and Dogs are half price for adoptions through Resolution #12-158; and

WHEREAS, after the completion of the project it was clearly demonstrated that animal lives and departments savings were realized as a result of the project; and

WHEREAS, as adoptions for those designated months increased by 47% for cats and 14% for dogs and euthanasia declined by 28% in cats and 27% in dogs; and

WHEREAS, savings were realized as a result of staff resources that were lessened by the reduction of animals at the shelter to care for which would have often resulted in overtime and the reduction of euthanasia services required; and

WHEREAS, although loss of revenue for adoptions fees was realized during those adoption days, the costs for care and costs for euthanasia outweighed those reductions; and

WHEREAS, it was clearly realized shortly after the project ended that the shelter was quickly full again and staff, animals and resources were stressed as the shelter was at peak capacity with animals during October, November and most of December; and

WHEREAS, in 2011 there were 428 cats euthanized from June 1 through Sept. 30th, however due to Whisker Wednesday ICAC experienced a significant reduction in euthanasia during a peak capacity time--in 2012 there were 298 cats euthanized (130 less than the year before) as a result of this project; and

WHEREAS, in 2011 there were 332 dog euthanasia's from June 1 through September 30th; in 2012 there were 91 less dogs euthanized due to this project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes Whiskers Wednesdays to go into effect permanently effective Feb 6th, 2013, whereby the County adoption fees will be half price for dogs and cats are free on all Wednesdays.

Agenda Item 3a

To: Law & Courts and Finance Committees
From: Rhonda K. Swayze
Date: January 3, 2013
Re: Swift and Sure Sanctions Probation Program Grant Award

On November 8, 2012, the State Court Administrative Office notified the Circuit Court of our eligibility to apply for the Swift and Sure Sanctions Probation Program (SSSPP) grant. The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

We submitted our grant application and budget template (attached) by the December 13, 2012 deadline and were notified on December 26, 2012 that we had been awarded a grant amount of \$206,531. The award is for the grant period of January 1, 2013 through September 30, 2013.

In the grant, we requested funding for two special part-time positions: the SSSPP Coordinator and SSSPP Assistant Prosecuting Attorney. The SSSPP Coordinator will work in the Ingham County Circuit Court and the SSSPP Assistant Prosecuting Attorney will work in the Ingham County Prosecuting Attorney's Office.

Through the enclosed Resolution, we are requesting the Board of Commissioner's acceptance of the grant award and approval to create the two grant-funded special part-time positions described in the grant application.

cc: Hon. Clinton Canady
Hon. Joyce Draganchuk
Stuart Dunnings
David Easterday
Hon. Janelle A. Lawless
Lisa McCormick

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2013 SWIFT AND SURE SANCTIONS PROBATION PROGRAM (SSSPP) GRANT FUNDS AND TO CREATE SPECIAL PART-TIME POSITIONS OF A SSSPP COORDINATOR AND SSSPP ASSISTANT PROSECUTING ATTORNEY

WHEREAS, the 30th Circuit Court has been approved to receive grant funds in the amount of \$206,531 from the State Court Administrative Office (SCAO) to implement a Swift and Sure Sanctions Probation Program (SSSPP); and

WHEREAS, \$26,895 of the grant award is for the grant funded salaries of special part-time positions of a SSSPP Coordinator (\$10,830) and a SSSPP Assistant Prosecuting Attorney (\$16,065); and

WHEREAS, the primary goal of the SSSPP is to increase compliance with probation terms by imposing certain, swift and consistent sanctions for probation violations which is consistent with Ingham County's long term objective of providing appropriate sanctions for adult offenders; and

WHEREAS, creating a grant funded special part-time SSSPP Coordinator position will assist the Circuit Court in achieving the primary grant goal by acting as a liaison between the Ingham County Circuit Court, the Ingham County Sheriff's Office, Ingham County Adult Probation, and various community service agencies; and

WHEREAS, the SSSPP Coordinator would also be responsible for collection, compilation, and entry of data tracking participants, expenditure of funds, and recidivism rates which are conditions of maintaining the grant award; and

WHEREAS, the SSSPP Assistant Prosecuting Attorney will assist the Ingham County Prosecuting Attorney's Office by attending the initial program hearings and subsequent violation hearings of the participants.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the \$206,531 awarded by the SCAO for the SSSPP grant (no monetary match required) and authorizes the creation of grant-funded special part-time positions of a SSSPP Coordinator and a SSSPP Assistant Prosecuting Attorney.

BE IT FURTHER RESOLVED, that the period this grant covers is January 1, 2013 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary 2013 budget adjustments consistent with this resolution.

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

M E M O R A N D U M

TO: LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES

FROM: SHAUNA DUNNINGS, DEPUTY COURT ADMINISTRATOR/FOC

RE: PROPOSAL TO REORGANIZE FOC STAFF

DATE: DECEMBER 21, 2012

Since 2004, FOC has eliminated nine positions: Parenting Time Advocate, Secretary, Cashier, Accounting Supervisor, Account Coordinator, Conciliator/Investigator, Court Service Officer, Caseworker and File Clerk. FOC has recently posted four casework positions (due to three retirements which have been announced, and one vacancy created by an internal promotion last June), which will leave the division with two additional vacancies: those of Casework Supervisor (which has been vacant since the retirement of Kathy Hanselman at the end of May), and the Family Services Enforcement Facilitator position vacated by Tarra Ray on October 29.

Having had sufficient time to evaluate the impact of a vacant supervisory position, it is our belief that consolidating the Casework and Enforcement staff under one supervisor, while at the same time transferring supervisory responsibility for the Family Services area from Enforcement to Conciliations/Investigations, has resulted in a successful rebalancing of supervisory and administrative duties to the extent that it will not be necessary to fill the vacant Casework Supervisor position.

However, it has also become apparent that the clerical/operations section of the office, which has had a higher proportion of its personnel eliminated than any other, is increasingly stretched thin since the retirement of Pam Kramer as Account Coordinator (UAW Level F) at the beginning of September, and the subsequent elimination of her position at the end of the FOC fiscal year on 9/30/12. This position, the original duties of which became obsolete upon the assumption of most local receipting and disbursement responsibilities by the Michigan Disbursement Unit, had taken on new responsibilities for the MiCSES entry of adjustments and Court Orders, and was able to assist in the coverage of the cashier, switchboard and reception areas. Thus, in order to ensure adequate coverage, and to assist in the timely and accurate entry of Court Orders, I would request that the supervisory position (ICEA Court Professionals PRO9) be eliminated, and replaced with a new Court Records Clerk position (UAW D). Currently there are four other Court Records Clerks.

With regards to the vacant Family Services Enforcement Facilitator position (ICEA Court Professional PRO7), I would recommend that this position be reclassified as a Conciliator/Investigator (ICEA Court Professional PRO8) and that the Family Services Enforcement Facilitator's responsibilities be divided among all of the Conciliator/Investigators (currently there are seven other Conciliator/Investigators). This would allow for better backup and coverage for the Family Services area, and, in addition, would assist the Conciliation/Investigations area in becoming more caught up-to-date than current staffing levels are able to accommodate.

