

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JUNE 18, 2014 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 [June 4, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2014 [Local Jag Grant](#)
2. Treasurer - Resolution to Acquire [Service Contracts](#) for the Purpose of Developing the Building Deconstruction and Materials Reuse Market Analysis
3. Register of Deeds - Resolution to Contract with [Legal Services](#) of South Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
4. Innovation & Technology - Resolution to Approve the Renewal of the [Munis Software](#) Annual Support Agreement from Tyler Technologies
5. Health Department
 - a. Resolution to Issue a Purchase Order to Farber Specialty Vehicles for the Manufacture of a [Mobile Dental Unit](#)
 - b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the [Family Outreach Services](#) Program
 - c. Resolution to Authorize [Amendments #3 and #4](#) to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health
 - d. Resolution to Authorize Subcontracts to Partners in the "[Building Networks](#)" Initiative Using Funds from the National Association of County and City Health Officials (NACCHO)
 - e. Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to [Better Health Grant](#)
 - f. Resolution to Authorize the [Appointment](#) of Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services Position
 - g. Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure

6. Human Services Committee
 - a. Resolution Authorizing a New Agreement with the [Arts Council](#) of Greater Lansing for the Distribution of Hotel/Motel Tax Revenues for the Arts
 - b. Resolution Authorizing the Use of Contingency Funds for an Agreement with the City of Lansing to Provide Assistance to Former Residents of the [Life O' Riley](#) Mobile Home Park

7. Road Department
 - a. Resolution to Approve Local Road Agreement with [Bunker Hill Township](#) for the Ingham County Road Department
 - b. Resolution to Approve Local Road Agreement with [Wheatfield Township](#) for the Ingham County Road Department
 - c. Resolution to Execute Waterborne Centerline [Pavement Marking](#) Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville
 - d. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to [Road Rehabilitation Projects](#) for Hagadorn Road From 0.58 Miles South of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36

8. Controller/Administrator's Office - Resolution to Amend a Legal Services Agreement with [Cohl, Stoker and Toskey, P.C.](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE

June 4, 2014

Draft – Minutes

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

Members Absent: None.

Others Present: Teri Morton, William Conklin, Greg Harless, Harry Moxley, Ryan Buck, and others.

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

Approval of the May 21, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE MINUTES OF THE MAY 21, 2014 FINANCE COMMITTEE MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Substitute –

6. Controller/Administrator’s Office - Resolution to (Approve or Decline) the City of Lansing’s Request for the Ingham County Sheriff’s Office to Provide Traffic Enforcement Services through the Secondary Road Patrol P.A. 416 Grant Program

Limited Public Comment

None.

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

1. Prosecuting Attorney - Resolution to Approve a Temporary Prosecutor’s Warrant Clerk and the Transfer of Prosecuting Attorney Funds
3. Health Department - Resolution to Authorize the Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services

4. Facilities - Resolution Creating Two New Building Maintenance Positions for the Ingham County Community Health Center
5. Road Department
 - f. Resolution Authorizing the Purchase of One Used Telescopic Boom Excavator for the Ingham County Road Department
7. Board Referral - City of Lansing Notice of Public Hearing on June 2, 2014 on the Approval of Brownfield Plan #55a – Amendment #1 – Ballpark North

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Circuit Court/Friend of the Court - Resolution to Authorize a Time Extension for the Safe Haven Supervised Visitation and Safe Exchange Grant Program and Subcontracts

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE A TIME EXTENSION FOR THE SAFE HAVEN SUPERVISED VISITATION AND SAFE EXCHANGE GRANT PROGRAM AND SUBCONTRACTS.

Discussion.

Harry Moxley, Interim Friend of the Court, presented on the “Safe Havens” parenting time visitation exchange program. He further stated that the Friend of the Court had received two grant extensions to use grant money that had not already been spent.

Chairperson Koenig asked what type of cases the program was getting.

Mr. Moxley stated the Friend of the Court was primarily referring cases where there was a history of domestic violence.

Chairperson Koenig asked how much program’s fees were.

Mr. Moxley stated that it cost \$50 for an intake and \$25 per hour for actual exchange services. He further stated that many people file an affidavit to suspend their motion fees in the circuit court.

Chairperson Koenig asked whether there was a problem with finding clients.

Mr. Moxley stated that Bob Hotchkiss, Assistant Friend of the Court for Legal, had been working on that, including attending meetings and scheduling Friend of the Court staff trips to the program's center

Chairperson Koenig stated that she liked this program because previous custodial exchanges would occur at a McDonalds, Burger King, or the police department.

Mr. Moxley stated that there was a high chance of domestic violence when exchanges would occur in the situations that Chairperson Koenig stated.

Chairperson Koenig stated that the center had two entrances—one for women and one for men—so that the two individuals would not run into each other.

MOTION CARRIED UNANIMOUSLY.

5. Road Department

- a. Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Road Department
- b. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department
- c. Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LEROY TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT, THE RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH VEVAY TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT, AND THE RESOLUTION TO APPROVE LOCAL ROAD PROGRAM AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT.

Discussion.

Commissioner McGrain asked about the local match portion.

William Conklin, Road Department Managing Director, stated that the townships overmatch. He further stated that the Department attempts to match this by providing extra labor.

Mr. Conklin stated that when the Department would draft its budget, it would put aside a certain amount to local road programs. He further stated that this constituted the Department's cash match, which was distributed among the sixteen townships based on miles of local road and population. Mr. Conklin stated that a little over \$500,000 was allocated to the local road programs.

Commissioner McGrain requested that a line be added in Agenda Item 5a regarding cost savings to be stated as follows:

BE IT FURTHER RESOLVED, that the County, on behalf of the Road Department, agrees to contribute up to \$22,200.00 toward the cost of said improvement and labor on these four projects at no cost to Leroy Township for Road Department labor.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate the cost savings shall first accrue to the Township for any final cost amounts down to \$44,400.00 (2 times the maximum match available at \$22,200.00) and then be split between the parties for any final costs below \$44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO AMEND THE RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LEROY TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT ACCORDING TO THE STATED ADDITION.

Discussion.

Commissioner Anthony asked whether the proposed amendment would change the intent of the resolution.

Mr. Conklin stated that resolution's intent would not be changed.

MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LEROY TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT, INCLUDING APPROVED AMENDMENT, AND RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH VEVAY TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT CARRIED UNANIMOUSLY.

Discussion.

Commissioner McGrain asked whether, in regards to Agenda Item 5c's Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department, the Department was dipping into its allocation for next year and whether such an action was typical.

Mr. Conklin stated that the Department was dipping into next year's allocation, but it was not typical do so. He further stated that he generally did not allow this. Mr. Conklin stated that this allocation was unusual because the Drain Commissioner had a project called Green Drain #4 that was ongoing and there was a pending bill the Department had to pay.

Commissioner McGrain stated that he did not want to spend today what was allocated for next year's budget.

MOTION TO APPROVE THE RESOLUTION TO APPROVE LOCAL ROAD PROGRAM AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT CARRIED UNANIMOUSLY.

5. Road Department

- d. Resolution to Approve a Second Party Agreement Between MDOT and Ingham County and a Third Party Agreement Between Capstone Collegiate Communities and Ingham County in Relation to Signal Installation Projects at Hagadorn Road and Eyde Parkway and Hannah Boulevard and Esoteric Way

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN MDOT AND INGHAM COUNTY AND A THIRD PARTY AGREEMENT BETWEEN CAPSTONE COLLEGIATE COMMUNITIES AND INGHAM COUNTY IN RELATION TO SIGNAL INSTALLATION PROJECTS AT HAGADORN ROAD AND EYDE PARKWAY AND HANNAH BOULEVARD AND ESOTERIC WAY.

Discussion.

Commissioner McGrain asked whether the County would be liable for continued operation of the new traffic light.

Mr. Conklin stated that the County would be liable. He further stated that this liability amounted to a few hundred dollars per year.

Commissioner McGrain asked whether there was enough traffic to justify an additional traffic light.

Mr. Conklin stated that a new traffic light would not be approved by the Department if warrants were not met. He further stated that warrants involve comparisons of traffic at different times of the day. Mr. Conklin stated that at least one warrant was being met currently, specifically the busiest time of day. He further stated that there was a student apartment construction project underway nearby that would significantly increase local traffic upon its completion.

