

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

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JUNE 5, 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 [May 22, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Approve an Extended [Police Services](#) Agreement with the Village of Webberville Covering the Period of July 1, 2013 through June 30, 2016
 - b. Resolution to Contract with [EZ Card & Kiosk](#)
2. Treasurer - Resolution to Utilize the County's Option to Acquire [Tax Foreclosed Property](#)
3. Drain Office - Resolution Pledging Full Faith and Credit to [Ember Oaks Drain](#) Drainage District 2013 Bonds
4. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to [Better Health Grant](#)
 - b. Resolution to Authorize an Agreement with Michigan State University's College of Human Medicine to Provide a Part-Time Family Medicine [Physician](#) for the Provision of Primary Medical Care Services
 - c. Resolution to Authorize an Agreement with the Michigan Department of [Environmental Quality](#) for 2012-2013
5. Economic Development - Resolution Authorizing Submission of a Community Development Block Grant Application for \$3,000,000 for Public Infrastructure Improvements for the [Jackson National Life](#) Insurance Company Expansion Project
6. Human Resources - Resolution Authorizing a [Reorganization](#) in the Facilities and Parks Departments

7. Controller/Administrator's Office - Resolution Authorizing [Equipment](#) Purchases for the Ingham County 9-1-1 Central Dispatch Center

Announcements
Public Comment
Adjournment

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DISRUPTION DURING THE MEETING**

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

FINANCE COMMITTEE
May 22, 2013
Minutes

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

Members Absent: None

Others Present: Teri Morton, Chuck Gray, Michael Ashton, Travis Parsons, Debbie Edokpolo, Jamie McAloon Lampman, Sherrie Graham, and others

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

Approval of the May 8, 2013 Minutes

The May 8, 2013 Minutes were approved as submitted.

Additions to the Agenda

3. Additional Material - Animal Control - Resolution to Authorize a One Year Pilot Project Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department. **Additional material is attached.**

- 6a. Substitute - Human Resources - Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit. **A substitute memorandum is attached.**

Limited Public Comment

None.

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

1. Sheriff's Office - Resolution to Authorize the Ingham County Sheriff's Office to Assign the Ingham Regional Special Response Team with a Vehicle for Transportation and Hostage Negotiator Functions

6. Human Resources
 - a. Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit
 - b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the UAW Local 2256 – Zoo Unit

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

2. Treasurer's Office

- a. Resolution to Renew Service Contracts for the Purpose of Conducting Personal Service Visits

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO RENEW SERVICE CONTRACTS FOR THE PURPOSE OF CONDUCTING PERSONAL SERVICE VISITS.

Comm. Vickers asked for a brief overview. Ms. Morton stated that to her understanding when a home is being foreclosed the documents are delivered directly to the residence. Comm. Tennis stated it is his understanding this is part of the anti-foreclosure program. Chairperson McGrain pointed out this is a one-year renewal. Comm. Schafer asked how this position is paid for. Ms. Morton explained it is exclusively from fees generated by the tax foreclosure process. She informed the Committee of the revenue generated compared to the expense.

(Comm. Koenig arrived at 6:03 PM)

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing a Temporary Principal Residence Auditor Assistant

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING A TEMPORARY PRINCIPAL RESIDENCE AUDITOR ASSISTANT.

Comm. Vickers asked how the auditor obtains resident information. Ms. Morton will ask the Treasurer and get back to Comm. Vickers.

MOTION CARRIED UNANIMOUSLY.

- 3. Animal Control - Resolution to Authorize a One Year Pilot Project Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AUTHORIZE A ONE YEAR PILOT PROJECT FULL-TIME VOLUNTEER ASSISTANT POSITION FOR THE PURPOSE OF ENSURING THE SUSTAINABILITY OF DEPARTMENT PROGRAMS AND PRIVATE FUNDING SOURCES AT THE ANIMAL CONTROL DEPARTMENT.

Ms. McAloon Lampman informed the Committee that at her request Human Resources created this classification. The intent is to maintain and grow the volunteer base and fundraising efforts that has been developed over the past years. She stated with additional oversight the Animal Control Department will be able to help capture missing grant opportunities, better organize volunteers and increase fundraising efforts. She further stated she is asking for twelve months and a third of the cost noting the remainder is being provided by the Ingham County Animal Shelter Fund (1/3) and the Animal Care Fund (1/3).

Comm. Schafer expressed his concern that contingency funds are being used questioning why the private funding cannot be sufficient. Ms. McAloon Lampman stated they could wait for the additional one-third; however, they are outgrowing the capacity to maintain past years efforts and missing out on grant opportunities. She stated this is a great investment opportunity to double or triple revenue. Ms. McAloon Lampman stated if this position does not meet the expectations it will not continue. Comm. Vickers questioned if the individual is laid off who pays the unemployment. Ms. Morton explained how unemployment is factored into all County positions pointing out while this position is in place money will be put into an unemployment fund whereby two-thirds will be from the private funds invested.

Ms. McAloon Lampman stated she waited to create the position until she was confident it was self-sustaining. Comm. Vickers stated he did not see “fundraising” in the job description. Ms. McAloon Lampman pointed out “other functions as assigned”. Comm. Vickers stated that although he is voting for this he is still concerned that Law Enforcement Officers were not funded with the contingency. Comm. Tennis stated he sees this program as low-risk because there is potential for a net gain. Comm. Koenig expressed her concern that employees are working in their defined job description because there are limitations to “other functions as assigned”. Comm. Koenig asked how many volunteers there are. Ms. McAloon Lampman estimated 200 who are trained and in the database.

Chairperson McGrain asked why this was not in the 2013 budget. Ms. McAloon Lampman explained that the Animal Control Department is short staffed as well as the 501 3 C funds were not available a year ago during the budget process. The Committee discussed the 2013 and 2014 budget contingency funds and the current contingency fund balance.

MOTION CARRIED UNANIMOUSLY.

4. Health Department - Resolution to Authorize an Agreement with ISAIAH to Coordinate “Healthy Heartlands” Activity Initiative in Michigan

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ISAIAH TO COORDINATE “HEALTHY HEARTLANDS” ACTIVITY INITIATIVE IN MICHIGAN.

Comm. Vickers asked for a brief description of the program. Ms. Edokpolo explained this is part of a multi-state initiative focused on health equity and social justice and ISAIAH is offering the County Health Department \$20,000 to continue doing what the Health Department does. Comm. Schafer questioned if this is related to environmental issues. Ms. Edokpolo stated this is a different area. She explained the focus of Doak Bloss, Health Equity and Social Justice (HESJ) Coordinator in terms of ensuring that the community is aware of the inequities and how the

County makes sure the different agencies are staffed and also aware of the inequities. Chairperson McGrain stated that by addressing things in the community it helps improve health outcomes more quickly. Comm. Anthony informed the Committee that at the Human Services meeting she mentioned she hopes there would be collaboration with local faith based agencies such as Action of Greater Lansing or the Church of Greater Lansing in order to see better outcomes for the community overall.

MOTION CARRIED UNANIMOUSLY.

5. Potter Park Zoo - Resolution Authorizing the New Classification for the Position Titled Potter Park Zoo Security Coordinator

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING THE NEW CLASSIFICATION FOR THE POSITION TITLED POTTER PARK ZOO SECURITY COORDINATOR.

Ms. Graham described zoo security, AZA Accreditation requirements and compliance with the Affordable Care Act. Comm. Schafer expressed his concern of the qualifications and response time. Ms. Graham described the partnership with the Lansing Police Department, Ingham County 911 Center, response time and credentials of several zoo employees.

The Committee recognized the cost projection at a Step 1 leading into long-term costs, in addition to, the Parks and Zoo budgets with mid-year funding of this position. The Committee discussed the need for a Parks budget adjustment. Ms. Morton stated she will provide the Committee with the budget adjustment at the next round of meetings.

MOTION CARRIED UNANIMOUSLY.

7. Management Information Services
 - a. Resolution to Authorize the Purchase and Installation of a Disaster Recovery SAN from Avalon Technologies
 - b. Resolution to Authorize the Purchase, Installation, Configuration, and Migration of a New Primary SAN from Avalon Technologies

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE a. RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF A DISASTER RECOVERY SAN FROM AVALON TECHNOLOGIES AND b. RESOLUTION TO AUTHORIZE THE PURCHASE, INSTALLATION, CONFIGURATION, AND MIGRATION OF A NEW PRIMARY SAN FROM AVALON TECHNOLOGIES.

Mr. Ashton informed the Committee that disc space is becoming limited because of the addition of the 911 Center and Department of Transportation and Roads. He explained the current system cannot be expanded and technical support expires at the end of the year. He described the process from the request for information, request for proposal and analysis of the proposals. He described the benefits of the system, disaster recovery, current data migration and qualification of the Avalon Technologies. Mr. Ashton noted that this will use their fund balance; however, this is an insurance policy of sorts as not to lose data.