The annualized 2013 and long-term savings realized from this reorganization are as follows:

		<u>Total Cost</u>	<u>Total Cost</u>	<u>Gen. Fund</u>	<u>Gen. Fund</u>
<u>Current:</u>		<u>Entry Level</u>	<u>Topped Out</u>	<u>Entry Level</u>	<u>Topped Out</u>
Casework Supervisor	Court Prof. 9	\$89,803	\$106,811	\$30,533	\$36,316
Fam. Services					
Facilitator	Court Prof. 7	\$77,879	\$92,502	\$36,759	\$43,661
<u>Proposed:</u>					
Conciliator/					
Investigator	Court Prof. 8	\$83,491	\$99,233	\$39,408	\$46,838
Court Records Clerk	UAW D	\$53,996	\$63,451	\$18,359	\$21,573
Net Savings:		\$30,195	\$36,629	\$9,525	\$11,566

The above figures were provided by the Budget Office, and document the net general fund savings from the proposed reorganization as \$9,525 in 2013, and \$11,566 in annual long-term/permanent savings.

While obviously we would prefer to be able to eliminate a position altogether, given the magnitude of previous cuts, FOC no longer has the slack to currently recommend the elimination of an additional FTE. As an alternative, this proposed reorganization would result in both long-term savings to Ingham County, and allow FOC to more efficiently and cost-effectively provide services to the public as dictated by Federal Regulation, State Statute, and Michigan Court Rule.

This reorganization is supported by Chief Judge Lawless, the Circuit Court Administrator, and the Human Resources Director. In addition, both the UAW and the ICEA have been notified of this proposal, and neither union has indicated objection. A representative of Friend of the Court will be in attendance at the Law & Courts, County Services and Finance Committee meetings to answer any questions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE FRIEND OF THE COURT

WHEREAS, the position of Casework Supervisor (#142019, ICEA Court Professional PRO9) became vacant effective May 31, 2012 as a result of a retirement; and

WHEREAS, the position of Family Services Enforcement Facilitator (#142065 ICEA Court Professional PRO7) became vacant effective October 29, 2012 as a result of a resignation; and

WHEREAS, having had sufficient time to evaluate the impact of these vacancies, the Friend of the Court desires to eliminate both positions and replace them with an additional Conciliator/Investigator (ICEA Court Professional PRO8) and an additional Court Records Clerk (UAW D); and

WHEREAS, it is the belief of the Friend of the Court that this reorganization will allow for more cost-effective and efficient service to the public; and

WHEREAS, the Budget Office has calculated that this reorganization will result in 2013 net general fund savings of \$9,525, and 2013 net total savings of \$30,195; and

WHEREAS, the Budget Office has calculated that this reorganization will result in annual long-term, permanent net general fund savings of \$11,566, and annual long-term, permanent net total savings of \$36,629; and

WHEREAS, the Human Resources Director has reviewed this reorganization with the Friend of the Court and concurs with their proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of positions #142019 and #142065.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of an additional Conciliator/Investigator (ICEA Court Professional PRO8), and an additional Court Records Clerk (UAW D).

BE IT FURTHER RESOLVED, that this reorganization will become effective February 1, 2013.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Friend of the Court 2013 Budget and Position Allocation List in accordance with this Resolution.

MEMO

Date: January 3, 2013

To: Human Services and Finance Committees

From: Randy Bell, MSU Extension

Re: Resolution to authorize a contract with Capital Area United Way to provide administrative oversight and programming leadership to the Community Coalition for Youth in 2013

The Ingham County/City of Lansing Youth Violence Prevention Coalition was established 1994 by then Mayor David Hollister and Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's. Since 1995, MSUE has provided administrative oversight and programming leadership.

In 2002, the Board of Commissioners established the Youth Violence Prevention Coalition “as the appropriate body for advising the Board of Commissioners in the implementation of the comprehensive strategy for preventing and treating delinquency.” (Resolution #02-194) The coalition’s name changed in the mid-2000’s to the Community Coalition for Youth (CCY).

In 2006, the Board of Commissioners adopted a “continuum of care” community-wide model for preventing and treating delinquency and in 2007 requested that CCY convene a task force to provide guidance in the development of a continuum of care facility (resolution #06-002). This resulted in the planning and development of the Ingham Family Center.

CCY has adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders. The structure to further mentoring for Ingham County youth that has been formed by CCY is called the Capital Area Mentoring Partnership (CAMP),

In response to recent staffing changes and in recognition of the need to expand the capacity of mentoring organizations and programs, MSUE staff, the Commissioner’s liaison to CCY, Deb Nolan, and representatives of the City of Lansing have agreed that the most effective and efficient way to accomplish the goals of CCY/CAMP is to contract with Capital Area United Way to provide administrative oversight and programming leadership during 2013. The County share is \$27,000 and is in the MSUE 2013 departmental budget.

Attachment A describes the scope of work being proposed by Capital Area United Way. I recommend the approval of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL AREA UNITED WAY TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE COMMUNITY COALITION FOR YOUTH FOR 2013

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, the coalition, since renamed the Community Coalition for Youth (CCY), is a collaborative effort between Ingham County and the City of Lansing; and

WHEREAS, CCY targets its collective efforts on a number of community-based initiatives focusing on youth violence and delinquency prevention; and

WHEREAS, Michigan State University Extension (MSUE) has provided administrative oversight and programming leadership since 1995; and

WHEREAS, resolution #02-194, the Ingham County Board of Commissioners recognized that the Ingham County/City of Lansing Youth Violence Prevention Coalition as the appropriate body for advising the Board of Commissioners in the implementation of the comprehensive strategy for preventing and treating delinquency; and

WHEREAS, resolution #02-194 also directed the Ingham County/City of Lansing Youth Violence Prevention Coalition to continue to advise the Ingham County Board of Commissioners regarding policies and programs involving the juvenile justice system; and

WHEREAS, CCY has adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth has been formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, Capital Area United Way (CAUW) has proposed an Annual Plan of Work to provide administrative oversight and programmatic leadership to CCY/CAMP; and

WHEREAS, the Ingham County budget has provided \$27, 474 in the MSUE budget as the County's share of funding for CCY in the fiscal year 2013.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Capital Area United Way for the period January 1, 2013 through December 31, 2013 in an amount not to exceed \$27,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership according to the scope of services described in Attachment A.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments consistent with this resolution.