Commissioner McGrain asked if the traffic light would be blink at any time of the day.

Mr. Conklin stated that the traffic light would probably go into flash mode from midnight to 6 a.m.

Mr. Conklin stated that the new lights would alleviate an issue involving left turn lanes. He further stated that the new lights would create gaps that cars in the left turn lanes could use to complete their respective turns and re-enter the street.

Commissioner Schafer stated that he wanted to compliment Mr. Conklin and the Department on the good job they were doing.

MOTION CARRIED UNANIMOUSLY.

5. Road Department

- e. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Shoeman Road from the North County Line to Haslett Road

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR SHOEMAN ROAD FROM THE NORTH COUNTY LINE TO HASLETT ROAD.

Discussion.

Commissioner McGrain asked about rural and urban funding.

Mr. Conklin stated that the Department had transferred some urban funding to rural projects. He further stated that rural funding could not go to urban projects, but urban funding could go to rural projects.

MOTION CARRIED UNANIMOUSLY

- 6. Controller/Administrator's Office - Resolution to (Approve or Decline) the City of Lansing's Request for the Ingham County Sheriff's Office to Provide Traffic Enforcement Services through the Secondary Road Patrol P.A. 416 Grant Program

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO (APPROVE OR DECLINE) THE CITY OF LANSING'S REQUEST FOR THE INGHAM COUNTY SHERIFF'S OFFICE TO PROVIDE TRAFFIC ENFORCEMENT SERVICES THROUGH THE SECONDARY ROAD PATROL P.A. 416 GRANT PROGRAM.

Discussion.

Greg Harless, Chief Deputy Sheriff, presented on Lansing's request for the Sheriff's Office to provide traffic enforcement services through the secondary road patrol P.A. 416 grant program.

Commissioner Vickers asked how the new schedule for patrolling the county would be set up.

Chief Deputy Sheriff Harless stated that there was not a schedule created yet. He further stated that due to staffing issues, he did not think that much patrolling could take place in Lansing.

Commissioner Vickers stated that he was disappointed with Jody Washington, Lansing City Council Member, when she stated that she only cared about Lansing residents. Commissioner

Vickers stated that he was supporting the Life O'Reilly resolution because we were all in this together. He further stated that he would be voting no on this resolution.

Chairperson Koenig asked for the Sheriff's position on this resolution. Chairperson Koenig stated that she had heard that the Sheriff was initially against it, but now he had a neutral position.

Chief Deputy Sheriff Harless stated that the Sheriff had a neutral position on this resolution and that it was up to the Committee to make the decision. He further stated that even if this resolution were approved, it would not result in a large force increase in Lansing.

Commissioner Bahar-Cook stated that she supported this resolution despite it being only symbolic.

Commissioner Tennis thanked Commissioner Vickers for his support for the Life O'Reilly resolution. Commissioner Tennis asked Chief Deputy Sheriff Harless where the P.A. 416 funding came from.

Chief Deputy Sheriff Harless stated that the funding came from the Office of Highway Safety Planning, which receives a funding allocation from the Legislature based on the number of traffic citations issued each year. He further stated that the County general fund provides some funding as well.

Commissioner Tennis asked what patrol routes the funding was restricted to.

Chief Deputy Sheriff Harless stated that the Sheriff's Office could not be on an M roads or the interstates. He further stated that a deputy could go anywhere in the county for specific reasons like seat belts, child restraints, and others reasons.

Chief Deputy Sheriff Harless stated that the Sheriff had discretion as to when the funding was used.

Commissioner Schafer stated that he too was disappointed with Jody Washington's comments that Commissioner Vickers referred to. Commissioner Schafer further stated that the police forces have been collaborating better since he began on the Commission. He further stated this resolution was a political football and it should not be before this Committee. He further stated he would vote against the resolution.

Commissioner Anthony asked whether there was a possibility that nothing would change despite passage of the resolution.

Chief Deputy Sheriff Harless stated that he did not expect to see a greater presence in Lansing than what was already experienced. He further stated that where one would see a greater presence in Lansing was if the respective police forces were to do joint wolf pack projects or other joint activities.

Commissioner Anthony asked whether the amount of grant money would change if the Sheriff did not use the all the funds.

Chief Deputy Sheriff Harless stated the amount of grant money would not change.

Commissioner Anthony asked whether there was a log that provided data on the time deputies have spent in Lansing versus out-county.

Chief Deputy Sheriff Harless stated that the Sheriff's Office used to collect such data, however collection was now restricted to those communities that have contracted for services because the Sheriff wanted to prove that the Sheriff's Office was fulfilling its obligations under the contracts.

Chairperson Koenig stated that she opposed this resolution because the police forces already collaborate well. She further stated that the Violent Crime Initiative was where one would see a presence. Chairperson Koenig stated that she opposed this resolution because she did not understand what its purposes was as no one had explained the purpose to her.

Commissioner Bahar-Cook stated that this resolution did pass the Law & Courts Committee this week and it would be up for a vote at the Board of Commissioners.

Commissioner Vickers asked whether the resolution would include the letter roads such as M-36 and M-52.

Chief Deputy Sheriff Harless stated that the Sheriff's Office tries to stay off the "M's" and the interstates.

Commissioner Schafer stated that Chairperson Koenig was right regarding her statement that the police forces already collaborate well and have programs that create a police presence.

MOTION CARRIED. Yeas: Anthony, Bahar-Cook, McGrain, and Tennis. **Nays:** Koenig, Schafer, and Vickers.

Announcements

Commissioner Bahar-Cook stated that the Fish Rodeo, a country music festival, was scheduled for June 14, 2014 in downtown Lansing.

Public Comment

None.

The meeting was adjourned at approximately 6:51 p.m.

JUNE 18, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. *Sheriff's Office - Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2014 Local JAG Grant*

This resolution would authorize entering into the Interlocal agreement between Ingham County, the City of Lansing, and the City of East Lansing to accept the \$108,195 allocated portion of the 2014 Local JAG grant. The Lansing Police Department, with their portion of the 2014 Local JAG grant, will voluntarily transfer to the Ingham County Sheriff's Office \$5,000 to be used for technology upgrades. The County would not have received any funds again this year under the proposed 2014 JAG grant because the formula requires a certain threshold of serious crime in the Sheriff's Office area of primary jurisdiction. Nonetheless, the County is still required to enter into this agreement and we have done so in previous grant cycles. The City of Lansing voluntarily authorized \$5,000 for the FY 2013 grant year as well for Deputy overtime for "Regional Policing Projects." (see attached memo for details)

2. *Treasurer – Resolution to Acquire Service Contracts for the Purpose of Developing the Building Deconstruction and Materials Reuse Market Analysis*

Delta Institute of Lansing submitted a proposal to develop a Building Deconstruction and Materials Reuse Market Analysis designed to accomplish the following tasks:

- 1) Appraise the amount of merchantable/marketable building materials from vacant homes in the Greater Lansing area;
- 2) Evaluate the market potential for selling reclaimed building materials and value-added products in this region;
- 3) Understand the challenges and barriers to establishing a deconstruction and materials reuse market; and
- 4) Recommend how best to transform reclaimed lumber into an economic development opportunity that creates jobs in the region.

County Treasurer Eric Schertzing seeks Board authorization to negotiate an agreement with the Delta Institute, in consultation with the County's legal counsel, to undertake these tasks and to enter into the agreement on behalf of the County. The cost for this service is estimated to be \$29,000.

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

The Register of Deeds' Office and the County Treasurer seek authorization to continue a contract with Legal Services of South Central Michigan to assist citizens impacted by home foreclosures. Costs associated with this proposed agreement would not to exceed \$60,000 and would be taken from the delinquent tax fund.

4. Innovation and Technology Department – Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies

Ingham County relies on Munis software for its Finance, Budgeting, Human Resources and Purchasing operations. An annual maintenance agreement is required in order to maintain the application, receive support, and receive needed software updates. Tyler Technologies proposed a fee of \$143,850.47 for this service, a 5% increase over current costs.

5a. Health Department - Resolution to Issue a Purchase Order to Farber Specialty Vehicles for the Manufacture of a Mobile Dental Unit

This resolution authorizes the use of up to \$350,000 in Health Resources and Services Administration School Based Health Center Capital Grant (SBHCC) funds to issue a purchase order to Farber Specialty Vehicles for the manufacture of a mobile dental unit. This unit is necessary to provide preventative and restorative dental services to students and community members throughout Ingham County. The vehicle will be operated five days a week within the community and parked on a surfaced lot. Students and community members will board the vehicle for services.