Comm. Koenig asked how long this will be good for. Mr. Ashton anticipated three years before reassessing then estimated \$50,000 to double capacity at that time.

The Committee discussed the cost of data recovery, the Department of Transportation and Roads using the system along with chargebacks based on the number of computers used.

MOTION CARRIED UNANIMOUSLY.

8. Controller/Administrator's Office - Resolution Approving Criteria for Ranking 2014 Applications for Community Agency Funding

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION APPROVING CRITERIA FOR RANKING 2014 APPLICATIONS FOR COMMUNITY AGENCY FUNDING.

Comm. Tennis provided an overview of the Human Services Committee discussion regarding prior year's allocation, the criteria of basic needs, and amending the criteria to include vulnerable populations. He informed the Committee that the Human Services Committee decided to leave the criteria the same; however, asked Mr. Cypher to communicate to the Community Agency applicants that "Meeting Basic Needs", such as food, clothing and shelter is still the County's priority and will receive the vast majority of funds, nevertheless, if funding is available secondary consideration will be given to other agencies. Essentially, the criteria will not change but the communication to the agencies will change to better describe the intent of the Commissioners.

Comm. Schafer stated he disagrees with the priorities stating there should be a focus on matching funds and quality of life issues for instance things that people cannot do for themselves such as conservation. Chairperson McGrain acknowledged there are other needs pointing out agencies funded in the past. Comm. Tennis noted that the process may become longer.

MOTION CARRIED with Comm. Schafer Voting "no".

Announcements

Comm. Tennis informed the Committee of the Mount Pleasant, Morning Sun Newspaper article "Isabella Official Resigns, administrator of Isabella County, Tim Dolehanty is leaving. Mr. Dolehanty tendered his resignation to county commissioners at Tuesday's regular meeting. Citing a job offer to be administrator and controller in Ingham County".

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

MOTION CARRIED UNANIMOUSLY.

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

Public Comment

Mr. Gray, UAW, thanked Comm. Koenig for her comment regarding the job description of the Animal Control, Full-Time Volunteer Assistant Position. He stated that the UAW has big concerns with the statement “other functions as assigned” along with individuals working out of class. He informed the Committee he has been working with Human Resources Department to clarify parameters because there are limitations and this has been happening in some departments. Mr. Gray stated the UAW encourages employees to contact the UAW when this is happening.

The meeting adjourned at approximately 7:03 p.m.

Respectfully submitted,

Julie Buckmaster

JUNE 5, 2013 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. *Sheriff's Office - Resolution to Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2013 through June 30, 2016*

This resolution authorizes an extension of the current Law Enforcement Services Contract with the Village of Webberville for their next three fiscal years July 1, 2013 through June 30, 2016 for the combined three year sum of \$731,322.

The Sheriff's Office has been providing police services to the Village of Webberville since 1994. The contract proposes a continuation of the service presently provided by the Sheriff, which is 80 hours of police service per week. That service currently provides 7 days a week coverage, with 10 hour shifts on 6 days and 2, 10 hour shifts on one day. (See attached communication from Allan Spyke for further details.)

1b. *Sheriff's Office - Resolution to Contract with EZ Card & Kiosk*

This resolution authorizes a contract with EZ Card & Kiosk to keep in place one lobby and one booking kiosk within the Sheriff's Office for the time period of one year effective June 15, 2013 to June 15, 2014, with an option to renew for two additional years under the same terms and conditions as the current agreement with Canteen Services. It also amends the current contract with Canteen Services, Inc. to delete the current requirement for Canteen Services, Inc. to provide kiosks for the Sheriff's Office for one year effective June 15, 2013 to June 15, 2014 and during the renewal period. This is necessary to maintain the current arrangements and services at the jail as the main Contractor Canteen and its subcontractor EZ Card & Kiosk have severed their business relationship. (See attached memo.)

2. *Treasurer's Office - Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property*

This is the annual resolution that allows the Treasurer to accept the minimum bid for the attached list of tax foreclosed properties.

4a. *Health Department - Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to Better Health Grant*

This resolution does the following:

- authorizes a contract with MPHI to implement the Michigan Pathways to Better Health Grant in the amount of \$1,344,869 for the grant period of July 1, 2013 through June 30, 2014.

- creates the following positions in the Health Department:
Lead Social Worker to serve as a Clinical Supervisor and Master-Trainer (ICEA/PRO8) - 1.0 FTE

Community Health Worker(CHW) (UAW D) – 6.0 FTE

Public Health Nurse IV to serve as a Clinical Supervisor and Master-Trainer – 1.0 FTE (ICEA/PHN4)

- authorizes subcontracts with the following seven agencies to hire/continue to employ 1-2 CHWs:

Allen Neighborhood Center	up-to \$55,000	One CHW
South Side Community Coalition	up-to \$55,000	One CHW
North West Initiative	up-to \$55,000	One CHW
Tri-County Office on Aging	up-to \$55,000	One CHW
National Counsel on Alcohol	up-to \$55,000	One CHW
Volunteers of America	up-to \$100,000	Two CHWs
Capital Area Community Services	up-to \$100,000	Two CHWs

- The Health Department's Power of We will be allocated \$10,000 to serve as the Convener to support the MPBH through maintenance of a functioning network of all community partner agencies and facilitates agreements related to data sharing and other functions.

- The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$175,000 for referral services, outreach, project management and data analysis.

- Grant funds will be used to continue supporting two existing Family Outreach Advocates within the Health Department assigned to work on this project as Community Outreach Workers.

The goals of the program are: 1) to improve outcomes and quality indicators in management of chronic diseases and conditions (obesity, diabetes, asthma, cardiovascular disease, cancer, arthritis, etc.) for clients assisted by the CHWs. 2) Decrease unnecessary hospitalizations and ER visits for the identified at-risk persons who are Medicaid or Medicare beneficiaries; 3) Improve the utilization of CHWs by healthcare providers and healthcare teams to sustain this cost-effective approach to healthcare quality improvement.

4b. Health Department - Resolution to Authorize an Agreement with Michigan State University's College of Human Medicine to Provide a Part-Time Family Medicine Physician for the Provision of Primary Medical Care Services

This resolution authorizes an agreement with Michigan State University's College of Human Medicine (MSU CHM) for the provision of primary physician care for eight hours a week within the Ingham Community Health Center's Birch Health Center. The term of the agreement shall be July 1, 2013 through June 30, 2014, with the option to automatically renew from year to year. Ingham County shall pay MSU CHM a rate of \$110/hour. The associated program income and other personnel savings will financially offset the contractual expenditure.

4c. Health Department - Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2012-2013

This resolution authorizes an agreement with the Michigan Department Environmental Quality (MDEQ) under which the Ingham County Health Department will conduct environmental monitoring and inspections of MDEQ Non-Community programs. The \$25,218 provided by MDEQ will cover a portion of the cost for these activities through September 30, 2014.

5. Economic Development – Resolution Authorizing Submission of a Community Development Block Grant Application for \$3,000,000 for Public Infrastructure Improvements for the Jackson National Life Insurance Company Expansion Project

Ingham County was asked to submit an application to the Community Development Block Grant Program for public infrastructure improvements to support Jackson National Life Insurance Company's expansion in Lansing, Michigan. The public infrastructure improvements include electric and water service to be installed by the Lansing Board of Water and Light, and sewer improvements to be installed by the City of Lansing.

A public hearing on the project will be held on June 11, 2013.

The matching funds required for this project will be provided by the Lansing Board of Water and Light and the City of Lansing.

6. Human Resources – Resolution Authorizing a Reorganization in the Facilities and Parks Departments

This resolution authorizes a reorganization of the Facilities and Parks Departments as a result of responsibility for the maintenance of all Zoo buildings and grounds being permanently transferred from the Parks Director to the Facility Director. The Human Resources Department has evaluated both positions and has determined that the Facilities Director pay grade should be increased from a MCF 12 to a MCF 13 and the Parks Director pay grade should be lowered from a MCF 14 to a MCF 13. The Parks Director position is currently occupied and therefore should be redlined at a MCF 14 until such time that the incumbent vacates the position.

7. Controller/Administrator's Office – Resolution Authorizing Equipment Purchases for the Ingham County 9-1-1 Central Dispatch

This resolution authorizes the expenditure of up to \$21,500 from the 911 Emergency Telephone Dispatch Services - 911 fund balance for the costs associated with the purchase of:

- 1) Remote video/access controls for Building/Lobby Security up to \$5,050.00
- 2) Mapping Project; paper mapping solutions, including mounting solutions and plotter printer up to \$14,800
- 3) Call Center Television; cost of one television and mount, for the call center up to \$1,650.00.