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

Attachment A:

Community Coalition for Youth
Annual Plan of Work
January 2013 – December 2013

1. Plan Year: January 1, 2013 – December 31, 2013

2. Project: Community Coalition of Youth Capital Area Mentoring Partnership

3. Project Goals:

In consideration of a \$27,000 contract with Ingham County, Capital Area United Way proposes to facilitate the Capital Area Mentoring Partnership's in:

- Surveying current membership practices
- Reviewing and revising the mission and vision
- Developing and adopting universal child safety standards
- Developing and implementing outcome measurements
- Develop a capacity building plan for 2013/2014

4. Planned Activities:

Capital Area United Way will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings will be scheduled on a set date and time each month. Monthly meeting will include a pre-determined agenda that will address the five project goals.

A quarterly meeting of the funders will be convened to review the current activities, identify potential problems, and plan for future CAMP meetings.

The membership of Community Coalition for Youth along with CCY funders will be convened quarterly to identify and prioritize community issues relative to youth, to share pertinent data relative to youth and youth services, and to foster a collaborative network of services.

5. Outcome Measurements:

- 80% of the partnership's membership will adopt child safety standards.
- 80% of the partnership's membership will begin utilizing joint outcome measures.

6. Program Evaluation:

On a quarterly basis, Capital Area United Way will report activities, progress toward project goals and outcome measurements, and contract funds.

7. Staffing:

Capital Area United Way will be staffed primarily by Sarah Lundquist-Harger, Community Investment Senior Associate. Additional staff support will be provided by Amanda Masters, Community Resources Associate. Teresa Kmetz, President of Capital Area United Way will serve as the contact person and will facilitate the quarterly funder meetings.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 10, 2013

RE: Resolution to Authorize a MOU with St. Vincent Catholic Charities, Microenterprise
Childcare Program

This is a recommendation to authorize an agreement with St. Vincent Catholic Charities (STVCC) for the Office for Young Children (OYC) to provide child care orientation training components, business training and licensing support services for the Refugee Microenterprise Childcare Program of Michigan. This will enable some refugee families to access reimbursement for their childcare services and other refugee families the ability to seek employment, confident that their children will be cared for in a culturally appropriate manner.

STVCC has developed programming to increase overall family self-sufficiency and life quality for refugees and in partnership with OYC will enhance the ability to provide microenterprise opportunities for refugee women as well as access to childcare services to members of this population still receiving cash assistance.

STVCC is providing \$16,370 to support these services, which are provided by an existing staff person at the Health Department. The term of the proposed agreement is October 1, 2012 through March 31, 2013.

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

Attachment

c: Karen Jennings w/attachment
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN
ST. VINCENT CATHOLIC CHARITIES, MICROENTERPRISE CHILDCARE PROGRAM
OF MICHIGAN AND INGHAM COUNTY TO SERVE REFUGEE FAMILIES**

WHEREAS, the Ingham County Health Department provides services to refugee women; and

WHEREAS, St. Vincent Catholic Charities (STVCC), a Michigan non-profit corporation, operates the Microenterprise Childcare Program of Michigan (MCPM) to enable refugee women to enter the child care workforce and to increase access to child care within the refugee communities; and

WHEREAS, STVCC has proposed that Health Department's Office for Young Children (OYC) provide services on behalf of the MCPM including child care training, business training and licensing support services; and

WHEREAS, OYC will provide these services using an existing staff member; and

WHEREAS, STVCC has agreed to provide \$16,370 for these services as determined in the MOU; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the MOU with St. Vincent Catholic Charities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Memorandum of Understanding in the amount of \$16,370 with St. Vincent Catholic Charities where the Office for Young Children will provide child care training, business training and licensing support services for the Refugee Microenterprise Childcare Program of Michigan.

BE IT FURTHER RESOLVED, that the term of the MOU shall be October 1, 2012 to March 30, 2013.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 10, 2013

RE: Resolution to Authorize an Agreement with the Greater Lansing Food Bank

The Ingham County Food Bank (ICFB) is a clearinghouse for families and individuals seeking emergency food assistance and works closely with the food pantries in Ingham County. ICFB staff conducts telephone interviews, determines eligibility, and makes referrals to the food pantry most convenient for the caller to access.

The Ingham County community is in the process implementing the Food Security plan by consolidating the food banks in this region. Stage 1 was the merger of the Greater Lansing Food Bank and the Mid-Michigan Food Bank, effective July 1, 2012. The Ingham County Food Bank pantries are member agencies of the Greater Lansing Food Bank. Stage 2 was the beginning transition of ICFB call center out of the Ingham County Health Department with full completion by FY14.

The Health Department is requesting to support a transitional period of three years by providing a grant to support the salary of a staff person to assist with Pantry Relations and with the full implantation of the Food Security plan. The Greater Lansing Food Bank will receive a \$50,000 grant per year for three years as was proposed in the FY 13 department budget for this purpose. The ICFB call center and its two employees will be maintained through FY13.

The Health Department strongly recommends following this plan as a good faith gesture and partner and assures continued provision of food bank services to Ingham County residents. The ICHD has budgeted this amount in a contractual line item of the Food Bank budget for FY13 and will do so again in FY14 and FY15.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with The Greater Lansing Food Bank.

Attachment

c: Nancy Hayward w/attachment
Karen Jennings w/attachment
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE GREATER LANSING FOOD BANK
TO SUPPORT IMPLEMENTATION OF THE FOOD SECURITY PLAN**

WHEREAS, Ingham County Food Bank (ICFB) is a clearinghouse for families and individuals seeking emergency food assistance; and

WHEREAS, the Ingham County Community is in the process of implementing the Food Security plan to consolidate the three food banks in this region; and

WHEREAS, the Health Department proposes to support the Greater Lansing Food Bank for up to three years with a \$50,000 grant per year to hire a staff person to assist with Pantry Relations and the full implantation of the Food Security for the period of October 1, 2012 to September 30, 2015; and

WHEREAS, the Health Department is additionally, proposing to maintain the Ingham County Call Center and its two employees for the 2013 fiscal year; and

WHEREAS, this arrangement is reflected in the Health Department's budget for 2013; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the agreement with the Greater Lansing Food Bank.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement to support the Greater Lansing Food Bank for up to three years, providing the Food Bank with \$50,000 annually to hire a staff person to assist with Pantry Relations and the full implantation of the Food Security plan.

BE IT FURTHER RESOLVED, that the period of the agreement will be October 1, 2012 to September 30, 2015.

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, Ph.D., M.P.A. Health Officer

DATE: January 3, 2013

RE: Authorization to Amend the Infectious Disease Physician Services Agreement with Michigan State University's College of Osteopathic Medicine

Attached is a recommendation to amend the Infectious Disease Physician Services Agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) to continue to provide infectious disease physician services within the Health Department's Tuberculosis Program. The Disease Control Tuberculosis Program is operated within the location of Pulmonary Services Lung Institute, 405 W. Greenlawn Ave, Suite 130 Lansing, MI, 48910. This amendment will enable the Health Department to continue to ensure access to primary and specialty care for those afflicted with Tuberculosis Disease.