5b. Health Department - Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

This resolution authorizes an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program. CACS is providing \$123,837 to support these services, which are provided by three existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2014 to July 31, 2015.

The agreement requires the Health Department to provide in-kind support valued at \$30,959 in the form of supervisor salary and benefits, indirect costs, and facilities.

5c. Health Department - Resolution to Authorize Amendments #3 and #4 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health

This resolution authorizes Amendments #3 and #4 of the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). These amendments will increase the budget for Comprehensive Local Health Services from \$5,202,259 to \$5,212,259, an increase of \$10,000 in Amendment # 3 and from \$5,212,259 to \$5,264,540, an increase of \$52,281 in Amendment # 4. The amendments make the following specific changes in the budget:

Amendment # 3

1. Childhood Lead Poisoning Education & Outreach, \$10,000 – new funding.

Amendment # 4

1. Nurse Family Partnership Services, an increase of \$10,000 to \$495,300.
2. Breast & Cervical Cancer Control Program (BCCCP), an increase of \$3,395 to \$271,600.
3. Public Health Emergency Preparedness (PHEP), \$38,886 – new funding.

5d. *Health Department – Resolution to Authorize Subcontracts to Partners in the “Building Networks” Initiative Using Funds from the National Association of County and City Health Officials (NACCHO)*

This resolution authorizes subcontracts utilizing funds from NACCHO to carry out any of the following activities: 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity. The attached resolution authorizes subcontracts for amounts up to \$7,500 each with the designated organizations in the counties of Genesee, Kent, Saginaw, Washtenaw, and Wayne. In addition, a subcontract shall be authorized for a total amount not to exceed \$15,000 with MPHI to provide the three summit events. All services are to be completed by September 30, 2014.

5e. *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 authorizes an agreement with the Michigan Public Health Institute (MPHI) to implement Ingham County Pathways in the amount of \$1,719,425 for the period of July 1, 2014 through June 30, 2015. As the fiduciary, the Health Department will subcontract with the nine agencies to hire/continue to employ 1-2 Community Health Workers. Additional grant funds awarded to the Health Department will be utilized to create two new Community Health Workers (2 FTE) and to continue to support the following positions currently working in the MPBH grant authorized in Resolution #13-245:

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

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

Community Outreach Worker (UAW D) – 6.0 FTE

Family Outreach Advocate (UAW D) – 2.0 FTE

Funds in the amount up to \$6,000 will be used for supplies.

The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$280,000 for referral services, training of staff, incentives, outreach, project management and data analysis.

5f. *Health Department – Resolution to Authorize the Appointment of Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services Position*

This resolution authorizes the appointment of Barbara Mastin as Deputy Health Officer/Executive Director, Community Health Services. Ms. Mastin has been serving in this role on a temporary basis since April 2013. This resolution makes the appointment permanent. The Community Health Center Board approved Ms. Mastin’s appointment at their meeting on June 5, 2014.

5g. *Health Department – Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure*

This resolution will realign and restructure services within the Health Department. The resolution creates a Health Promotion and Prevention Manager (MCF 11) to oversee the Breast & Cervical Cancer Program (BCCCP), Registration and Enrollment, Office for Young Children, and the Pathways Grant Program to mitigate the loss of the Prevention Programs Coordinator position. In response to an increased demand for quality coordination, the Health Department finds it necessary to eliminate the safety responsibilities from an existing, vacant Quality and Safety Coordinator position so it may focus solely on quality issues. The new classification, Quality Improvement Coordinator, will be compensated at an MNA 3. Finally, a CHR III position is converted to an Executive Assistant (MCF 5) in support of the Deputy Health Officer for Public Health Services. The Health Department has identified sufficient revenues and cost savings to cover the additional costs of this realignment.

6a. *Human Services Committee - Resolution Authorizing a New Agreement with the Arts Council of Greater Lansing for the Distribution of Hotel/Motel Tax Revenues for the Arts*

This resolution authorizes a new agreement with the Arts Council of Greater Lansing for the distribution of hotel/motel tax revenues for the arts. The current agreement dates to 1995 and has become obsolete. The Arts Council of Greater Lansing receives 5% of Ingham County's hotel/motel tax revenue, which equates to about \$115,000 for FY 2014.

6b. *Human Services Committee - Resolution Authorizing the Use of Contingency Funds for an Agreement with the City of Lansing to Provide Assistance to Former Residents of the Life O' Riley Mobile Home Park*

This resolution authorizes a one-time appropriation from the contingency fund in the amount of \$40,000 for an agreement with the City of Lansing to provide assimilation assistance to former residents of the Life O' Riley Mobile Home Park as they transfer to new living arrangements.

7a. *Road Department - Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Road Department*

Bunker Hill Township recently petitioned the Road Department to include improvement projects on certain local roads in the Township as part of the 2014 local road program. Roads slated for improvement under this agreement are as follows:

- Nims Road from County Line to Meridian Road, a distance of 2.5 miles
- Vicary Road from Meridian to Nims Roads, a distance of 0.9 mile
- Olds Road from Meridian Road to West Township Line, a distance of approximately 0.5 mile

These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$83,250. A County Road Department allocation of \$22,200 was reserved for local road improvements in Bunker Hill Township.

7b. Road Department – Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Road Department

Wheatfield Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$100,000. A County Road Department allocation of \$81,469 was reserved for local road improvements in Wheatfield Township.

7c. Road Department – Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville

Centerline and edge-line paint is refreshed annually on all 433 miles of primary county roadway. The Cities of Leslie, Mason and Williamston, and the Village of Webberville are invited to participate in this annual program in exchange for payment for work performed on their behalf. The communities have accepted the County’s invitation to participate in the 2014 waterborne pavement marking program at the following rates:

- City of Leslie \$ 1,625.50
- City of Mason \$ 2,840.70
- City of Williamston \$ 1,359.08
- Village of Webberville \$ 688.91

The Road Department seeks Board approval to execute 2014 agreements with each municipality to provide centerline pavement marking.

7d. Road Department – Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Rehabilitation Projects for Hagadorn Road From 0.58 Mile South of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36

The Road Department received federal Rural Surface Transportation Program (STP), Urban STP, and STP Safety funds to undertake road rehabilitation projects involving Hagadorn Road from 0.58 mile south of Harper Road to Holt Road, and on Meridian Road from Vaughn Road to M-36. The total cost of these projects is \$472,500 and does not require addition matching dollars from Ingham County. A “second party agreement” between MDOT and Ingham County is required to define Road Department responsibilities and as well as administration of the construction contract on behalf of MDOT.

8. Controller/Administrator’s Office- Resolution to Amend a Legal Services Agreement with Cohl, Stoker and Toskey, PC

Cohl, Stoker and Toskey, P.C., acting as corporation counsel for Ingham County, regularly incurs costs related to County business including copies, fax, long-distance telephone charges and computer research. Resolution 11-211 set an annual limit of \$10,000 on such expenses, but actual expenses exceeded this limit by \$5,700 in 2012 and \$10,606 in 2013. These expenses were written off by Cohl, Stoker and Toskey, P.C. In recognition of this trend, Cohl, Stoker and Toskey, P.C. seeks an amendment to the Legal Services Agreement to allow for full reimbursement of these expenses.

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: May 27, 2014

RE: 2014 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2014 Local JAG Grant.