Total costs Up to \$21,500

After nearly a year of operations the Director has identified several equipment enhancements to Ingham County 9-1-1 Central Dispatch Center that will improve the operations and security at the Center. (See attached memo)

OTHER ACTION ITEM:

3. *Drain Office - Resolution Pledging Full Faith and Credit to Ember Oaks Drain Drainage District 2013 Bonds*

This resolution grants full faith and credit of the County for the bonds that will finance the Ember Oaks Drain Maintenance and Improvement Project.

We are currently waiting on additional information, as this resolution contains no set cost for the project and no plan for the allocation of those costs. More accurate cost information is anticipated in advance of the meeting.

Agenda Item 1a

TO: Law & Courts and Finance Committees

FROM: Allan C. Spyke, Undersheriff

DATE: May 20, 2013

RE: Webberville Contract

Attached is a proposed resolution for an extension of the Law Enforcement Services Contract with the Village of Webberville. This contract will cover the time period beginning July 1, 2013 through June 30, 2016.

The Sheriff's Office has been providing police services to the Village of Webberville since 1994. Previous to that, the Village employed their own police department. The proposed contract calls for a continuation of the service presently provided by the Sheriff, which is 80 hours of police service per week. That service currently provides 7 days a week coverage, with 10 hour shifts on 6 days and 2, 10 hour shifts on one day. An office is maintained in the Village of Webberville, identified as the Sheriff's Webberville Office and a Sheriff's fully marked patrol vehicle is permanently assigned to the Village.

There has been informal communication with governmental entities neighboring the Village of Webberville, regarding sharing the cost of police services. As of this date, there have been no formal discussions between the Village and any of the surrounding Communities. However, the Village has always expressed a willingness to meet with those who may want to partner for service. The Village Council expressed an interest in a three year contract, with cost for each individual year. The Council acknowledges they or the County, have the ability to cancel the contact with 180 days notice.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN EXTENDED POLICE SERVICES AGREEMENT WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF JULY 1, 2013 THROUGH JUNE 30, 2016

WHEREAS, the Ingham County Sheriff's Office and the Village of Webberville wish to extend the current agreement for law enforcement services; and

WHEREAS, The Village of Webberville, Sheriff's Office and the Controller's Office have negotiated a draft agreement which covers a three year period, beginning July 1, 2013 and ending June 30, 2016; and

WHEREAS, the Village of Webberville has contracted with Ingham County for Police Services through the Sheriff's Office since 1994; and

WHEREAS, the Village of Webberville wishes to continue their 80 hours of guaranteed service per week for the upcoming fiscal year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a three year extension of the contract with the Village of Webberville for a period covering July 1, 2013 through June 30, 2016 for the sum of:

• 2013/2014	\$238,604
• 2014/2015	\$243,703
• 2015/2016	<u>\$249,015</u>
Three year total	\$731,322

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff's Office 2013-2016 Budgets.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

Agenda Item 1b

TO: Law & Courts and Finance Committees

FROM: Major Sam L. Davis

DATE: May 23, 2013

RE: EZ Card & Kiosk Contract

Please be advised that the Sheriff's Office would like to enter into an agreement with EZ Card & Kiosk to maintain and operate kiosks for the purpose of accepting cash, coin, debit cards from inmates for booking fees and from the general public which wishes to place monies in the inmate's trust account.

Canteen Services, Inc. was providing this service for us by contracting with EZ Card, they no longer have an agreement with EZ Card & Kiosk. The Sheriff's Office has determined that it is the best interest of our operational needs to directly enter into an agreement with EZ Card & Kiosk to maintain the continuity of services provided to the inmates and the public.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH EZ CARD & KIOSK

WHEREAS, the Sheriff's Office has a contract with Canteen Services, Inc. to run our kitchen and commissary; and

WHEREAS, Canteen Services, Inc. has the responsibility to provide one lobby and one booking kiosk; and

WHEREAS, Canteen Services, Inc. does not manufacture or own their kiosks but contracts with EZ Card & Kiosk to provide them for the Sheriff's Office; and

WHEREAS, Canteen Services, Inc. and EZ Card & Kiosk have severed their contractual relationship; and

WHEREAS, the Sheriff's Office desires to continue the use of kiosk in the lobby and in booking; and

WHEREAS, Canteen Services, Inc. has informed us that EZ Card & Kiosk provides us the best options to continue things as they currently are at the Sheriff's Office; and

WHEREAS, the Sheriff's Office can continue the services of EZ Card & Kiosk without any change in the current fee structure and at no cost to the Sheriff's Office; and

WHEREAS, the Sheriff's Office would enter into a one year agreement, effective June 15, 2013 and ending on June 15, 2014, with the option for two more one year agreements; and

WHEREAS, the Sheriff's Office would remove the contractual requirement on Canteen Services, Inc. to provide kiosks during the agreement period with EZ Card & Kiosk; and

WHEREAS, should Canteen Services, Inc. develop their own kiosk and it meets the requirements of the Sheriff's Office, we would switch to the Canteen Services, Inc. kiosk at the end of the current one year agreement with EZ Card & Kiosk; and

WHEREAS, at the time that Canteen Services, Inc. develops and places their kiosk at the Sheriff's Office they will again be responsible for providing the Sheriff's Office with a lobby and booking kiosk; and

WHEREAS, the Ingham County Sheriff's Office recommends contracting directly with EZ Card & Kiosk to place one lobby and one booking kiosk within the Sheriff's Office.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with EZ Card & Kiosk to place one lobby and one booking kiosk within the Sheriff's Office for the time period of one year effective June 15, 2013 to June 15, 2014, with an option to renew for two additional years.

BE IT FURTHER RESOLVED, that the EZ Card & Kiosk contract will charge each inmate a \$3.00 service fee at the time of booking. EZ Card & Kiosk will continue to pay Ingham County \$1.25 for each transaction on the Lobby and Receiving kiosks.

BE IT FURTHER RESOLVED, Ingham County hereby amends the current contract with Canteen Services, Inc. to not require Canteen Services, Inc. to provide kiosks for the Sheriff's Office for one year effective June 15, 2013 to June 15, 2014 and during the renewal period.

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

Eric Schertzing
Ingham County Treasurer

Desiree Kirkland Courthouse
Chief Deputy Treasurer P.O. Box 215

Mason, MI 48854-0215
(517) 676-7220
eschertzing@ingham.org

May 22, 2013

TO: Finance and County Services Liaison Committees
FROM: Eric Schertzing
RE: Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

Attached for your consideration is a proposed resolution to request the County Treasurer, acting as the Foreclosing Governmental Unit under PA123 of 1999, to accept the minimum bid in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority (the "Authority").

Under Public Act 123 of 1999, MCL 211.78m (1), "Not later than the first Tuesday in July, immediately succeeding the entry of judgment under section 78k vesting absolute title to tax delinquent property in the foreclosing governmental unit... the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid." The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.

On May 6, 2013, the Authority passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE
TAX FORECLOSED PROPERTY**

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Fast Track Authority (the "Authority") on May 6, 2013 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

THEREFORE BE IT RESOLVED, that the Board of Commissioners request the County Treasurer, acting as the Foreclosing Governmental Unit, to accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition costs shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

2013 TAX FORECLOSURES

Parcel Number	Address	Municipality
33-01-01-03-151-151	808 Community	Lansing
33-01-01-03-354-041	2319 N. High	Lansing
33-01-01-03-380-161	David Street	Lansing
33-01-01-04-102-291	423 W. Sheridan	Lansing
33-01-01-04-152-032	3114 Felt	Lansing
33-01-01-04-176-061	3024 Turner	Lansing
33-01-01-04-176-071	Turner	Lansing
33-01-01-04-276-001	N Cedar	Lansing
33-01-01-04-301-141	2703 Taylor	Lansing
33-01-01-04-353-011	2222 Spikes	Lansing
33-01-01-04-426-031	2310 Polly	Lansing
33-01-01-04-451-111	100 E. Gier	Lansing
33-01-01-04-456-211	218 Mosley	Lansing
33-01-01-05-103-001	Apollo	Lansing
33-01-01-05-178-041	3204 Westwood	Lansing
33-01-01-05-476-131	2405 N. Grand River	Lansing
33-01-01-06-101-081	4904 N. Grand River	Lansing
33-01-01-08-176-461	1517 Redwood	Lansing
33-01-01-08-176-502	1531 Redwood	Lansing
33-01-01-08-201-151	1304 Greenwood	Lansing
33-01-01-08-206-061	1510 Robertson	Lansing
33-01-01-08-206-341	1509 N. MLK	Lansing
33-01-01-08-255-191	1331 Robertson	Lansing
33-01-01-08-332-031	1132 Comfort	Lansing
33-01-01-08-380-151	1700 W. Saginaw	Lansing
33-01-01-08-405-061	1214 Glenn	Lansing
33-01-01-08-405-111	1135 Linwood	Lansing
33-01-01-08-407-081	1222 W. Maple	Lansing
33-01-01-08-407-271	1121 N. MLK	Lansing
33-01-01-08-408-071	1003 Westmoreland	Lansing
33-01-01-08-428-291	1017 Princeton	Lansing
33-01-01-08-476-041	912 N. MLK	Lansing
33-01-01-09-151-031	1429 Christopher	Lansing
33-01-01-09-182-091	406 W. Willow	Lansing
33-01-01-09-229-061	1910 Thompson	Lansing
33-01-01-09-278-351	NSF	Lansing
33-01-01-09-279-002	1226 Center	Lansing
33-01-01-09-303-231	423 W. Willow	Lansing
33-01-01-09-304-171	1119 N. Chestnut	Lansing
33-01-01-09-305-231	409 W. Grand River	Lansing
33-01-01-09-307-131	512 W. Kilborn	Lansing
33-01-01-09-327-041	1214 N. Grand River	Lansing
33-01-01-09-352-191	613 Brook	Lansing
33-01-01-09-354-071	426 W. Oakland	Lansing