In order to ensure high quality and comprehensive health care services for those with Tuberculosis Disease the clinical expertise of an infectious disease physician is required. The Health Department is obligated under the Public Health Code 333.5115 (4), 333.5301 (1) and 333.5307 to pay for the treatment of patients with active tuberculosis within its jurisdiction. The Agreement with MSU COM meets the County's needs.

This Agreement with MSU COM is for services performed for the Disease Control TB Clinic, and shall be based on an hourly rate to include wage and benefit costs. The rate for the remaining term of this agreement shall be One Hundred Sixty-Five and 00/100 Dollars (\$165.00) per hour.

I recommend that the Board authorize the renewal agreement for infectious disease physician services with the College of Osteopathic Medicine at Michigan State University.

c: Nancy Hayward, w/attachment
John Jacobs, w/attachment
Ruby Rodgers, w/attachment
Debbie Edokpolo, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE INFECTIOUS DISEASE PHYSICIAN SERVICES AGREEMENT
WITH MICHIGAN STATE UNIVERSITY'S COLLEGE OF OSTEOPATHIC MEDICINE –
TUBERCULOSIS PROGRAM**

WHEREAS, the Health Department is obligated under the Public Health Code 333.5115 (4), 333.5301 (1) and 333.5307 to ensure the provision of treatment for patients with active tuberculosis within its jurisdiction; and

WHEREAS, the Health Department has an existing agreement with the Michigan State University's College of Osteopathic Medicine to provide services to patients with active tuberculosis at the Health Department's tuberculosis clinic located at The Lung Institute, 405 West Greenlawn Avenue, Suite 130 in Lansing, Michigan; and

WHEREAS, Michigan State University College of Osteopathic Medicine wishes to continue their contract that provides physician specialty services to patients with active tuberculosis at one hundred and sixty five (\$165.00) dollars per hour up to a maximum of twelve hours per month ending December 31, 2013; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a one year extension of the agreement with Michigan State University's College of Osteopathic Medicine to provide physician specialty services to patients with active tuberculosis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year extension of the agreement with Michigan State University's College of Osteopathic Medicine to provide physician specialty services to patients with active tuberculosis.

BE IT FURTHER RESOLVED, that the period of the amendment shall be extended through December 31, 2013.

BE IT FURTHER RESOLVED, that Ingham County shall pay Michigan State University's College of Osteopathic Medicine one hundred and sixty five (\$165.00) dollars per hour, for tuberculosis services up to a maximum of twelve hours per month.

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 Canady, Ph.D., MPA, Health Officer
DATE: January 3, 2013
RE: Resolution to Authorize an Amended 2012-2013 AmeriCorps Grant

In Resolution #12-231, the Board of Commissioners authorized the acceptance of the 2012-2013 AmeriCorps Grant from the Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC). The period of the grant is from October 1, 2012 through September 30, 2013 in the amount of \$143,614. The Health Department, on behalf of the Power of We Consortium, received notice it had been awarded addition funding in the amount of \$27, 419, bringing the total amount to \$171,033. Additional funding will be used to provide two additional FTE AmeriCorps members, or a total of 12.80 FTE AmeriCorps members.

The grant amount offered by DHS includes salary and fringe of \$48,217 for the temporary, full-time coordinator.

The grant requires a match:

Table with 3 columns: Category, Amount, Percent. Rows include Net Grant (171,033, 65%), Match (93,766, 35%*), and Total (264,799, 100%).

*Michigan Community Service Commission (MCSC) guidelines direct applicants to hold the DHS share under \$13,500 per member. However, for this amended award MCSC allowed the DHS share of our application to be \$13,503 per member.

- The match is drawn from:
1) cash contributions from the external host sites totaling \$81,685;
2) existing salary and fringe used as match of \$4,795; and
3) indirect costs used as match of \$7,286.

The Power of We Consortium has received sufficient applications from community sites to support the placement of these additional members, who are highly sought after by community agencies.

The Power of We Consortium seeks to continually expand the AmeriCorps Project to the extent that grant funds become available in order to respond to growing community demand and to create increased program efficiencies.

I recommend that the Board of Commissioners adopt the attached resolution to accept the additional funding from the Department of Human Services on behalf of the Michigan Community Service Commission

- c: Debbie Edokpolo, w/attachment
John Jacobs w/attachment
Isa Solis w/attachment
Katie Ellero w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDED 2012-2013 AMERICORPS GRANT

WHEREAS, In Resolution #12-231, the Board of Commissioners authorized an AmeriCorps Grant from the Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC), in the amount of \$145,125 of which MSCS will withhold \$1,511 as an administrative fee leaving a net grant to Ingham County of \$143,614 for a time period of October 1, 2012 through September 30, 2013; and

WHEREAS, The Health Department, on behalf of the Power of We Consortium, received an offer of available additional net funding from the MCSC in the amount of \$27,419, for a total of \$172,832 of which MSCS will withhold \$1,799 as an administrative fee leaving a net grant to Ingham County of \$171,033; and

WHEREAS, this additional funding will allow the placement of two additional FTE AmeriCorps members working in Ingham County agencies; and

WHEREAS, a minimum non-federal 24% local match of cash and/or in-kind contributions is required; and

WHEREAS, increasing the size of the AmeriCorps Project increases overall cost effectiveness while better serving community needs; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the additional funding for the AmeriCorps Grant.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the additional funding in the amount of \$27,419 of which MSCS will withhold \$1,799 as an administrative fee leaving a net grant to the Health Department of \$171,033 and authorizes an amendment to the grant agreement with the Michigan Department of Human Services for the time period of October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that a non-federal match of \$93,766 (35%) is authorized with \$4,795 cash match being provided from 5% salary/fringe for the Power of We Consortium Coordinator, \$7,286 from indirect costs, and the remainder obtained through cash contributions from each of the AmeriCorps host sites selected through a Request for Proposal process.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée B. Canady, Ph.D., M.P.A, Health Officer

DATE: January 3, 2013

RE: Resolution to Amend the Collaborative Agreement with the Capital Area
United Way

Ingham County has had a collaborative agreement with the Capital Area United Way (CAUW) since 2005 under which the CAUW administers funds to support the Community Indicators Project which is a core component of the Health Department's strategy for informing the community about health status. The Department, along with Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD) and CAUW, all contribute funds to the Community Indicators Project. A significant aspect of this project is the administration of the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey). This survey of the adult population of Ingham, Eaton, and Clinton counties, it is an important source of data on health behaviors, outcomes, healthcare status and other matters of health and wellness.

The current agreement expired on September 30, 2012. I am requesting authorization to amend the contract to extend the agreement through September 30, 2013. The amount of the amendment is \$38,051 and funds for this projected were anticipated in our 2013 budget. This amount is precisely the same as the previous year.

Other funding partners on this initiative, BEDHD and MMDHD, have submitted their share of the funding for this project to the CAUW, but data collection will not resume until Ingham County Health Department has done the same.