The Lansing Police Department with their portion of the 2014 Local JAG grant will voluntarily transfer to the Ingham County Sheriff's Office \$5,000.00 to be used for technology upgrades.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2014 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department, City of East Lansing Police Department, and the Ingham County Sheriff's Office were allocated \$108,195.00 from the 2014 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$0.00 for 2014 due to a lack of violent crime data for 2013; and

WHEREAS, as part of the application process to receive this funding from the 2014 Local JAG grant the Ingham County Sheriff's Office must enter into a Interlocal agreement with the City of Lansing and East Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the Lansing Police Department, with their portion of the 2014 Local JAG grant, will transfer to the Ingham County Sheriff's Office \$5,000.00 to be used for technology upgrades.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County, the City of Lansing, and the City of East Lansing to accept the \$108,195.00 allocated portion of the 2014 Local JAG grant for the time period of July 1, 2014 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Lansing Police Department will voluntarily allocate, from their portion of the 2014 Local JAG grant, \$5,000.00 to the Ingham County Sheriff's Office to be used for technology upgrades.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary adjustments to the 2014-2017 Sheriff's Office budgets consistent with this resolution.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACQUIRE SERVICE CONTRACTS FOR THE PURPOSE
OF DEVELOPING THE BUILDING DECONSTRUCTION AND MATERIALS
REUSE MARKET ANALYSIS**

WHEREAS, the Delta Institute at 600 West Saint Joseph Street Suite 1G Lansing, Michigan 48933 has submitted a proposal to develop the Building Deconstruction and Materials Reuse Market Analysis; and

WHEREAS, the market analysis will 1) appraise the amount of merchantable/marketable building materials from vacant homes in the Greater Lansing Area 2) evaluate the market potential for selling reclaimed building materials and value-added products in this region 3) understand the challenges and barriers to establishing a deconstruction and materials reuse market and 4) recommend how best to transform reclaimed lumber into an economic development opportunity that creates jobs in the region; and

WHEREAS, the Delta Institute has proposed initial terms and conditions of an agreement between the Delta Institute and the Ingham County pursuant to which services would be delivered; and

WHEREAS, the Ingham County Treasurer has determined it to be in the County's best interest to proceed with negotiation of the agreement with the Delta Institute and to authorize and direct Eric Schertzing, Treasurer of Ingham County, to undertake the negotiations on behalf of the County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes funding in the amount of \$29,000 to the Delta Institute for the development of the Building Deconstruction and Materials Reuse Market Analysis from the Delinquent Tax Administration Fund (516-25601).

BE IT FURTHER RESOLVED, that the Treasurer of the County, is authorized and directed on behalf of the County to undertake negotiations, in consultation with the County's legal counsel, for an agreement with the Delta Institute as described above, and to enter into the agreement on behalf of the County on such terms and conditions as the Treasurer.

BE IT FURTHER RESOLVED, the Ingham County Board Chairperson is authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO
TAKE CLIENT REFERRALS FROM INGHAM COUNTY REGISTER OF DEEDS
AND INGHAM COUNTY TREASURER**

WHEREAS, Ingham County and its residents have been hit especially hard by the foreclosure crisis; and

WHEREAS, Ingham County Register of Deeds Curtis Hertel Jr. has uncovered potential fraudulent documents in his office that call into question the legality of thousands of foreclosures in his office; and

WHEREAS, the foreclosure crisis has directly impacted the county budget by lowering property values across the county and increased the counties tax foreclosure costs; and

WHEREAS, Legal Services of South Central Michigan has served over 300 Ingham County residents in the last 3 years based on the county's funding, furthermore, in the nine months between July of 2013 and March of 2014, has closed 60 cases on behalf of Ingham County residents and is currently still working 33 open cases; and

WHEREAS, in addition to direct client services, the previous grants have enabled Legal Services of South Central Michigan to train local housing counselors; and

WHEREAS, for clients without legal claims, Legal Services can promptly direct them to housing counselors for assistance in navigating the loss mitigation system; and

WHEREAS, for clients with legal issues, housing counselors can direct them to Legal Services to confront these legal issues as soon as possible; and

WHEREAS, Legal Services and the Register of Deeds Office were previously part of a dozen town halls across the County helping to explain the problem foreclosures present to our communities and to find victims of illegal foreclosures; and

WHEREAS, Legal Services has helped uncover cases of notary and foreclosure fraud that have been referred to the Attorney General's office and FBI for investigation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds office and the County Treasurer to continue its contract with Legal Services of South Central Michigan, to refer clients who have been effected by this crisis in the amount of \$60,000 to be taken from the delinquent tax fund.

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

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: June 5th, 2014
Re: Ingham County Financial Application MUNIS Support

Dear Commissioners,

The Munis application has been utilized for years in Ingham County for Finance, Budgeting, Human Resources and Purchasing operations. In order to maintain the application, receive support, and receive needed software updates an annual maintenance agreement is required and has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$137,000.46 and this year's cost proposed by Tyler Technologies is \$143,850.47, or a 5% increase opposed to a 1.23% increase in 2013.

I recommend Ingham County continue to maintain service on the Munis software and enter into an agreement with Tyler Technologies. With the yearly increase in maintenance the county might want to consider doing a RFP for a new vendor for 2015

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or Mashton@ingham.org.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE
ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES**

WHEREAS, Ingham County currently utilizes Tyler Technologies Munis Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$143,850.47 for annual support is due for the 2014/2015 time period; and

WHEREAS, the annual contract amount proposed by Tyler Technologies is a 5% increase from the prior year; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the application support and upgrades needed to maintain current applications; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the renewal of the Munis Software Annual Support Agreement with Tyler Technologies for the time period of July 1, 2014 through June 30, 2015 in an amount not to exceed \$143,850.47 for the annual support for the County's Munis Software System.

BE IT FURTHER RESOLVED, the total cost of \$143,850.47 will be paid from the approved IT Contract Maintenance Fund (636-95800-932020).

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 4, 2014

RE: Resolution to Issue a Purchase Order to Farber Specialty Vehicles for the Manufacture of a Mobile Dental Unit.

Attached is a resolution to issue a Purchase Order to Farber Specialty Vehicles (Farber) of Columbus, Ohio for the manufacture of a Mobile Dental Unit.

Ingham County Health Department received an award of a Health Resources and Services Administration School Based Health Center Capital Grant (SBHCC) which included funds for the manufacture of a mobile medical and/or dental unit. The Purchasing Department solicited proposals for the manufacture of a Mobile Dental Unit for the provision of preventive and restorative dental services to students and community members throughout Ingham County. Of the proposals received, Farber stood above the other proposals based on cost, service, and overall quality and durability of the proposed mechanical, exterior and interior components. The references Farber provided gave high praise for the company's product and service, which affirmed the selection committee's decision.

The attached resolution requests the purchase order not exceed \$350,000, which is the total amount of SBHCC funds available towards the manufacture of the Mobile Dental Unit.

I recommend that the Ingham County Board of Commissioners authorize the Purchasing Department to issue a Purchase Order to Farber Specialty Vehicles of Columbus, Ohio for the manufacture of a Mobile Dental Unit in an amount not to exceed \$350,000.

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

MEMORANDUM

TO: Human Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: June 4, 2014
 SUBJECT: Mobile Health Unit for the Ingham County Health Department

Project Description:

Proposals were solicited for the purchase of one fully equipped mobile health unit to provide preventative and restorative dental services to students and community members throughout Ingham County. The vehicle will be operated five days a week within the community and parked on a surfaced lot. Students and community members will board the vehicle for services.

This project is funded through the U.S. Department of Health and Human Services School Based Health Center Capital Grant Program, as authorized by the Patient Protection and Affordable Care Act (Affordable Care Act) ((P.L. 111-148), Title IV, Section 4101 (a)). This program awards funds to project that provide more effective, efficient and quality health care and lead to improvements in access to health to health services to children through School Based Health Centers. Ingham County Health Department received an award of School Based Health Center Capital Grant funds which included the purchase of a fully equipped mobile medical/dental health vehicle to be used to provide effective, efficient high quality health care to youth throughout Ingham County.

Proposal Summary:

Vendors contacted: 22 Local: 0
 Vendors responding: 9 Local: 0

VENDOR NAME	Unit Cost	Deposit Required	Deposit Percentage Required	Local Pref
Farber Specialty	\$289,535.00	No	0%	No, Ohio
Aleph Group Inc.	\$299,500.00	Yes	50%	No, California
LDV	\$309,823.00	No	0%	No, Wisconsin
Laboit Inc.	\$317,045.00	Yes	50%	No, Ohio
ADI	\$327,000.00	Yes	50%	No, Oregon
Universal Speciality	\$339,775.00	Yes	25%	No, California
K & D Custom Coach	\$350,000.00	Yes	20%	No, Indiana
Lifeline	\$369,859.00	Yes	50%	No, Ohio
Gerling & Associates	\$379,226.36	Yes	40%	No, Ohio

Local and Other Vendors Not Responding:

Specialty Vehicle Solutions, 1475 Prospect St., Trenton NJ
 Reason: Production schedule

Williams Bus & Specialty Vehicles, 11909 N. Strohs Drive, Syracuse IN

Reason: It appears that you are looking for a Class A style RV Motor Home which would be under the CDL requirement of 26,000 we will have to pass on this RFQ. K&D Specialty does a fine job with this style unit.