33-01-01-09-356-211	617 Bluff	Lansing
33-01-01-09-358-001	N. Sycamore	Lansing
33-01-01-09-362-151	717 N. Pine	Lansing
33-01-01-10-104-091	1810 N. High	Lansing
33-01-01-10-130-161	1601 New York	Lansing
33-01-01-10-132-202	1621 Vermont	Lansing
33-01-01-10-153-111	1526 Ballard	Lansing
33-01-01-10-154-311	1005 E. Grand River	Lansing
33-01-01-10-176-002	1545 New York	Lansing
33-01-01-10-181-021	1430 Massachusetts	Lansing
33-01-01-10-181-191	1220 Massachusetts	Lansing
33-01-01-10-181-211	1214 Massachusetts	Lansing
33-01-01-10-255-121	1300 Ohio	Lansing
33-01-01-10-326-611	1016 E. Grand River	Lansing
33-01-01-10-327-131	Porter Street	Lansing
33-01-01-10-327-141	Porter Street	Lansing
33-01-01-10-327-181	1127 Farrand	Lansing
33-01-01-10-327-191	1131 Farrand	Lansing
33-01-01-10-329-281	915 Johnson	Lansing
33-01-01-10-353-191	723 East Park Terrace	Lansing
33-01-01-10-353-211	727 East Park Terrace	Lansing
33-01-01-10-354-162	909 E. Saginaw	Lansing
33-01-01-10-406-041	E. Grand River	Lansing
33-01-01-10-406-051	E. Grand River	Lansing
33-01-01-10-408-341	1009 Clark	Lansing
33-01-01-10-410-051	1000 Mahlon	Lansing
33-01-01-10-411-231	1508 E. Grand River	Lansing
33-01-01-10-480-131	1323 E. Saginaw	Lansing
33-01-01-14-308-081	2113 E. Kalamazoo	Lansing
33-01-01-14-309-121	324 S. Hayford	Lansing
33-01-01-14-327-232	S. Mifflin	Lansing
33-01-01-14-358-001	501 S. Fairview	Lansing
33-01-01-14-358-092	533 S. Fairview	Lansing
33-01-01-14-359-121	609 S. Magnolia	Lansing
33-01-01-14-359-452	524 S. Hayford	Lansing
33-01-01-14-360-041	521 S. Hayford	Lansing
33-01-01-14-363-131	643 S. Hayford	Lansing
33-01-01-14-363-302	608 S. Foster	Lansing
33-01-01-15-301-131	224 Hill	Lansing
33-01-01-15-305-191	208 S. Eighth	Lansing
33-01-01-15-333-141	318 Jones	Lansing
33-01-01-15-334-231	1222 Prospect	Lansing
33-01-01-15-353-021	811 Bement	Lansing
33-01-01-15-376-031	419 S. Penn	Lansing
33-01-01-15-378-043	511 S. Penn	Lansing
33-01-01-15-378-082	1101 Bement	Lansing
33-01-01-15-378-271	1112 Hickory	Lansing
33-01-01-15-401-101	1345 Eureka	Lansing
33-01-01-15-432-101	229 Shepard	Lansing
33-01-01-15-478-361	430 Leslie	Lansing

33-01-01-15-478-442	404 Leslie	Lansing
33-01-01-15-479-361	422 Regent	Lansing
33-01-01-15-482-051	523 Allen	Lansing
33-01-01-15-485-081	630 Leslie	Lansing
33-01-01-16-101-031	619 N. Sycamore	Lansing
33-01-01-16-107-241	523 W. Lapeer	Lansing
33-01-01-16-126-022	612 N. Walnut	Lansing
33-01-01-16-151-041	323 N. Sycamore	Lansing
33-01-01-16-357-240	525 W. Lenawee	Lansing
33-01-01-16-460-121	343 E. St. Joseph	Lansing
33-01-01-17-135-151	1705 S. Genesee	Lansing
33-01-01-17-228-161	918 W. Genesee	Lansing
33-01-01-17-380-101	424 Huron	Lansing
33-01-01-17-452-311	1325 W. Lenawee	Lansing
33-01-01-17-454-251	1217 W. Hillsdale	Lansing
33-01-01-20-104-001	W. Malcom X (Main St)	Lansing
33-01-01-20-134-132	914 Riverview	Lansing
33-01-01-20-401-072	1401 Moores River Dr	Lansing
33-01-01-20-409-171	1119 Aldorf	Lansing
33-01-01-20-478-081	1614 Delevan	Lansing
33-01-01-21-257-130	1134 S. Grand	Lansing
33-01-01-21-257-135	1128 S. Grand	Lansing
33-01-01-21-329-011	117 Island	Lansing
33-01-01-21-329-262	1427 McIntyre	Lansing
33-01-01-21-356-051	628 Smith	Lansing
33-01-01-21-377-141	1604 Coleman	Lansing
33-01-01-21-381-111	1728 S. Washington	Lansing
33-01-01-21-383-151	1812 Coleman	Lansing
33-01-01-21-402-191	1621 Martin	Lansing
33-01-01-21-429-065	414 Baker	Lansing
33-01-01-21-454-027	112 Isbell	Lansing
33-01-01-21-460-037	318 Isbell	Lansing
33-01-01-21-476-005	1607 Herbert	Lansing
33-01-01-21-477-130	1606 Linval	Lansing
33-01-01-21-477-160	536 Avon	Lansing
33-01-01-21-477-190	520 Avon	Lansing
33-01-01-21-481-025	1723 Linval	Lansing
33-01-01-22-131-081	1035 Morgan	Lansing
33-01-01-22-135-211	1228 E. Hazel	Lansing
33-01-01-22-206-251	1000 Dakin	Lansing
33-01-01-22-230-251	1000 Leslie	Lansing
33-01-01-22-231-061	1019 Leslie	Lansing
33-01-01-22-254-026	McCullough St	Lansing
33-01-01-22-258-242	1432 Perkins	Lansing
33-01-01-22-280-001	1201 Lathrop	Lansing
33-01-01-22-280-232	Allen Street	Lansing
33-01-01-22-281-161	1234 Shepard	Lansing
33-01-01-22-301-081	727 Beulah	Lansing
33-01-01-22-305-241	1412 Lyons	Lansing
33-01-01-22-305-271	Lyons	Lansing
33-01-01-22-307-211	1434 Pontiac	Lansing