The BRF&SC Survey allows us to continue monitoring the health and well-being of our residents and utilize the resources of our department more effectively. Consequently, I recommend adoption of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH THE
CAPITAL AREA UNITED WAY**

WHEREAS, the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey) measures a number of health indicators and quality of life indices including: chronic diseases, cigarette and alcohol use, obesity and physical activity, neighborhood safety, and safe walking routes; and

WHEREAS, information from the BRF&SC Survey is used to gauge the number of uninsured, access to primary care dental care which are central to the Commissioner's goal of promoting access to care; and

WHEREAS, data from the BRF&SC Survey are central to the Community Indicators Project, a core component of the Department's strategy for informing the community about health status; and

WHEREAS, Ingham County and the Capital Area United Way executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution 05-148 and amended in Resolutions 06-205, 07-154, 08-239, 09-197, 10-023 and 11-399 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the Capital Area United Way has coordinated funding from Barry-Eaton District Health Department, Mid-Michigan District Health Department, and Ingham County Health Department to administer the BRF&SC Survey; and

WHEREAS, this resolution will authorize and amendment to the agreement with CAUW and enable data collection to continue; and

WHEREAS, the amendment shall extend the agreement through September 30, 2013; and

WHEREAS, the amendment will increase the amount of the contract by \$38,051; and

WHEREAS, the Health Officer has advised that the Ingham County funds to support this collaboration are included in the Health Department's 2013 budget and has recommended that Ingham County enter into a collaborative agreement with the Capital Area United Way.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the Capital Area United Way to coordinate the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey).

BE IT FURTHER RESOLVED, the agreement is extended through September 30, 2013 and the amount of the amendment shall not exceed \$38,051.

BE IT FURTHER RESOLVED, that the Board Chair is authorized to sign the amendment after approval by the County attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 10, 2013

RE: Resolution to Authorize an Agreement with the Capital Area Health Alliance

The Capital Area Health Alliance (CAHA) has received a grant from the Michigan Department of Community Health to promote the governor's 4 x 4 health initiative in the tri-county region for the period of November 1, 2012 through September 30, 2013.

The Ingham County Health Department is a subcontractor with CAHA for this initiative and shall assist by following the work plan agreed upon for the Michigan Department of Community Health (MDCH) 4x4 Health and Wellness Plan grant.

Specifically, the Ingham County Health Department shall:

Participate as a CAHA member in the recruitment and training of the Outreach Manager.

Assist in management and coordination of work plan objectives by working closely with the Outreach coordinator to ensure that performance indicators are timely delivered.

Report on objectives of the work plan to the CAHA at monthly meetings.

Participate in conference calls and meetings with MDCH when requested.

Participate in the implementation and evaluation of the work plan as needed and agreed upon.

Total compensation to be received by the Ingham County Health Department under this subcontract is \$25,000 to be paid in the form of reimbursement for services completed to the satisfaction of CAHA on a tri-annual payment schedule.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with the Capital Area Health Alliance.

Attachment

c: Nancy Hayward w/attachment
Karen Jennings w/attachment
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE
CAPITAL AREA HEALTH ALLIANCE**

WHEREAS, the Capital Area Health Alliance (CAHA) has received a grant from the Michigan Department of Community Health for the 4X4 health initiative for the period of November 1, 2012 through September 30, 2013; and

WHEREAS, CAHA plans to subcontract with the Ingham County for implementation and evaluation of the work of the 4X4 health initiative; and

WHEREAS, the Health Department will participate as a CAHA member in the recruitment and training of the Outreach Manager; and

WHEREAS, the Health Department will assist in management and coordination of work plan objectives by working closely with the Outreach coordinator to ensure that performance indicators are timely delivered; and

WHEREAS, the Health Department will report on objectives of the work plan to the CAHA at monthly meetings; and

WHEREAS, the Health Department will participate in conference calls and meetings with MDCH when requested; and

WHEREAS, the Health Department will participate in the implementation and evaluation of the work plan as needed and agreed upon; and

WHEREAS, CAHA proposes to reimburse the Ingham County Health Department in the amount up to \$25,000 for this work; and

WHEREAS, these funds were anticipated in the Health Department's budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the agreement with the Capital Area Health Alliance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement in the amount of \$25,000 with the Capital Area Health Alliance for the 4 X 4 health initiative.

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

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: January 3, 2013

RE: Recommendation to Authorize an Agreement with Itentive Healthcare Solutions for ChartGuard Software

The Health Department transitioned to the use of Electronic Health Records throughout its Community Health Centers in 2012. This transition has been very positive for the Health Department but has also presented new challenges. Currently, if the Information Technology Network goes down from the loss of power or another event, staff of the Community Health Centers are unable to access any patient information, such as patient schedules and medical information. This can adversely affect patient safety and care and can lead to lost revenue.

ChartGuard software from Itentive Healthcare Solutions will enable staff of the Community Health Centers to have access to three days of patient schedules and corresponding patient medical information in the event that the Information Technology Network is unavailable for any reason. This software is compatible with NextGen and will ensure that the Community Health Centers can remain open and provide quality patient care even if the Information Technology Network is down.

The initial cost of this software is \$10,000. Ongoing costs include quarterly maintenance fees of \$450.00, or \$1,800 per year, which covers the cost of software upgrades and adjustments and the addition of health centers, if needed. The costs will be managed through the community health center budget and will require no additional funds.

The Health Department looked for competing bids but found no other vendor who could provide the same service. The Health Department checked references for Itentive Healthcare Solutions and found them to be positive.

I recommend that the Board of Commissioners authorize an agreement with Itentive Healthcare Solutions for ChartGuard software. The term of this agreement shall commence February 1, 2013 and continue through December 31, 2013. This agreement will automatically renew for subsequent one year periods unless otherwise terminated by either party.

c: Debra Brinson, w/attachment
Barb Mastin, w/attachment
John Jacobs, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ITENTIVE HEALTHCARE SOLUTIONS

WHEREAS, the Health Department transitioned to the use of NextGen Electronic Health Records and Patient Management System throughout its Community Health Centers in 2012; and

WHEREAS, this transition has been very positive for the Health Department but has also presented new challenges, including loss of access to patient information when the County's Information Technology Network is unavailable; and

WHEREAS, ChartGuard software from Itentive Healthcare Solutions will enable staff in the Community Health Centers to have access to three days of patient schedules and corresponding patient medical information in the event the County's Information Technology Network is unavailable for any reason; and

WHEREAS, ChartGuard software is compatible with NextGen and will ensure that the Community Health Centers can remain open and provide quality patient care if the County's Information Technology Network is down; and

WHEREAS, the initial cost of this software is \$10,000; and

WHEREAS, ongoing costs of this software include quarterly maintenance fees of \$450.00, or \$1,800 per year, which cover the cost of software upgrades and adjustments and the addition of health centers, if needed; and

WHEREAS, these costs will be managed through the community health center budget and will require no additional funds; and

WHEREAS, the Health Department looked for competing bids but found no other vendor who could provide the same service; and

WHEREAS, the Health Department checked references for Itentive Healthcare Solutions and found them to be positive; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Itentive Healthcare Solutions for ChartGuard software and that the term of this agreement commence February 1, 2013 and continue through December 31, 2013; and

WHEREAS, the Health Officer recommends that this agreement automatically renew for subsequent one year periods unless otherwise terminated by either party.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with Itentive Healthcare Solutions for ChartGuard software at an initial cost of \$10,000 with ongoing quarterly maintenance fees of \$450.00, or \$1,800 per year.