Matthews Specialty Vehicles, 101 South Swing Road, Greensboro, NC

Reason: The RFP timeline of November 30, 2014, which excludes our company from bidding this project. Currently our lead-time is 240 days ARO.

ATC, PO Box 396, Nappanee, IN

Reason: Does not do this type of work

Recommendation:

The Evaluation Committee recommends awarding a Purchase Order to Farber Specialty Vehicles based on its proposal dated May 12, 2014. In addition to submitting the lowest responsive proposal and ability to complete the vehicle in a timeframe to comply with grant requirements, Farber vehicles come with a 2-year warranty and quality assurance program. Additionally, Farber has been in business since 1920, provides training programs and is highly recommended. Farber is licensed to sell these types of vehicles and is insured.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle Newspaper, Inc. and posted on the Purchasing Department's Web Page.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ISSUE A PURCHASE ORDER TO FARBER SPECIALTY VEHICLES FOR THE MANUFACTURE OF A MOBILE DENTAL UNIT

WHEREAS, in Resolution #13-47 the Board of Commissioners authorized the acceptance of an award in the amount of \$500,000 from the Health Resources and Services Administration - School Based Health Center Capital Grant; and

WHEREAS, through this grant award funds were to be used to acquire a mobile unit for the provision of health and/or dental services; and

WHEREAS, the Ingham County Purchasing Department solicited proposals for the manufacture of a mobile unit for the provision of preventive and restorative dental services (Mobile Dental Unit); and

WHEREAS, the Purchasing Department received nine (9) proposals; and

WHEREAS, the Health Department's Community Health Center and Purchasing Department staff evaluated the proposals and recommend that a Purchase Order be issued to Farber Specialty Vehicles of Columbus, Ohio for the Mobile Dental Unit; and

WHEREAS, the Ingham Community Health Center Board supports the recommendation to authorize a Purchase Order to Farber Specialty Vehicles for the manufacture of a Mobile Dental Unit; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a Purchase Order to Farber Specialty Vehicles in an amount not to exceed \$350,000 for the manufacture of a Mobile Dental Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Purchase Order for an amount not to exceed \$350,000 to be issued to Farber Specialty Vehicles, 7052 Americana Parkway, Columbus, Ohio based on its proposal dated May 12, 2014 for the manufacture of a Mobile Dental Unit.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 12, 2014

RE: Resolution in Support of Capital Area Community Services
Early Head Start Grant

Attached is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

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

CACS is providing \$123,837, to support these services, which are provided by three existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2014 to July 31, 2015.

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

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

Attachment

c: Debbie Edokpolo w/attachment
Regina Traylor w/attachment
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, Capital Area Community Services has proposed to continue the services for the period of August 1, 2014 to July 31, 2015; and

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

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2015 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

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

BE IT FURTHER RESOLVED, that the period of the agreement shall be August 1, 2014 to July 31, 2015.

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

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$30,959.00 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 5, 2014

RE: Resolution to Authorize Amendments #3 and #4 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendments #3 and #4 of the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2013-2014 Agreement in Resolution #13-384, Amendment #1 in Resolution #14-058 and Amendment #2 in Resolution #14-225.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. These amendments will increase the budget for Comprehensive Local Health Services from \$5,202,259 to \$5,212,259, an increase of \$10,000 in Amendment # 3 and from \$5,212,259 to \$5,264,540, an increase of \$52,281 in Amendment # 4. The amendments make the following specific changes in the budget:

Amendment # 3

1. Childhood Lead Poisoning Education & Outreach, \$10,000 – new funding.

Amendment # 4

1. Nurse Family Partnership Services, an increase of \$10,000 to \$495,300.
2. Breast & Cervical Cancer Control Program (BCCCP), an increase of \$3,395 to \$271,600.
3. Public Health Emergency Preparedness (PHEP), \$38,886 – new funding.

Regarding Amendment #3, the State is providing one time funding to reimburse the department for target childhood lead poisoning prevention education outreach efforts in the City of Lansing.

Regarding Amendment # 4, Item 1, the State is providing funds to support MDCH required attendance at Nurse Family Partnership training. Item #3 extends the State's grant support of the PHEP program until September 30, 2014.

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

c: John Jacobs w/attachment
Debbie Edokpolo w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS #3 AND #4
TO THE 2013-2014 COMPREHENSIVE AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2013-2014 Agreement authorized in Resolution #13-384, Amendment #1 in Resolution #14-058 and Amendment #2 in Resolution #14-225; and

WHEREAS, the MDCH has proposed amendments # 3 and #4 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendments #3 and #4 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,202,259 to \$5,212,259 in Amendment #3, an increase of \$10,000.

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

Childhood Lead Poisoning Education & Outreach, \$10,000 – new funding

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,212,259 to \$5,264,540 in Amendment #4, an increase of \$52,281.

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

Nurse Family Partnership Services, an increase of \$10,000 to \$495,300

Breast & Cervical Cancer Control Program (BCCCP), an increase of \$3,395 to \$271,600

Public Health Emergency Preparedness (PHEP), \$38,886 – new funding

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendments #3 and #4 of the 2013-2014 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2014 Budget in order to implement this resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 5, 2014

RE: Recommendation to Authorize Subcontracts with Partners in the Building Networks Initiative
“Michigan Power to Thrive”

Through the Health Department’s Social Justice Initiative, we have been recognized at the state and national level as a leader in coordinating efforts to incorporate principles of social justice and health equity into public health practice. In 2013, Ingham County Health Department (ICHHD) entered into a contractor agreement with National Association of City and County Health Officials (NACCHO) to coordinate the development of a network of local health departments and community organizers in Michigan (Michigan Power to Thrive). This agreement, for \$10,000, was authorized with Resolution #13-285. A subsequent amendment to the agreement adding an additional \$70,000 was authorized with Resolution #14-168. The latter agreement also extended the dates of service to September 30, 2014.

The activities covered in the scope of work for the amended agreement include providing or arranging for the provision of consultation to 1) develop new community organizing groups to work with local departments; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity.

Local health departments and community organizations from six Michigan counties (in addition to Ingham) are active partners in this initiative. In order to determine how best to distribute available funds to appropriate partner agencies, ICHHD issued guidance to these partners to assist them in developing proposals to apply for up to \$7,500 in each of the six counties toward delivery of the above services, and to designate a fiduciary for the subcontracted funds in each county. Five of the counties (Genesee, Kent, Saginaw, Washtenaw, and Wayne) have submitted collaborative proposals for use of these funds. At this time, ICHHD staff are currently negotiating the budgets and scope of services for subcontracts with each designated entity.

In collaboration with NACCHO, ICHHD has also negotiated with the Michigan Public Health Institute (MPHI) to provide two or three half-day summit events to address emergent issues of interest to all of the partners in Michigan Power to Thrive. These are scheduled to occur in the summer of 2014, and will be delivered, as proposed by MPHI, for a cost of \$5,000 each.

The attached resolution authorizes subcontracts for amounts up to \$7,500 each with the designated organizations in the counties of Genesee, Kent, Saginaw, Washtenaw, and Wayne. In addition, a subcontract shall be authorized for a total amount not to exceed \$15,000 with MPHI to provide the three summit events. All services are to be completed by September 30, 2014.