33-01-01-22-309-071	1515 Donora	Lansing
33-01-01-22-352-171	1701.5 Lyons	Lansing
33-01-01-22-353-031	1609 Donora	Lansing
33-01-01-22-354-001	1701 Bailey	Lansing
33-01-01-22-354-081	1723 Bailey	Lansing
33-01-01-27-428-011	2815 Ruth	Lansing
33-01-01-27-428-241	1832 E. Willard	Lansing
33-01-01-28-105-131	2008 Osband	Lansing
33-01-01-28-383-092	623 Tisdale	Lansing
33-01-01-28-405-281	Denver	Lansing
33-01-01-28-452-151	3146 S. Cedar	Lansing
33-01-01-29-201-261	1411 W. Mt. Hope	Lansing
33-01-01-29-426-131	910 Dunlap	Lansing
33-01-01-29-428-021	2236 Dunlap	Lansing
33-01-01-31-252-161	2704 Cabot	Lansing
33-01-01-31-278-021	4119 Ingham	Lansing
33-01-01-31-328-381	3217 Ronald	Lansing
33-01-01-31-376-251	3215 Rep	Lansing
33-01-01-32-151-111	2028 Hillcrest	Lansing
33-01-01-32-152-031	3921 Pleasant Grove	Lansing
33-01-01-32-176-361	1727 Hillcrest	Lansing
33-01-01-32-251-351	1116 Eaton Ct	Lansing
33-01-01-32-304-091	4510 Christiansen Rd	Lansing
33-01-01-32-327-261	1719 Pierce	Lansing
33-01-01-32-352-101	4921 Starr	Lansing
33-01-01-32-352-261	2010 W. Jolly	Lansing
33-01-01-32-353-361	4910 Christiansen	Lansing
33-01-01-32-376-591	4607 Bristol	Lansing
33-01-01-32-451-131	1230 W. Jolly	Lansing
33-01-01-32-451-171	1212 W. Jolly	Lansing
33-01-01-33-101-181	3631 Burchfield	Lansing
33-01-01-33-102-101	3517 Lowcroft	Lansing
33-01-01-33-155-031	3917 Lowcroft	Lansing
33-01-01-33-205-224	3516 Jewell	Lansing
33-01-01-33-401-011	4311 Stabler	Lansing
33-01-01-33-401-151	212 E. Cavanaugh	Lansing
33-01-01-34-104-081	3600 Parkway	Lansing
33-01-01-34-276-211	1828 Rex	Lansing
33-01-05-03-301-071	815 Fred	Lansing
33-01-05-05-202-201	1301 W. Jolly	Lansing
33-01-05-05-401-091	1401 Weymouth Ct	Lansing
33-01-05-06-202-101	2709 Midwood	Lansing
33-01-05-06-226-064	2314 Midwood	Lansing
33-01-05-08-202-011	6115 Yunker	Lansing
33-02-02-06-177-039	3248 Biber, East Lansing	Meridian
33-02-02-10-202-021	1716 Lake Lansing, Haslett	Meridian
33-02-02-10-228-020	5925 Potter, Haslett	Meridian
33-02-02-25-276-003	Grand River, Okemos	Meridian
33-03-03-36-151-006	726 n. Putnam, Williamston	Wmnst.
33-04-04-33-100-001	3976 Dietz Rd, Williamston	Lock
33-06-06-24-100-010	869 Holt, Mason	Alaiedon

33-09-09-27-476-011	4536 W. Barnes, Mason	Aurelius
33-12-12-34-400-023	4426 Swan Rd, Stockbridge	White Oak
33-13-13-23-100-012	4178 Byrum Rd Onondaga	Onondaga
33-14-14-12-300-018	3262 Woods Rd, Leslie	Leslie Twp
33-17-14-21-381-001	104 Worthington, Leslie	Leslie City
33-17-14-21-381-002	103 Worthington, Leslie	Leslie City
33-17-14-21-381-003	102 Worthington, Leslie	Leslie City
33-17-14-21-381-004	101 Worthington, Leslie	Leslie City
33-17-14-21-381-005	108 Worthington, Leslie	Leslie City
33-17-14-21-381-006	107 Worthington, Leslie	Leslie City
33-17-14-21-381-007	106 Worthington, Leslie	Leslie City
33-17-14-21-381-009	112 Worthington, Leslie	Leslie City
33-17-14-21-381-010	111 Worthington, Leslie	Leslie City
33-17-14-21-381-011	110 Worthington, Leslie	Leslie City
33-17-17-21-381-012	109 Worthington, Leslie	Leslie City
33-17-14-21-381-013	116 Worthington, Leslie	Leslie City
33-17-14-21-381-014	115 Worthington, Leslie	Leslie City
33-17-14-21-381-016	113 Worthington, Leslie	Leslie City
33-17-14-21-483-004	E.Bellevue, Leslie	Leslie City
33-17-14-28-206-025	316 S. Main,Leslie	Leslie City
33-17-14-28-279-003	515 Russell, Leslie	Leslie City
33-18-07-01-104-015	500 Crossman, Williamston	Wmnst City
33-19-10-08-127-029	121 Walnut, Mason	Mason
33-19-10-08-207-015	428 W. Ash, Mason	Mason
33-19-10-08-228-005	110 S. Park, Mason	Mason
33-20-02-17-105-013	1667 Snyder East Lansing	E.Lansing
33-21-01-18-127-002	3217 W. Saginaw,Lansing	Lansing Twp
33-21-01-18-204-025	607 N. Rosemary, Lansing	Lansing Twp
33-21-01-18-303-037	116 Western, Lansing	Lansing Twp
33-21-01-18-429-006	115 Hungerford, Lansing	Lansing Twp
33-21-01-19-326-012	3339 Waverly Hill, Lansing	Lansing Twp
33-25-05-07-301-025	2618 S. Waverly, Lansing	Delhi
33-25-05-07-326-018	Eaton Rapids Rd, Lansing	Delhi
33-25-05-14-151-015	E. Norwood, Halt	Delhi
33-25-05-14-153-011	Keller Rd, Halt	Delhi
33-25-05-14-303-063	2115 Coolridge, Holt	Delhi
33-25-05-14-304-014	Center St, Holt	Delhi
33-25-05-15-126-014	Willoughby Rd, Holt	Delhi
33-25-05-17-127-001	Sanibel Hollow, Holt	Delhi
33-25-05-23-400-036	Archwood Dr,Holt	Delhi
33-25-05-23-408-001	1640 Holbrook, Holt	Delhi
33-25-05-36-100-019	3737 W. Harper, Mason	Delhi
33-42-16-26-302-014	829 S. Clinton, Stockbridge	Stk.Village

Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Ember Oaks Drain Maintenance and Improvement Project

May 21, 2013

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Ember Oaks Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for benefit of the project. The municipalities with benefit at-large for this Project include the Charter Township of Meridian and the County of Ingham. There are 65 properties within the Ember Oaks Drain Maintenance and Improvement Project Special Assessment District.

The Ember Oaks Drain Maintenance and Improvement Project results from a petition submitted by the Ingham County Road Commission in June, 2007 to maintain and improve the Ember Oaks Drain. In August, 2007, the petition was found necessary by a statutory Board of Determination. The Project includes extending and adding branches to the Ember Oaks Drain located within the Ember Oaks subdivision and stabilizing the open drain channels that outlet to the Red Cedar River to the north of the subdivision through the Meridian Township Red Cedar Glen Land Preserve. Project construction is expected to commence in July, 2013 and be completed by November, 2013.

Since the Project construction bids won't be opened until May 23rd, I do not have a final Project cost as of today's deadline for the June 4th and 5th Committee calendars. However, I believe that the total computation of cost for this Project will be between \$500,000 and \$1,000,000. Therefore, included in the attached Full Faith and Credit Resolution is a "not-to-exceed" estimated amount of \$1,000,000. I will get the final Project cost and the exact amount requested for the County's full faith and credit to the Committees' staff as soon as it is available so that the Resolution can be revised with this information for your June meetings.

Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
EMBER OAKS DRAIN DRAINAGE DISTRICT 2013 BONDS**

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on June 11, 2013, at 6:30 p.m. local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Ember Oaks Drain Petition Project (the "Project") which is being undertaken by the Ember Oaks Drain Drainage District (the "Drainage District") in the Ember Oaks Drain Special Assessment District (the "Special Assessment District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$1,000,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$1,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds, and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules or regulations.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

FINANCE:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, County Clerk, Ingham County

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on June 11, 2013, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 11th day of June, 2013.

Barb Byrum, County Clerk
Ingham County

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: May 21, 2013

RE: Recommendation to Authorize an Agreement with the Michigan Public Health Institute (MPHI) for the Michigan Pathways to Better Health Grant

The Michigan Public Health Institute (MPHI), in collaboration with State and community agencies, received a grant from the federal Centers for Medicare and Medicaid Services (CMS) to implement an innovative program in three counties (Ingham, Muskegon, and Saginaw). The *Michigan Pathways to Better Health* (MPBH) project will create Community Hubs (referral and tracking centers) which will coordinate community resources to deploy trained Community Health Workers (CHWs). The CHWs will assist adult Medicaid or Medicare beneficiaries who have two or more chronic health conditions plus social and other challenges that impede meeting their health needs. The CHWs will use evidence-based Pathways (protocols) to identify and resolve deficiencies in the Social Determinants of Health (such as housing, food, and education). In other states this approach has been shown to improve the health outcomes and result in fewer hospital admissions and Emergency Room (ER) visits. The Michigan Department of Community Health (MDCH) will collaborate with MPHI on all aspects of the project.

In Resolution #12-399, an agreement was authorized between the Health Department and MPHI for the Ingham County Pathways to Better Health Initiative to begin in January 2013. The Health Department established the following temporary positions: three CHWs, two Clinical Supervisors and a Health Analyst. Additionally, subcontracts were authorized with seven community partners who each hired one CHW. The Health Department subcontracted with the Ingham Health Plan to act as the HUB for the project. To date, the program has received 406 referrals and is currently working with 313 individuals. MPHI has received notification from CMS that they will continue funding the MPBH program for FY 2014. MPHI has notified the Health Department of their wish to continue this project in Ingham County for 2014.