BE IT FURTHER RESOLVED, this agreement is for the period February 1, 2013 through December 31, 2013 and that this agreement automatically renew for subsequent one year periods unless otherwise terminated by either party.

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 Service Committee
Finance Committee

FROM: Renée B. Canady, Ph.D., MPA, Health Officer

DATE: January 3, 2013

RE: Contract with Washtenaw County Health Department – Health Equity and Social Justice Workshop

The attached resolution will enable two members of the Health Department's Social Justice Team to facilitate a four-day workshop on Health Equity and Social Justice for staff and community members convened by Washtenaw County Health Department. These workshops are scheduled to take place on January 29-30 and February 12-13. Washtenaw County Health Department will pay Ingham County Health Department up to \$6,500 for the delivery of this workshop, which will cover the cost of travel (\$237) and a negotiated consulting fee of \$6,263. These funds will be used to support the future work of the Social Justice Project.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH
WASHTENAW COUNTY HEALTH DEPARTMENT TO DELIVER
A WORKSHOP IN HEALTH EQUITY AND SOCIAL JUSTICE**

WHEREAS, in 2008, the Ingham County Health Department (ICHHD) developed the capacity to provide four-day workshops in health equity and social justice through its Social Justice Project, funded through grants from the W.K. Kellogg Foundation; and

WHEREAS, Washtenaw County Health Department (WCHD) has expressed an interest in entering into a contractual relationship with the Ingham County Health Department to provide a four-day workshop to its staff and community members; and

WHEREAS, WCHD has agreed to compensate the Ingham County Health Department for the delivery of this workshop at a cost of \$6,500, which will include reimbursement of travel to Ann Arbor for the four days of the workshop on January 29 – 30, and February 12 – 13, 2013; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Service Contract between Washtenaw County Health Department and Ingham County Health Department to provide a four-day Health Equity and Social Justice on January 29 – 30, and February 12 – 13, 2013.

BE IT FURTHER RESOLVED, that WCHD will provide Ingham County Health Department up to \$6,500 for the delivery of this workshop, including travel reimbursement.

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

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

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: January 3, 2013

RE: Resolution to Authorize Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

Attached is a resolution to authorize Amendment #1 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2012-2013 Agreement in Resolution #12-311.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services from \$5,093,196 to \$5,154,373 for a total increase of \$61,177. The Amendment makes the following specific changes in the budget:

3. Increases support for the Breast and Cervical Cancer Control program to \$483,502 (an increase of \$60,352).
4. Increases the Family Planning /BCCCP Joint Project to \$9,075 (an increase of \$825).

The increase in BCCCP funding is due to an increased caseload allocation for FY 2013 and not anticipated in the FY 2013 budget. To meet the increased caseload, I am recommending to establish a temporary Three Quarter Time Nurse Case Manager (MNA/3).

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

c: John Jacobs w/attachment
Karen Jennings w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1
TO THE 2012-2013 COMPREHENSIVE AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,093,196 to \$5,154,373 for a total increase of \$61,177.

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

1. Increases support for the Breast and Cervical Cancer Control program to \$483,502 (an increase of \$60,352).
2. Increases the Family Planning /BCCCP Joint Project to \$9,075 (an increase of \$825).

BE IT FURTHER RESOLVED, that a temporary three-quarter time Nurse Case Manager (MNA/3) is established in the Breast and Cervical Cancer Program for the duration of the Agreement, through September 30, 2013.

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #1 of the 2012-2013 CPBC grant documents electronically through the Mi-E Grants system after review by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2013 Budget as required to implement this resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: January 3, 2013

RE: Resolution to Authorize an Amendment to the Agreement with the Shiawassee Regional Education Services District (RESD)

In resolution #12-42, an agreement was authorized with Shiawassee Regional Education Services District (RESD) whereby a staff person from the Office for Young Children served as a Family Advocate to the Early Head Start Program in Shiawassee County.

Attached is a resolution to amend the agreement with the Shiawassee Regional Education Services District (RESD) to retain Early Head Start (EHS) services in Shiawassee County. The Health Department Office for Young Children (OYC) will provide an Early Childhood Consultant staff person to serve as a Family Advocate. The Family Advocate will provide support to families accessing and transitioning into childcare and searching for a job or returning to school, provide home visits and work with families to develop family goals. It is expected that the OYC Early Childhood Consultant will work 25 hours/week as a Family Advocate in Shiawassee County. Shiawassee Regional Education Services District is proposing an amendment to continue this arrangement through November 14, 2013.

Shiawassee Regional Education Services District will reimburse Ingham County Health Department Office for Young Children up to \$6,900 for a portion of a ¾ time OYC Early Childhood Consultant. No Ingham County general funds support this activity.

The term of the amended agreement shall be October 1, 2012 through November 14, 2012.

The Health Department's 2013 budget anticipated continuance of this service with the agreement with Shiawassee RESD.

I recommend the Board of Commissioners adopt the attached resolution and authorize an amendment to the agreement with the Shiawassee RESD for the period of October 1, 2012 through November 14, 2013.

- c. John Jacobs w/attachment
- Karen Jennings w/attachment
- Barb Monroe w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH THE SHIAWASSEE REGIONAL EDUCATION SERVICES DISTRICT TO RETAIN THE SERVICES OF THE OFFICE FOR YOUNG CHILDREN TO PROVIDE EARLY HEAD START SERVICES IN SHIAWASSEE COUNTY

WHEREAS, Resolution #12-42 authorized an Agreement with Shiawassee Regional Education Services District (RESD) to retain staff support from Office for Young Children (OYC) to establish Early Head Start services in Shiawassee County; and

WHEREAS, Shiawassee RESD has proposed an amendment to the Agreement to extend these services from October 1, 2012 through November 14, 2013; and

WHEREAS, Ingham County will be reimbursed up to \$6,900 for the cost of the services made available through this Agreement; and

WHEREAS, the Health Department's 2013 budget anticipates a continuation of Shiawassee RESD services and funding; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Agreement with the Shiawassee Regional Education Services District to retain the services of the Office for Young Children to provide Early Head Start services in Shiawassee County.