I recommend acceptance of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SUBCONTRACTS TO PARTNERS IN THE “BUILDING NETWORKS” INITIATIVE USING FUNDS FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)

WHEREAS, health equity – which is the elimination of the root causes of health disparity—is one of the core values for the Ingham County Health Department; and

WHEREAS, since 2011 representatives of the Health Department have been building relationships with local, state, and national organizations about promising ways to align the health equity work of public health practitioners and community organizers; and

WHEREAS, organizers and public health personnel from seven counties in Michigan have worked together to create a new network called Michigan Power to Thrive; and

WHEREAS, in Resolutions #13-285 and #14-168 the Board of Commissioners authorized agreements between the Health Department and the National Association of County and City Health Officials (NACCHO) which accepted funding to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, funds received through these agreements are to be used to subcontract with other departments and organizations to carry out any of the following activities: 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity; and

WHEREAS, departments and organizations working in five of the participating Michigan counties of Genesee, Kent, Saginaw, Washtenaw, and Wayne Counties, have met to determine the most effective way to apply these funds and the preferred entity to serve as the subcontractor in each county; and

WHEREAS, the Michigan Public Health Institute is a partner in Michigan Power to Thrive and has the demonstrated capacity to provide networking/summit events that will help resolve barriers that may restrict or inhibit strong working relationships between organizers and local health departments; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize subcontracts with the locally identified entity in each county and the Michigan Public Health Institute.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes subcontracts not to exceed \$7,500 each to the following partner organizations in the six participating counties to carry out local activities consistent with the services described above:

- 1) Genesee County, the Genesee County Health Department
- 2) Kent County, the Kent County Health Department
- 3) Saginaw County, the Saginaw Community Foundation
- 4) Washtenaw County, Washtenaw County Public Health Department
- 5) Wayne County, the Detroit/Wayne County Health Authority

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract not to exceed \$15,000 to the Michigan Public Health Institute for the delivery of two or three half-day summit meetings for members of the Michigan Power to Thrive network.

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

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

MEMORANDUM

TO: Human Services Committee
 County Services Committee
 Finance Committee

FROM: Linda S. Vail, M.P.A., Health Officer

DATE: June 5, 2015

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

In Resolution #12-399 and #13-245 agreements were authorized between the Health Department and MPHI for the Ingham County Pathways to Better Health Initiative to begin in January 2013 and again in July 2013. Additionally, Resolution #14-078 authorized an amendment. The Health Department established the following positions: Six Community Health Workers (CHW), two Clinical Supervisors and provided funding for two existing Family Outreach Advocates. Additionally, subcontracts were authorized with eight community partners. The Health Department subcontracted with the Ingham Health Plan to act as the HUB for the project. To date, the program has received 1810 referrals and is serving approximately 1185 individuals. MPHI has received notification from CMS that they will continue funding the MPBH program for FY 2015. MPHI has notified the Health Department of their wish to continue this project in Ingham County for 2015.

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 nine 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 \$63,000	One CHW
Barry-Eaton Health Department	up-to \$55,000	One CHW
Mid-Michigan District Health Depart	up-to \$55,000	One CHW
National Counsel on Alcohol	up-to \$55,000	One CHW
Volunteers of America	up-to \$110,000	Two CHW
Capital Area and Community Services	up-to \$110,000	Two CHW

Grant funds awarded to the Health Department will be utilized to create two new Community Health Workers (2 FTE) and to continue to support the following positions currently working in the MPBH grant authorized in Resolution #13-245:

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

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

Community Outreach Worker (UAW D) – 6.0 FTE

Family Outreach Advocate (UAW D) – 2.0 FTE

Funds in the amount up to \$6,000 will be used for supplies.

The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$280,000 for referral services, training of staff, incentives, outreach, project management and data analysis.

The attached resolution authorizes a contract with MPHI and the Ingham County Health Department in the amount of \$1,719,425 for the proposed grant period of July 1, 2014 through June 30, 2014.

This project continues to be 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 Health Department			
Personnel	<u>Salary</u>	<u>Fringe</u>	<u>Totals</u>
1.0 FTE Lead Social Worker (ICEA/PR08)	61,043	34,095	95,138
1.0 FT PHN (PHN 3)	64,635	23,723	88,358
.05 FTE Project Director - in kind			
2.0 FTE Lead CHW	79,572	45,868	125,440
8.0 FTE Community Health Worker (UAW D)	253,644	176,128	429,772
Total Personnel			738,708
Contracts			
Allen Neighborhood Center	50,000		
North West Initiative	50,000		
Capital Area Community Services (2 CHWs + Fringe)	110,000		
South Side Community Coalition	55,000		
National Counsel on Alcoholism	55,000		
Tri-County Office on Aging	63,000		
Mid Michigan District Health Department (New Agency)	55,000		
Barry-Eaton District Health Department (New Agency) ?	55,000		
Volunteers of America	110,000		
Ingham Health Plan	280,000		
Total Contracts			883,000
Other			
Printing including business cards	1,020		
Postage	1,200		
Promotional Materials (Brochures and Flyers)			
Bus tokens and Cab vouchers			
Training/Professional Development			
Mileage (Health Department Staff)	24,400		
Staff Training (for CHWs)			
Office Supplies (For Health Department Staff)	6,000		
Liability Insurance			
Equipment --computers -- phones-tablet monthly fees	6,000		
Indirect - salary and fringe	59,097		
Total Other Costs			97,717
OVERALL TOTAL	1,719,425		1,719,425

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 #13-245 the Board of Commissioners accepted a grant in the amount of \$1,344,869 and authorized an agreement with the Michigan Public Health Institute (MPHI) for the period of October 1, 2013 through June 30, 2014; and

WHEREAS, this Agreement was amended in Resolution #14-078 to accept additional funding; 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 to collaborate and contract with MPHI; and

WHEREAS, in addition, to act as the fiduciary and subcontract with the following agencies to cover the cost to hire one CHW:

- Allen Neighborhood Center – up to \$55,000
- South Side Community Coalition – up to \$55,000
- North West Initiative – up to \$55,000

Tri-County Office on Aging – up to \$63,000
National Counsel on Alcohol – up to \$55,000
Barry-Eaton County Health Department – up to \$55,000
Mid-Michigan Health Department—up to \$55,000

WHEREAS, in addition, the Health Department will act as the fiduciary and subcontract with the following agencies to help cover the cost to hire two CHWs:

Volunteers of America --- \$110,000
Capital Area and Community Services -- \$110,000

WHEREAS, the following positions established in Resolution #13-245 shall continue to be supported for the duration of the grant:

Lead Social Worker (ICEA/PRO8) 1.0 FTE
Public Health Nurse IV (ICEA/PHN4) 1.0 FTE
Community Outreach Worker (UAW D) – 6.0 FTE
Family Outreach Advocate (UAW D) – 2.0 FTE

WHEREAS, two new Community Outreach Worker positions (UAW D) – 2.0 FTE are established for the duration of the grant bringing the total of CHWs working on the grant to eight; and

WHEREAS, an agreement is authorized with the Ingham Health Plan Corporation in the amount of up to \$280,000 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 \$1,719,425 from the Michigan Public Health Institute (MPHI) for the period of July 1, 2014 through June 30, 2015.

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 \$1,719,425 for the period of July 1, 2014 through June 30, 2015.

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 subcontract agreements with the following agencies for the period of July 1, 2014 through June 30, 2015 for an amount up to \$55,000 each to hire one CHW:

Allen Neighborhood Center
South Side Community Coalition
North West Initiative
National Counsel on Alcohol
Barry-Eaton Health Department
Mid-Michigan District Health Department

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract agreement with the Tri-County Office on Aging the amount up to \$63,000 to hire one CHW.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontract agreements with Capital Area Community Services and Volunteers of America in the amount up to \$110,000 each to hire two CHWs for the period of July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the following positions established in Resolution #13-245 continue to be supported for the duration of the grant:

Lead Social Worker (ICEA/PRO8) - 1.0 FTE
Public Health Nurse IV (ICEA/PHN4) - 1.0 FTE
Community Outreach Worker (UAW D) – 6.0 FTE
Family Outreach Advocate (UAW D) – 2.0 FTE

BE IT FURTHER RESOLVED, that two new Community Outreach Worker positions (UAW D) – 2.0 FTE are established for the duration of the grant for a total of eight CHWs.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an agreement with the Ingham Health Plan Corporation in the amount of \$280,000 to act as the HUB on this project to provide referral and data analysis for the period of July 1, 2014 through June 30, 2015.

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
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 6, 2014

RE: Resolution to Appoint Barbara Mastin to the Deputy Health Officer/ Executive Director for
Community Health Services Position

The Attached resolution will authorize the permanent appointment of Ms. Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services position (Position #601003).

Following the departure of the Chief Executive Officer in 2013, the job duties were temporarily transferred to the Chief Operating Officer, Ms. Mastin. In Resolution #13-486, the Chief Executive Officer Position was changed to Deputy Health Officer/ Executive Director, Community Health Services and Ms. Mastin's temporary assignment to this position was extended through June 30, 2014.