The goals of the program will remain the same: 1) to improve outcomes and quality indicators in management of chronic diseases and conditions (obesity, diabetes, asthma, cardiovascular disease, cancer, arthritis, etc.) for clients assisted by the CHWs. 2) Decrease unnecessary hospitalizations and ER visits for the identified at-risk persons who are Medicaid or Medicare beneficiaries; 3) Improve the utilization of CHWs by healthcare providers and healthcare teams to sustain this cost-effective approach to healthcare quality improvement.

Four main components of the Pathways model are: the Fiduciary, the Hub, the Care Coordination Agencies, and the Convener. Ingham County Health Department (ICHHD) was selected to be the Fiduciary because of need, high healthcare utilization, and their capacity for coordinated action. The Power of We will continue to serve as the Convener; and Ingham Health Plan will continue as the HUB.

In addition, as the fiduciary, the Health Department will subcontract with the following seven agencies to hire/continue to employ 1-2 CHWs:

Allen Neighborhood Center	up-to \$55,000	One CHW
South Side Community Coalition	up-to \$55,000	One CHW
North West Initiative	up-to \$55,000	One CHW
Tri-County Office on Aging	up-to \$55,000	One CHW
National Counsel on Alcohol	up-to \$55,000	One CHW
Volunteers of America	up-to \$100,000	Two CHW
Capital Area and Community Services	up-to \$100,000	Two CHW

Grant funds awarded to the Health Department will be utilized to support the creation of the following positions:

Lead Social Worker to serve as a Clinical Supervisor and Master-Trainer (ICEA/PRO8)
1.0 FTE

Community Outreach Worker (UAW D) – 6.0 FTE

Public Health Nurse IV to serve as a Clinical Supervisor and Master-Trainer – 1.0 FTE (ICEA/PHN4)

Grant funds will be used to continue supporting two existing Family Outreach Advocates within the Health Department assigned to work on this project as Community Outreach Workers.

Funds in the amount up to \$18,500 will be used for supplies and equipment.

The Health Department's Power of We will be allocated \$10,000 to serve as the Convener to support the MPBH through maintenance of a functioning network of all community partner agencies and Facilitates agreements related data sharing and other functions.

The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$175,000 for referral services, outreach, project management and data analysis.

The attached resolution authorizes a contract with MPHI and the Ingham County Health Department in the amount of \$1,344,869 for the proposed grant period of July 1, 2013 through June 30, 2014.

This project is a wonderful opportunity for our community. I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement for the Michigan Pathways grant.

INGHAM COUNTY JOB DESCRIPTION

Community Health Worker

General Summary:

The Community Health Worker (CHW) is the foundation of the MI Pathways to Better Health Program (MPBH). This culturally and geographically connected individual serves as a link between underserved communities and existing community resources. Through home visiting, this individual assists clients in overcoming barriers to health, social services, education and employment.

Essential Functions:

1. Successfully completes Community Health Assessment Program (CHAP) curriculum.
2. Uses the Pathways protocols for care coordination activities at all times.
3. Interviews clients with problems such as personal and family adjustments, health, finances, employment, food, clothing, housing, utilities, and physical and mental impairments; completes appropriate checklist; and brings information gathered back to CHAP clinical professionals to determine nature and degree of problem.
4. Enters information from home visits into database.
5. Secures information such as medical, psychological and social factors contributing to client's situation and forwards information to clinical professionals for evaluation.
6. Accesses and records client's and community's resource information.
7. Advocates for client and acts as a liaison between client and other service providers.
8. Counsels client individually, in family or other small groups regarding plans for meeting needs and aids client to mobilize inner capacities and environmental resources to improve social functioning.
9. Helps client and family through individual or group conferences to understand, accept and follow medical recommendations.
10. Reviews care plan developed by clinical professionals and performs appropriate follow-up activities as directed.
11. Secures supplementary information such as employment or medical records or school reports as directed.
12. Determines client's eligibility for services such as financial assistance, insurances and other programs in place to assist individuals and refers clients to community resources and other agencies to meet identified needs.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a High School diploma or equivalent is required.

Experience: Experience with social services or public health system is preferred.

Other Requirements: None

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

Physical Requirements:

- Ability to sit, stand, walk and access client's homes in various environments, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to travel throughout the County. Must be able to drive.

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

Working Conditions:

- The work environment varies. When in the office, safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. When traveling to or spending time at client homes, exposure to unusual, unpleasant or hazardous environments increase. Exposure to unpleasant odors, loud noises, extreme temperatures and unclean living conditions is likely.

UAW D
May 2013

Agenda Item 4a

TO: Renee Canady, Health Officer
Debbie Edokpolo, Assistant Deputy Health Officer

FROM: Beth Bliesener, Human Resources Analyst
Michelle Rutkowski, Human Resources Specialist

DATE: 5/15/13

RE: Participation and analysis for New Classification: Community Health Worker

Per your request, Human Resources has created a new classification titled Community Health Worker. This is currently a temporary position. The Health Department would like to make it a permanent position as they are expecting the funding for this position to be extended for two more years.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at a UAW D salary range (\$30,681-\$36,525). The UAW has been notified. They support the classification and salary placement.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

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

Ingham County Health Department			
Personnel	<u>Salary</u>	<u>Fringe</u>	<u>Totals</u>
1.0 FTE Lead Social Worker (ICEA/PR08)	65,271	27,400	92,671
1.0 FT PHN (PHN 3)	68,343	31,338	99,681
.05 FTE Project Director - in kind	0	0	0
2.0 FTE Lead CHW	70,306	21,000	91,306
6.0 FTE Community Health Worker (UAW D)	184,086	135,078	319,164
Total Personnel			602,822
Contracts			
Allen Neighborhood Center	45,000		
North West Initiative	45,000		
Capital Area Community Services (2 CHWs + Fringe)	100,000		
South Side Community Coalition	50,000		
National Counsel on Alcoholism	50,000		
Tri-County Office on Aging	55,000		
Volunteers of America	100,000		
Ingham Health Plan	175,000		
Power of We Consortium	10,000		
Total Contracts			630,000
Other			
Printing including business cards	1,020		
Postage	1,200		
Promotional Materials (Brochures and Flyers)	2,400		
Bus tokens and Cab vouchers	2,035		
Training/Professional Development	2,257		
Mileage	23,681		
Staff Training (for CHWs)	1,500		
Supplies	14,500		
Liability Insurance	5,000		
Equipment 6 computers	4,200		
Indirect - salary and fringe	54,254		
Total Other Costs			112,047
OVERALL TOTAL	1,344,869		1,344,869

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE
MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI) TO IMPLEMENT THE
MICHIGAN PATHWAYS TO BETTER HEALTH GRANT**

WHEREAS, in 2004 the U.S. spends more on health care than any other country in the world as a percentage of gross domestic product (15.2% in 2004) and Michigan spent 13.5% of its gross state product (GSP) on personal health care in the same year; and

WHEREAS, current rate of growth in health care spending is unsustainable and ultimately damaging to our economy and the health system; and

WHEREAS, social determinants have an undeniable effect on health and well being; and

WHEREAS, Ingham County was one of three sites selected to participant in the Michigan Pathways to Better Health project; and

WHEREAS, in Resolution #12-399, the Board of Commissioners accepted a grant in the amount of \$590,679 and authorized an agreement with the Michigan Public Health Institute (MPHI) for the period of October 1, 2012 through June 30, 2013; and

WHEREAS, the Health Department has been awarded funding by the Michigan Department of Community Health (MDCH) through the Michigan Public Health Institute (MPHI) to continue the Michigan Pathways to Better Health project in Ingham County and the surrounding area; and

WHEREAS, the goals of the program will remain the same: 1) to improve outcomes and quality indicators in management of chronic diseases and conditions (obesity, diabetes, asthma, cardiovascular disease, cancer, arthritis, etc.) for clients assisted by the CHWs. 2) Decrease unnecessary hospitalizations and ER visits for the identified at-risk persons who are Medicaid or Medicare beneficiaries; 3) Improve the utilization of CHWs by healthcare providers and healthcare teams to sustain this cost-effective approach to healthcare quality improvement; and

WHEREAS, the Health Department continues the role as Lead Agency/Fiduciary for this funding will collaborate and contract with MPHI; and

WHEREAS, in addition, will act as the fiduciary and subcontract with the following agencies in the amount of up to \$55,000 each to hire one CHW:

Allen Neighborhood Center
South Side Community Coalition
North West Initiative
Tri-County Office on Aging
National Counsel on Alcohol

WHEREAS, the Health Department's continue the role as Lead Agency/Fiduciary for this funding The Health Department will collaborate and contract with MPHI. In addition, will act as the fiduciary and subcontract with the following agencies in the amount of up to \$100,000 to hire two CHWs:

Volunteers of America
Capital Area and Community Services

WHEREAS, the following positions are established in the Health Department for the duration of the grant:

Lead Social Worker (ICEA/PRO8) – 1.0 FTE
Community Health Worker (UAW D) – 6.0 FTE
Public Health Nurse 4 (ICEA PHN 4) – 1.0 FTE

WHEREAS, an agreement is authorized with the Ingham Health Plan Corporation in the amount of up to \$175,000 to be the HUB for this project; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$1,344,869 from the Michigan Public Health Institute (MPHI) for the period of July 1, 2013 through June 30, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Public Health Institute (MPHI) to implement Ingham County Pathways in the amount of \$1,344,869 for the period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to act as the Fiduciary and Care Coordination Agency for the Michigan Pathways to Better Health Grant in Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to subcontracts in the amount up-to \$55,000 to hire one CHW with the following agencies: Allen Neighborhood Center, South Side Community Coalition, North West Initiative, Tri-County Office on Aging, National Counsel on Alcohol; and up-to \$100,000 to hire two CHWs to; Capital Area and Community Services and Volunteers of America for the period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, that the Health Department's Power of We will be allocated \$10,000 to serve as the Convener to support the MPBH through maintenance of a functioning network of all community partner agencies and Facilitates agreements related data sharing and other functions for the period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to contract with the Ingham Health Plan Corporation in the amount of \$175,000 to act as the HUB on this project to provide referral and data analysis for the period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, the following positions are established in the Health Department for the duration of the grant: Lead Social Worker (ICEA/PRO8) – 1.0 FTE, Community Health Worker (UAW D) – 6.0 FTE, and Public Health Nurse 4 (ICEA PHN 4) – 1.0 FTE.

BE IT FURTHER RESOLVED, grant funds will be used to continue supporting two existing Family Outreach Advocates within the Health Department assigned to work on this project as Community Outreach Workers.

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

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

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: May 16, 2013

Subject: Resolution to Authorize an Agreement for a Part-time (.20 FTE) Family Medicine Physician for the Provision of Primary Medical Care Services

This is a recommendation to authorize an agreement with Michigan State University's College of Human Medicine (MSU CHM) to provide primary medical care physician services within the Health Department's Community Health Centers' (CHC) co-location project. CHC's co-location project, Birch Health Center, is located within CEI-Community Mental Health and ensures access to primary care for people with mental illnesses.

In order to ensure high quality and comprehensive health care services for people with mental illnesses the clinical expertise of a board certified family medicine physician with experience providing care to those with mental illnesses is required. Dr. Julie Phillips, through MSU CHM's Department of Family Medicine, has been a provider of clinical services since 2007 at Michigan State University's Family Health Center and was instrumental in piloting the co-location project in 2012.

Dr. Phillips is a board certified family medicine physician and is an assistant professor of Family Medicine at MSU CHM where she cares for patients and teaches medical students and residents. She studies medical education and the ways it shapes the physician workforce. Dr. Phillips' other research interests include inter-professional collaboration, intersections between mental health and primary care, and education for the care of underserved populations. She is a national leader in research relative to the consequences of medical student debt. Dr. Phillips also leads the Family Medicine clerkship in the Lansing community and mentors medical students and residents who are interested in family medicine and research. Dr. Phillips would provide direct patient care at the rate of \$110 an hour at the Birch Health Center six hours a week plus two hours a week of clinical leadership, inclusive of a resident and collaboration with a nurse practitioner.

The term of the agreement shall be July 1, 2013 through June 30, 2014, with the option to automatically renew from year to year. Ingham County shall pay MSU CHM a rate of \$110/hour. The associated program income and other personnel savings will financially offset the contractual expenditure.

I recommend that the Board of Commissioners authorize an agreement with Michigan State University's College of Human Medicine for the provision of primary physician care for eight hours a week within the Ingham Community Health Center's Birch Health Center.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY'S COLLEGE OF HUMAN MEDICINE TO PROVIDE A PART-TIME FAMILY MEDICINE PHYSICIAN FOR THE PROVISION OF PRIMARY MEDICAL CARE SERVICES

WHEREAS, the Health Department's Community Health Centers and the Clinton-Eaton-Ingham Community Mental Health Authority have closely collaborated for more than two years to develop a co-located, integrated health center; and

WHEREAS, on April 1, 2013, the Birch Health Center was opened to provide both primary health care and behavioral health care to the area's most vulnerable residents; and

WHEREAS, in order to ensure high quality and comprehensive health care services for people with mental illnesses the clinical expertise of a board certified family medicine physician with experience providing care to those with mental illnesses is required; and

WHEREAS, Dr. Julie Phillips, through MSU CHM's Department of Family Medicine will provide direct patient care at the rate of \$110 an hour at the Birch Health Center six hours a week plus two hours a week of clinical leadership; and

WHEREAS, that the period of the agreement shall be July 1, 2013 through June 30, 2014, with an option to automatically renew from year to year; and

WHEREAS, the Community Health Center Board of Directors supports the agreement; and

WHEREAS, that the Health Officer recommends that the Board of Commissioners authorize an agreement with MSU's College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for a total amount not to exceed \$45,760.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MSU's College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for a total amount not to exceed \$45,760.

BE IT FURTHER RESOLVED, that the associated program income and other personnel savings will financially offset the contractual expenditure.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: May 16, 2013

RE: Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2012-2013

This is a recommendation to authorize an agreement with the Michigan Department Environmental Quality (MDEQ) under which the Ingham County Health Department will conduct environmental monitoring and inspections of MDEQ Non-Community programs. MDEQ began to contract with Ingham County after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department Environmental Quality. The Public Health Code delegates the primary responsibility for environmental protection at the community level with local public health departments. The current contract expired September 30, 2012.

The proposed agreement for 2012-2013 includes the following services and funding of **\$25,218** allocated as follows:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM- up to \$18,818

The Health Department will conduct sanitary surveys of non-community public water supplies in Ingham County. The Health Department will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

DRINKING WATER LONG-TERM MONITORING- up to \$500

The Health Department will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

PUBLIC SWIMMING POOLS- up to \$5,600

The Health Department will inspect all public swimming pools/spas licensed by the MDEQ in Ingham County. In addition, the Health Department will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

CAMPGROUND REQUIREMENTS- up to \$300

The Health Department will inspect all campgrounds licensed by the MDEQ located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

I recommend that the Board of Commissioners authorize the agreement with the MDEQ and the Health Department from October 1, 2012 through September 30, 2013. The revenue for these services was anticipated in the Health Department's 2013 budget.

c: Jim Wilson 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
THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR 2012-2013**

WHEREAS, the State of Michigan has placed responsibility for environmental regulation and environmental quality in Michigan Department Environmental Quality (MDEQ); and

WHEREAS, the Michigan Public Health Code places responsibility for environmental protection at the community level with county governments through the network of local health departments; and

WHEREAS, MDEQ proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from Ingham County; and

WHEREAS, MDEQ will reimburse Ingham County for expenses related to monitor and inspection services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MDEQ.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Michigan Department Environmental Quality.

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

BE IT FURTHER RESOLVED, that MDEQ shall reimburse Ingham County up to \$25,218 for expenses related to testing and inspection services.

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

Agenda Item 5

TO: Ingham County Board of Commissioners – County Services Committee
FROM: Sandra Gower, Economic Development Coordinator
SUBJECT: Community Development Block Grant Application –Jackson National Life Insurance Company
DATE: May 21, 2013

Ingham County was asked to submit an application to the Community Development Block Grant Program for public infrastructure improvements to support Jackson National Life Insurance Company's expansion in Lansing, Michigan. The public infrastructure improvements include electric and water service to be installed by the Lansing Board of Water and Light, and sewer improvements to be installed by the City of Lansing.

A public hearing on the project will be held on June 11, 2013.

The Jackson National Life Insurance Company expansion will bring approximately \$100,000,000 in investment and 1,000 jobs over the next ten years. The project includes a 260,000 square foot office building and an 80,000 square foot print center.

The matching funds required for this project will be provided by the Lansing Board of Water and Light and the City of Lansing.