BE IT FURTHER RESOLVED, that the period of the amended agreement shall be October 1, 2012 through November 14, 2013, and that the Shiawassee RESD shall reimburse Ingham County up to \$6,900 for a portion of a ¾ time OYC staff member to provide services as a Family Advocate in Shiawassee County.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CHANGING THE NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS
CONTRIBUTION TO MERS RETIREMENT**

WHEREAS, Resolution #12-351, authorized certain retirement benefit modifications including an additional employee contribution of 1.8% of gross wages to employee retirement for Non-Judicial County-Wide Elected Officials who began serving prior to January 1, 2013; and

WHEREAS, Ingham County's rapidly changing economic projections have supported an increase of 1.2% in employee contributions in several other MERS Divisions.

THEREFORE BE IT RESOLVED, effective January 1, 2013 the following Ingham County Non-Judicial Elected Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff and Treasurer, shall contribute an additional 1.2% of gross wages to employee retirement, increasing the total contribution to 9.66%.

BE IT FURTHER RESOLVED, this does not apply to Non-Judicial County-Wide Elected Officials who will be covered under the MERS Hybrid Plan.

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

MEMORANDUM

To: County Services Committee
From: Francisco Llinas, Permits/Development Supervisor
Robert Peterson, Director of Engineering
Department of Transportation & Roads
Date: December 10, 2012
Subject: Final Plat of Sierra Ridge Estates No. 2

On August 29, 2002 the former Road Commission, now Ingham County Department of Transportation and Roads, approved the Master Plan for the residential subdivision called Sierra Ridge Estates, Section 4, Meridian Township, which consists of five (5) phases of construction. The preliminary plat of Sierra Ridge Estates No. 1 (phase 1 of the Master Plan) was also approved on August 29, 2002 then shortly afterward the infrastructure for Sierra Ridge Estates No. 1 was constructed, including the public roads servicing the phase 1 lots. Said road infrastructure was accepted as public roads on April 23, 2004. The preliminary plat of Sierra Ridge Estates No. 2 (phase 2 of the Master Plan) was approved on August 19, 2006. Similarly, the road infrastructure for Sierra Ridge Estates No. 2 was constructed, per road department standards. It is now time to accept the constructed Sierra Ridge Estates No. 2 roadways as public roads.

The Sierra Ridge Subdivision No. 2 road infrastructure construction meets Ingham County Department of Transportation and Roads standards. All road construction is in accordance with the approved road and drainage plans, dated January 14, 2008. The proprietor, Gerald S. Fedewa, has submitted all the required fees, insurance, testing results, certifications, and a \$30,000 irrevocable letter of credit as assurance for the final course of asphalt. **Mr. Fedewa is requesting Sierra Ridge Estates No. 2 plat approval and acceptance of the plat's roadways, Sacramento Way and Fresno Lane as public roads.**

Per state statute, final plat approval can be accomplished in a two-step process. The first step allows for the proprietor to request approval and signature of a "True Copy" of the actual plat document from all of the half dozen or so agencies that must approve the document. Once signed true copies are collected from each agency, the proprietor can request the plat review at the state level, which if acceptable eventually will lead to the second step of the process – signature of the final mylar plat document.

Lastly, the road department has historically allowed placement of the final course of asphalt after the lots within the plat are built-out. This method of pavement construction avoids damage to the final driving surface due to construction traffic, allows time to reveal weaknesses in the roadway construction and the ability to remedy those weaknesses, and provides a better end product. We collect a cash bond (irrevocable letter of credit) as assurance that the proprietor will place the final course of asphalt.

RECOMMENDATION:

We are asking for approval of the final plat of Sierra Ridge Estates No. 2, acceptance of Sacramento Way and Fresno Lane into the county road system, and approval of a Bituminous Paving Agreement for the final course of asphalt road pavement. Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPROVAL OF THE FINAL PLAT OF
SIERRA RIDGE ESTATES NO. 2 AND ACCEPTANCE OF SACRAMENTO WAY AND
FRESNO LANE AS PUBLIC ROADS**

WHEREAS, on August 29, 2002, the former Road Commission, now Ingham County Department of Transportation and Roads approved the Master Plan for the residential subdivision called Sierra Ridge Estates, which consists of five (5) phases of construction; and

WHEREAS, the preliminary plat of Sierra Ridge Estates No. 1 (phase 1 of the Master Plan) was also approved on August 29, 2002 then shortly afterward the infrastructure for Sierra Ridge Estates No. 1 was constructed, including the public roads servicing the phase 1 lots. Said road infrastructure was accepted as public roads on April 23, 2004; and

WHEREAS, the preliminary plat of Sierra Ridge Estates No. 2 (phase 2) was approved on August 19, 2006. Similarly, the road infrastructure for Sierra Ridge Estates No. 2 was constructed, except for the final course of asphalt, per road department standards; and

WHEREAS, the Sierra Ridge Subdivision No. 2 road infrastructure construction meets Ingham County Department of Transportation and Roads procedures and guidelines. All construction is in accordance with the approved road and drainage plans, dated January 14, 2008; and

WHEREAS, The proprietor, Gerald S. Fedewa, has submitted all the required fees, insurance, testing results, certifications, and a \$30,000 irrevocable letter of credit as assurance for the final course of asphalt; therefore Mr. Fedewa is requesting Sierra Ridge Estates No. 2 plat approval and acceptance of the Sierra Ridge Estates No. 2 roadways, Sacramento Way and Fresno Lane as public roads; and

WHEREAS, the Department of Transportation and Roads, Permits/Development Supervisor and Director of Engineering has recommended that the Board of Commissioners recommend approval of said variances.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the "True Copy" and subsequent final mylar plat document of Sierra Ridge Estates No. 2 in accordance with state statute.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to accept the Sierra Ridge Estates No. 2 roadways, Sacramento Way and Fresno Lane as public roads.

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

MEMORANDUM

To: County Services Committee
Finance Committee

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

Date: December 7, 2012

Subject: Authorization to Contract for Services with Bentley Systems, Inc.

This is a recommendation for the Board of Commissioners to authorize a service contract with Bentley Systems, Incorporated to provide the Road Department's annual road design (GEOPAK) and graphics (MicroStation) software license and technical support. The department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors.

Using sophisticated software, such as Bentley Systems, is the only efficient way to generate road and bridge plans for the road and bridge construction industry. We have been using the Bentley MicroStation product for about 20 years and purchased the GEOPAK product last year. The GEOPAK purchase replaced a design software package called EaglePoint that no longer supports our Bentley MicroStation graphics software. We utilized the EaglePoint design software for 15 years before last year's GEOPAK purchase. The Michigan Department of Transportation (MDOT) uses the same Bentley Systems products as is recommended herein.