The Ingham Community Health Center Board approves of the permanent appointment of Ms. Mastin as Deputy Health Officer/Executive Director, Community Health Services. I recommend that the Ingham County Board of Commissioners authorize the permanent staffing appointment of Ms. Barbara Mastin to the Deputy Health Officer/ Executive Director, Community Health Services position.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE APPOINTMENT OF BARBARA MASTIN TO THE DEPUTY HEALTH OFFICER/ EXECUTIVE DIRECTOR, COMMUNITY HEALTH SERVICES POSITION

WHEREAS, in Resolution #13-306 the Ingham County Board of Commissioners authorized the temporary assignment of Ms. Barbara Mastin to perform the additional responsibilities resulting from the departure of the Chief Executive Officer for the period of April 29, 2013 through December 31, 2013; and

WHEREAS, in Resolution #13-450 the Ingham County Board of Commissioners authorized the extension of the temporary assignment and additional duties performed by the Chief Operating Officer, Ms. Mastin, through June 30, 2014; and

WHEREAS, in Resolution #13-486 the Board of Commissioners authorized the change of Position #601003 title from Chief Executive Officer, Community Health Centers Services, to Deputy Health Officer/Executive Director, Community Health Services and the Salary Grade for this position from MCF 17 (\$98,589 -\$118,334) to MCF 16 (\$91,846-\$110,242); and

WHEREAS, Ms. Mastin has fulfilled the duties and responsibilities of the Deputy Health Officer/Executive Director, Community Health Services position, and demonstrated her qualification and capacity to continue in this role as a permanent appointment; and

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed Ms. Mastin's performance and qualifications and supports her permanent appointment to this position; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the permanent appointment of Ms. Mastin to the Deputy Health Officer/Executive Director, Community Health Services position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Ms. Barbara Mastin to be permanently appointed to the Deputy Health Officer/Executive Director, Community Health Services position.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 20, 2014

RE: Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

This memorandum requests approval for a resolution that will realign and restructure services within the Health Department. Over the past several months, the ICHD administrative team has experienced personnel shifts. The Deputy Health Officer for Public Health Services resigned. When the Prevention Programs Coordinator announced her intention to retire, (effective May 31, 2014) the Health Department eliminated the position and lacked clear plans for supervisory oversight of programs reporting to that position. The Community Health Representative III resigned on March 13, 2014. The Quality and Safety Coordinator retired on March 28, 2014.

These changes and gaps caused me to reevaluate the functionality of the administrative structure implemented prior to my appointment as Health Officer on April 7, 2014. I believe that this proposal realigns the administrative work while maintaining an effective leadership team across the department. The reorganization is formed with the following goals:

- 1) To strengthen and enhance the existing leadership and administrative structure of the ICHD in response to recent personnel shifts while sustaining the quality of the work performed by the departmental program leads and employee union groups,
- 2) To better align health department services so as to ensure that Ingham county residents receive the best services possible,
- 3) To maintain a strong union workforce, and
- 4) To deliver services in the most cost effective and efficient way possible.

This resolution establishes the following positions:

Health Promotion and Prevention Manager (MCF 11) - to oversee Breast & Cervical Cancer Program (BCCCP), Registration and Enrollment, Office for Young Children, and the Pathways Grant Program. In Resolution #13-486 the Prevention Programs Supervisor (601042) was eliminated.

Quality Improvement Coordinator (MNA 3) - This position will be funded solely from the CHC budget. Resolution #14-57 authorized the transfer of Position #601069, Quality and Safety Coordinator (MNA 4), from Health Plan Management to CHC Administration/Health Administration.

Executive Assistant (MCF 5) – This position will support the Deputy Health Officer for Public Health Services. In Resolution #13-486, an Executive Assistant was established to support the Deputy Health Officer /Executive Director of Community Health Services. Similarly, this position will provide support to the Deputy Health Officer for Public Health Services. To minimize the budgetary impact to the County for the remainder of 2014 and beyond, the department is requesting the conversion of a CHR III (Position #601400, UAW E) to an Executive Assistant (MCF 5) position.

In total, I find that the new alignment addresses departmental and programmatic needs, fosters greater collaboration among programs and services, and improves our operational efficiencies.

The following table outlines proposed changes.

Position #	Title	Proposed Grade
TBD	Health Promotion and Prevention Manager	MCF 11
601069	Quality Improvement Coordinator	MNA 3
601400	Executive Assistant	MCF 5

We have discussed this plan with all affected unions and the County’s Human Resources Department. Attached are the costs associated with implementation of this resolution.

- c: Travis Parson, Human Resources
- Missy Challiss, ICEA Public Health Nurses Unit
- Dana Watson, ICEA Professional Employees Unit
- Charlyn Stratton, Michigan Nurses Association
- Sally Auer, UAW

<u>Pos #</u>	<u>Current Job Title</u>	<u>Current Union & Pay Grade</u>	<u>Current Maximum Salary</u>	<u>Current Annual Cost (Salary & Benefits)</u>	<u>New Job Title</u>	<u>New Union & Pay grade</u>	<u>New Maximum Salary</u>	<u>New Annual Cost (Salary & Benefits)</u>	<u>Cost/ (Savings)</u>
601042	Prevention Program Coordinator	ICEA 10	\$ 76,326.00	\$ -	Health Programs and Prevention Manager	MCF 11	\$ 76,386.00	\$ 108,416.00	\$ 108,416.00
601069	Quality and Safety Coordinator	MNA 4	\$ 68,343.00	\$ 98,021.00	Quality Improvement Coordinator	MNA 3	\$ 65,287.00	\$ 94,395.00	\$ (3,626.00)
601400	CHR III	UAW E	\$ 38,940.00	\$ 63,264.00	Executive Assistant	MCF 5	\$ 46,467.00	\$ 72,579.00	\$ 9,315.00
Adminstrative Savings - Quality Improvement Coord position									\$ (30,290.00)
Medicaid Match (Regisitratio n & Enrollment Assignment)									\$ (17,463.00)
Cost Savings - EH Contractual									\$ (7,255.00)
Pathways Grant - Admin. Cost Recovery									\$ (59,097.00)
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
Total Cost			\$183,609.00	\$161,285.00			\$188,140.00	\$ 275,390.00	\$ -

TO: Linda S. Vail, MPA, Health Officer
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 5/21/14
RE: Health Department Reorg

Regarding your upcoming reorganization, HR can confirm the following information:

1. During the December 2013 Health Department reorg, position #601042, Prevention Program Coordinator, was scheduled for elimination based on the retirement of the incumbent. In the months since, it has become apparent the re-distribution of the position's work does not easily translate to existing positions. Also, such redistribution would result in the reclassification of multiple positions in the Health Department. It is more efficient and cost-effective to establish a new position.
2. In establishing this new position, it is appropriate to change the union designation from the ICEA Professional unit to the Managerial and Confidential group. There has been a long-standing agreement between the Health Department, HR and the ICEA Professional unit that this level of work has been outside the scope of the ICEA Professional unit. However, to convert the position while it was occupied would have negatively impacted the incumbent's retirement benefit. Therefore, in the interest of causing no harm, all parties agreed to address the issue when the incumbent retired. The incumbent will retire at the end of this month. As such, HR and the Health Department propose creating a new position formerly known as a Prevention Program Coordinator in the ICEA PRO unit to a new Managerial and Confidential classification titled "Health Promotion and Prevention Manager."
3. Position #601069 is currently vacant and classified as a "Quality and Safety Coordinator" compensated at an MNA 4 salary grade. In response to an increased demand for quality coordination, the Health Department finds it necessary to eliminate the safety responsibilities from the position so it may focus solely on quality issues. This decrease in responsibilities results in a corresponding decrease in salary. The new classification, Quality Improvement Coordinator, is properly compensated at an MNA 3.
4. Position #601400 is currently classified as a Community Health Representative III at a UAW D salary level. The position is vacant but prior to the incumbent's resignation, she and the previous Health Officer believed the position was performing a higher scope of work based on the confidential nature of the tasks. No action could be taken due to reclassification time limits in the UAW contract. Now, however, with the position vacant, it is appropriate to process a change. As such, HR and the Health Department propose converting position #601400 from a CHR III to an Executive Assistant in the Managerial and Confidential group.
5. The financial impact of the above changes can be detailed using the attached chart. Please contact the Budget Office for the required information.