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK
GRANT APPLICATION FOR
\$3,000,000 FOR PUBLIC INFRASTRUCTURE IMPROVEMENTS FOR THE JACKSON NATIONAL
LIFE INSURANCE COMPANY EXPANSION PROJECT**

WHEREAS, Ingham County government has long term objectives to foster economic well-being and assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan Economic Development Corporation to apply for a Community Development Block Grant for public infrastructure to assist the expansion of Jackson National Life Insurance Company in Lansing, Michigan; and

WHEREAS, it is necessary to extend and expand water, sewer and electric service at a cost of \$3,000,000 to support the expansion of the Jackson National Life Insurance Company Headquarters and the construction of a new print center; and

WHEREAS, the required 10% match will be provided by Jackson National Life Insurance Company, the Lansing Board of Water and Light and the City of Lansing; and

WHEREAS, the proposed project is consistent with the Ingham County Community Development Plan as described in the application; and

WHEREAS, this infrastructure project will support Jackson National Life Insurance Company to create 278 new jobs of which at least 51% will be filled by persons of low to moderate income; and

WHEREAS, no project costs will be incurred prior to a formal grant award, completion of the environmental review procedures, and formal written authorization to incur costs is received from the Michigan Economic Development Corporation; and

WHEREAS, on June 11, 2013 a public hearing was held to provide citizens an opportunity to review and comment on the proposed application.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of an application for a Community Development Block Grant in the amount of \$3,000,000 for public infrastructure improvements with matching funds provided by the Lansing Board of Water and Light and the City of Lansing to support the creation of 278 new jobs by Jackson National Life Insurance Company.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign the Part 2 application and all attachments and to sign the Grant Agreement as recommended by the Controller and approved as to form by the County Attorney.

MEMORANDUM

DATE: 4/1/2013
TO: Travis Parsons, Human Resources Director
FROM: Michelle Rutkowski, H.R. Specialist
SUBJECT: Facility Department Re-Organization
(Residual from Potter Park Zoo 2011 and 2012 Re-Organizations)

Background

Over the past year and a half, Potter Park Zoo has been reorganized via resolutions 11-346, 12-004 and 12-304. These resolutions resulted in temporary changes to the responsibilities and reporting structures of both the Facilities and Parks Departments. The temporary changes have been successful and it is desired to make them permanent. As such, this proposal is considered a residual reorganization as a result of restructuring at Potter Park Zoo.

Recommendation

Responsibility for the maintenance of all Zoo buildings and grounds has been permanently transferred from the Park Director position to the Facility Director position. These duties are similar in nature to the duties already reflected in the Facility Director job description. However, the newly transferred duties do increase the Facility Director's supervisory and financial responsibilities sufficiently enough to increase the pay grade from an MCF 12 to an MCF 13. No changes are necessary to the Facility Director job description.

Correspondingly, the Parks Director position should be decreased from an MCF 14 pay grade to an MCF 13 grade. Because the Parks Director position is currently occupied, the position should be redlined at an MCF 14 until such time that the incumbent vacates the position. At that time, the compensation grade should be reduced to an MCF 13. The Parks Director job description will be changed to remove all reference to Potter Park Zoo responsibilities.

Due to this residual reorganization, Facility Manager position #233003 has absorbed more staff. The position's Job Points Evaluation score for supervisory responsibility should be increased. While this results in an increase to the position's total score, it is not sufficient to reach the next salary level. The position should remain at an MCF 10. No changes are necessary to the job description for Facility Manager position #233033

Salary Summary							
Facilities Re-Organization, April 2013							
(Residual Impact from 2011/2012 Potter Park Zoo Re-Organization)							
Position #	<u>Current Job Title</u>	<u>Current Union & Pay grade</u>	<u>Current Maximum Salary</u>	<u>New Job Title</u>	<u>New Union & Pay grade</u>	<u>New Maximum Salary</u>	<u>Cost/ (Savings)</u>
233001	Director of Facilities	MCF 12	\$ 82,015	na	MCF 13	\$ 87,739	\$ 5,724.00
759001	Director of Parks ***	MCF 14	\$ 94,530.00	na	MCF 13	\$ 87,739.00	\$(6,791.00)
Total Cost			\$ 176,545.00			\$ 175,478.00	\$(1,067.00)
***Indicates incumbent will be redlined							
***Value of benefits not included							

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A REORGANIZATION
IN THE FACILITIES AND PARKS DEPARTMENTS**

WHEREAS, the Board of Commissioners authorized a reorganization in the reporting relationships at the Potter Park Zoo and the Parks Department via resolutions 11-346, 12-004, and 12-304; and

WHEREAS, the aforementioned resolutions resulted in temporary and permanent changes to the responsibilities and reporting structures of both the Facilities and Parks Departments; and

WHEREAS, responsibility for the maintenance of all Zoo buildings and grounds has been permanently transferred from the Parks Director to the Facility Director; and

WHEREAS, the Human Resources Department has evaluated both positions and has determined that the Facilities Director pay grade should be increased from a MCF 12 to a MCF 13 and the Parks Director pay grade should be lowered from a MCF 14 to a MCF 13; and

WHEREAS, the Parks Director position is currently occupied and therefore should be redlined at a MCF 14 until such time that the incumbent vacates the position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization and approves the transfer of all responsibilities for buildings and grounds from the Parks Department to the Facilities Department.

BE IT FURTHER RESOLVED, the effective date of change will be the first full pay period after the adoption of this resolution.

BE IT FURTHER RESOLVED, that Facilities Director pay grade shall be increased from a MCF 12 to a MCF 13.

BE IT FURTHER RESOLVED, that the Parks Director position shall be downgraded from a MCF 14 to a MCF 13 when the incumbent vacates the position.

Memorandum

To: Ingham County Law and Courts Committee
Date: May 20, 2013
From: Lance Langdon
Reference: Project funding requests

With the building of our new 9-1-1 Center there were a few items that had been discussed and planned for but funding had not been allocated as our building project came to a close at the end of 2012, and we have found some equipment that was missed in our planning. At this time I am requesting funding from the Counties 9-1-1 fund balance, to purchase these items that are not currently in our 2013 operations budget and had not been added as we had planned on them being part of our building project.

1. The 9-1-1 Center was designed as a secure facility with many features meeting homeland security recommendations. With the design of the building, access to the facility was restricted but also control for access had not been considered. We had an incident we had here at the center last week with a case of road rage that pulled into the Center parking lot and an armed subject in our lobby looking for assistance. This further demonstrates the need for access controls for the front entry doors and gate areas. A quote was provided by VidCom who installed our card access to provide access controls in the admin area and on the call center floor. This will provide the ability 24-7 for staff to have someone approach the entrance and make contact with staff maintaining the required building security. With audio and video they can communicate with the person and allow or deny access as is appropriate from within the secure facility. Cost for this project was quoted as \$4,897.56.
2. The call center was designed with work stations in the corners running along the walls of the call center. With the planning and design of the building we had failed recognize in the planning for the need for paper maps to be hanging next to the work stations for easy reference by the employees. They have been taping them to the walls but with the distance needed to read them and lack of wall space in many areas we are in need of a different mapping solutions. We are looking to use a combination of bulletin boards, rotary island display racks and tack strips to fill this need. These will be placed in the call center, training and conference rooms to hang paper maps as needed for training and meetings. With this same project we also are in need of a plotter printer. This equipment/service was available through the Cities when the centers were operated by East Lansing and Lansing. A plotter printer here at the Center would be used to print wall size maps again for day to day operations as well as training or special events. Additionally as changes in mapping are made maps could be updated very quickly and provided to staff for day to day operations. Costs for all of the mapping related items would be \$14,742.67. With the large number of new staff members paper mapping has a very important role in the training and operations. Purchases would be made through CDW-G, DBI and Magnatag.

3. Televisions for the center. We have designed and wired the center for televisions in the center for the Call Center, Break Room, Wellness Room and Conference Room. The NENA, National Emergency Number Association model policies do recommend televisions in 9-1-1 Centers. They note that it provides access to breaking news, emergency weather reports as well as other useful information and can maintain employee alertness during periods of inactivity, and can improve employee morale. As we discussed building the new center staff had been told that Televisions were planned for but have not yet been purchased or installed. I do feel that finishing this portion of the building project will assist in building up employee morale as well. A quote from CDW-G for televisions and mounts has been obtained in the amount of \$3,363.70. At this time I would like to purchase the one of the television and mount, for the call center putting off the remainder of the televisions to the 2014 budget's capital improvement request. Cost on the one television/ mount and shipping would be about \$1,650.00.

The total of the items is requested is not to exceed \$21,500.00 from the 9-1-1 Funds. Your approval of these expenditures is respectfully requested.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING EQUIPMENT PURCHASES FOR THE INGHAM COUNTY
9-1-1 CENTRAL DISPATCH CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 911 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, after nearly a year of operations the Director has identified several equipment enhancements to Ingham County 9-1-1 Central Dispatch Center that will improve the operations; and

WHEREAS, the 9-1-1 Director has obtained prices for these equipment purchases and is requesting 911 Funds totaling up to \$21,500.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$21,500 from the 911 Emergency Telephone Dispatch Services - 911 fund balance for the costs associated with the purchase of:

- 1) Remote video/access controls for Building/Lobby Security up to \$5,050.00
- 2) Mapping Project; paper mapping solutions, including mounting solutions and plotter printer up to \$14,800
- 3) Call Center Television; cost of one television and mount, for the call center up to \$1,650.00.

Total costs Up to \$21,500

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this Resolution.

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