The authorization requested amounts to a renewal of last year's service contract. The costs are identical to those from last year. Bentley Systems, Incorporated is the sole source for this service. We license two seats of the GEOPAK software and five seats of the MicroStation software.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and authorize the service contract with Bentley Systems, Incorporated.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE CONTRACT WITH
BENTLEY SYSTEMS, INCORPORATED**

WHEREAS, the Road Department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors; and

WHEREAS, using sophisticated software, such as Bentley Systems products, is the only efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the authorization requested amounts to a renewal of last year's service contract and the costs are identical to those from last year; and

WHEREAS, Bentley Systems, Incorporated is the sole source for this service; and

WHEREAS, the Department of Transportation and Roads, Director of Engineering has recommended that the Board of Commissioners authorize a contract with Bentley Systems, Incorporated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Bentley Systems, Incorporated, 685 Stockton Drive, Exton, Pennsylvania, based on its Renewal Advice document dated November 12, 2012, for road design (GEOPAK) and graphics (MicroStation) software license and technical support.

BE IT FURTHER RESOLVED, that the agreement shall be in effect from February 17, 2013 through February 17, 2014.

BE IT FURTHER RESOLVED, that for the term of this agreement, the Bentley GEOPAK software license and technical support fees shall be \$3,300.00 for two seats and the Bentley MicroStation software license and technical support fees shall be \$4,100.00 for five seats.

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 \$7400.00 to Bentley Systems, Incorporated for the purchase of the Bentley road design (GEOPAK) and graphics (MicroStation) software license and technical support.

MEMORANDUM

TO: County Services and Finance Committees

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

DATE: December 7, 2012

SUBJECT: Bridge Structure Rehabilitation and Preventative Maintenance for:
Gramer Road over the Red Cedar River
Holt Road over Deer Creek
Webberville Road over the Red Cedar River

The Ingham County Department of Transportation and Roads received federal Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Gramer Road over the Red Cedar River, the Holt Road over Deer Creek, and the Webberville Road over the Red Cedar River bridges. These three projects will be packaged together as a single construction contract.

The contractual responsibilities for this contract are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities, attached to the funding, are defined. A second party contract between MDOT and the Ingham County Department of Transportation and Roads (ICDT&R) is required to define our (Requesting Agency) responsibilities and to administer the construction contract on MDOT's behalf. The MDOT and ICDT&R second party contract is the subject of this memo.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS IN RELATION TO FEDERALLY FUNDED BRIDGE PROJECTS LOCATED AT GRAMER ROAD OVER THE RED CEDAR RIVER HOLT ROAD OVER DEER CREEK WEBBERVILLE ROAD OVER THE RED CEDAR RIVER

WHEREAS, the former Road Commission, now Ingham County Department of Transportation and Roads (ROAD DEPARTMENT) had applied for and obtained Local Bridge Program funding through the Federal Surface Transportation Program to perform bridge rehabilitation and preventative maintenance work on the Gramer Road over the Red Cedar River, the Holt Road over Deer Creek, and the Webberville Road over the Red Cedar River bridges, hereafter called the (PROJECT) prior to becoming the ROAD DEPARTMENT; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor. The COUNTY on behalf of the ROAD DEPARTMENT, in turn, must therefore enter into an associated contract with the State of Michigan/MDOT, consistent with the requirement for state and federal funding requirements.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Gramer Road over the Red Cedar River, the Holt Road over Deer Creek, and the Webberville Road over the Red Cedar River PROJECT's construction.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary Agreements that are consistent with this resolution.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: December 12, 2012
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing Changes to User Fees for the Exploring Nature Day Camp at Burchfield Park

Parks Resolution #08-05 stated that fees and charges for Exploring Nature Day Camp be established at a level that allowed the program to operate on a break even or better basis, and authorized the Director to establish operating conditions, hours, fees and charges. Parks Resolution #03-07 established user fees for the 5 day camp at \$80.00 for the 9:00 a.m. to 4:00 p.m. session and \$110.00 for the 7:30 a.m. to 5:30 p.m. extended session and Parks Resolution #37-10 established Non-Ingham County resident rates of \$90.00 and \$120.00.

This resolution authorizes a \$10 per session increase to User Fees for Exploring Nature Day Camp at Burchfield Park as recommended by park staff and shown in the chart below:

Session time	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$90.00	\$100.00
7:30 a.m. to 5:30 p.m.	\$120.00	\$130.00

In addition, in order to address questions participants pose when charged full price for 5 days of camp while only attending 4 days of camp during the week of July 4th this resolution authorizes the user fee be prorated to reflect a 4 day camp week vs a 5 day camp week as shown in the chart below:

4 Day Week	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$72.00	\$80.00
7:30 a.m. to 5:30 p.m.	\$96.00	\$104.00

Board of Commissioners Resolution #11-049 allows the Ingham County Parks and Recreation Commission to make user fee recommendations to the Ingham County Board of Commissioners for activities within the County Parks. The Parks & Recreation Commission supported the changes to the day camp fee schedule at their November 2012 meeting.

This resolution supercedes all previous resolutions relating to Exploring Nature Day Camp user fees.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CHANGES TO USER FEES FOR EXPLORING NATURE DAY CAMP AT BURCHFIELD PARK

WHEREAS, Parks Resolution #08-05 stated that fees and charges for Exploring Nature Day Camp be established at a level that allowed the program to operate on a break even or better basis, and authorized the Director to establish operating conditions, hours, fees and charges; and

WHEREAS, Parks Resolution #03-07 established user fees for the 5 day camp at \$80.00 for the 9:00 a.m. to 4:00 p.m. session and \$110.00 for the 7:30 a.m. to 5:30 p.m. extended session and Parks Resolution #37-10 established Non-Ingham County resident rates of \$90.00 and \$120.00; and

WHEREAS, Board of Commissioners Resolution #11-049 allows the Ingham County Parks and Recreation Commission to make user fee recommendations to the Ingham County Board of Commissioners for activities within the County Parks; and

WHEREAS, in order to address questions participants pose when charged full price for 5 days of camp while only attending 4 days of camp during the week of the 4th of July park staff recommends fees for the week of July 4th be prorated; and

WHEREAS, park staff has recommended all other user fees for the Exploring Nature Day Camp at Burchfield Park be increased by \$10.00 per session; and

WHEREAS, the Parks & Recreation Commission supported the changes to the day camp fee schedule at their November 2012 meeting.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the following user fee schedule for Exploring Nature Day Camp at Burchfield Park at the rates indicated in the chart below:

Session time	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$90.00	\$100.00
7:30 a.m. to 5:30 p.m.	\$120.00	\$130.00

BE IT FURTHER RESOLVED, the week of Nature Day Camp that encompasses the week of July 4th be prorated to reflect a 4 day camp week vs a 5 day camp week at the rates indicated in the chart below:

4 Day Week	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$72.00	\$80.00
7:30 a.m. to 5:30 p.m.	\$96.00	\$104.00

BE IT FURTHER RESOLVED, this resolution supercedes all previous resolutions relating to Exploring Nature Day Camp user fees.