6. I have sent notification to the relevant unions (ICEA PROs, MNA and UAW) regarding the above changes. The ICEA PRO and MNA units have not responded. Sally Auer, UAW Unit Chair, has responded and does not support the conversion of a UAW CHR II to an MCF Executive Assistant. She believes the UAW classification of Administrative Assistant performs the same tasks as described in the MCF Executive Assistant classification. She therefore recommends leaving the work in the UAW and converting the position from a UAW CHR III to a UAW Administrative Assistant.

In consulting with Travis Parsons, Human Resources Director, and Bonnie Toskey, County Legal, we have concluded the scope of work in question is appropriately classified in the MCF group. This conclusion is based on the confidential nature of the work required. Confidential support staff are needed to process sensitive personnel issues as well as prepare departmental exhibits during contract negotiations. Such work is not suitable for any bargaining unit and therefore belongs in the MCF group.

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

I can be of further assistance, please email or call me (887-4374).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REALIGNMENT OF
HEALTH DEPARTMENT PROGRAMS AND ADMINISTRATIVE STRUCTURE**

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

WHEREAS, Linda S. Vail has evaluated the function and administrative structure since her appointment as Health Officer; and

WHEREAS, over the past several months significant administrative personnel changes have occurred in the Department; and

WHEREAS, the proposed changes will realign programs and administrative services and will result in increased administrative, programmatic and fiscal efficiency; and

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

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

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

WHEREAS, the Health Officer has advised that through cost savings and additional revenues, there will be no additional costs to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a realignment of the Health Department programs and administrative structure.

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

<u>Position number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601069	MNA 4	MNA 3	Quality Improvement Coordinator
601400	CHR III/UAW E	MCF 5	Executive Assistant

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize the following position be established:

Position / Title

Health Promotion and Prevention Manager

Proposed Grade

MCF 11

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A NEW AGREEMENT WITH THE ARTS COUNCIL OF GREATER LANSING FOR THE DISTRIBUTION OF HOTEL/MOTEL TAX REVENUES FOR THE ARTS

WHEREAS, Ingham County Board of Commissioners Resolution #94-255 established an agreement with the Arts Council of Greater Lansing for the distribution of hotel/motel tax revenues for the arts; and

WHEREAS, the agreement has remained unchanged since 1994; and

WHEREAS, the agreement has become obsolete and is in need of an update.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Arts Council of Greater Lansing for the Distribution of Hotel/Motel tax revenues for the arts as set forth in the attached scope of services.

BE IT FURTHER RESOLVED, that changes to reporting dates, notifications, and timelines are authorized as appropriate to make the distribution process run more smoothly.

BE IT FURTHER RESOLVED, that all other conditions of Resolution #94-255 remain unchanged.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary documents consistent with this resolution after review and approval by the County Attorney.

SCOPE OF SERVICES

The Arts Council of Greater Lansing (Contractor) shall utilize the portion of the Hotel/Motel Tax revenues allocated in the promotion and encouragement of tourism and convention business within Ingham County. This shall be accomplished through the development, printing, and distribution of materials, which promote the arts in Ingham County.

It is expressly understood and agreed by the Contractor and Ingham County that these may include but shall not be limited to collateral materials including the following: electronic communications; website; printed promotions; and billboards.

The Contractor shall provide the County Controller with an interim and 12 month report that describes the promotional activities and a copy of all promotional materials published and distributed by the Contractor under the attached Agreement.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE USE OF CONTINGENCY FUNDS FOR AN AGREEMENT
WITH THE CITY OF LANSING TO PROVIDE ASSISTANCE TO FORMER RESIDENTS
OF THE LIFE O' RILEY MOBILE HOME PARK**

WHEREAS, in the winter of 2014 the Life O' Riley mobile home park was condemned; and

WHEREAS, a multi-jurisdictional, multi-agency response was necessary to ensure the basic needs of Life O' Riley residents were being met as they were transitioning into new living arrangements; and

WHEREAS, the Ingham County Health Department and Ingham County Animal Control Department played important roles in responding to the emergency at Life O' Riley; and

WHEREAS, the City of Lansing has ongoing costs associated with the assimilation of Life O' Riley residents and assisting in meeting their basic needs.

THEREFORE BE IT RESOLVED, a one-time appropriation in the amount of \$40,000 from the Contingency Fund is authorized for an agreement with the City of Lansing to provide assimilation assistance to former residents of the Life O' Riley Mobile Home Park.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary documents consistent with this resolution upon review and approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH BUNKER HILL TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Bunker Hill Township desires that improvements be performed on the following roads:

- Nims Road, County Line to Meridian Road, a distance of 2.5 miles
- Vicary Road, Meridian to Nims Roads, a distance of 0.9 mile
- Olds Road, Meridian Road to West Township Line, a distance of approximately 0.5 mile

to include approximately 600 tons of asphalt wedging and pads total for all three above roads, and single course chip-sealing all above roads at an estimated total cost of \$83,250.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Bunker Hill Township's local roads, a maximum sum of \$22,200.00 from the County Road Fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County, on behalf of the Road Department, agrees to contribute \$22,200.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate the cost savings shall first accrue to the Township for any final cost amounts down to \$44,400 and then be split evenly between the parties for any final costs below \$44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH WHEATFIELD TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Wheatfield Township desires that improvements be performed on various Wheatfield Township local roads throughout the Township as part of the 2014 local road program to include asphalt leveling and maintenance pads where necessary, approximately 1,540 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of \$100,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above the excess cost will be split between the parties for any final cost up to \$162,937.36 (twice the amount, \$81,468.68, the Road Department has allocated to Wheatfield Townships local roads for 2014 including unused carry over from prior years) and shall be paid solely by the Township above that amount, provided however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Wheatfield Township's local roads a maximum sum of \$22,200 plus carry-over from prior years of \$59,268.68 for a total available in 2014 of \$81,468.68 from the County Road Fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the County on behalf of the Road Department agrees to contribute one half the final project cost, up to a maximum of \$81,468.68, toward the cost of said improvement from the County Road Fund.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate the cost savings shall be split evenly between the parties.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

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

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

Agenda Item 7c

To: County Services Committee

From: Robert Peterson, Director of Engineering
Road Department

Date: June 2, 2014

Subject: 2014 City and Village Centerline Pavement Marking (Painting) Agreements

- City of Leslie
- City of Mason
- City of Williamston
- Village of Webberville

The Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor for the work. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow centerline and white edgelines that define our roadway laneage. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

We refresh the centerline and edgeline paint on all 433 miles of our primary roads every year. We also invite the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the annual program, for which, they pay for the work performed. The three cities and the Village of Webberville have accepted our invitation to participate in the 2014 waterborne pavement marking program. The costs to the three cities and the Village of Webberville are as follows:

City of Leslie:	\$1,625.50
City of Mason:	\$2,840.70
City of Williamston:	\$1,359.08
Village of Webberville:	\$ 688.91

The reason for this memo is to execute 2014 agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to provide centerline pavement marking for roads listed within the agreements.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON, AND THE VILLAGE OF WEBBERVILLE

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and a estimated quantity to determine and recommend a contractor to perform the work; and

WHEREAS, the Road Department refreshes the centerline and edgeline paint on all 433 miles of our primary roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program for which they pay for the work performed; and

WHEREAS, the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville have accepted our invitation to participate in the 2014 waterborne pavement marking program; and

WHEREAS, the costs to the three cities and the Village of Webberville are as follows:

City of Leslie:	\$1,625.50
City of Mason:	\$2,840.70
City of Williamston:	\$1,359.08
Village of Webberville:	\$ 688.91

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2014 road centerline pavement marking agreements with the City of Leslie (\$1,625.50), City of Mason (\$2,840.70), City of Williamston (\$1,359.08), and the Village of Webberville (\$688.91).

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

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: June 4, 2014

SUBJECT: Road improvement work for:
Hagadorn Road from 0.58 miles south of Harper Road to Holt Road
Meridian Road from Vaughn Road to M-36

The Ingham County Road Department (ICRD) received federal STP Rural funds to improve Hagadorn Road from 0.58 miles south of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36.

The two projects were packaged together as a single construction contract because each has similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. Bids are to be received July 11, 2014. The estimated costs for the project are as follows:

Federal Funding:	\$297,600
State TED Funding:	\$174,900
Road Department Match:	<u>\$ 0</u>
	\$472,500

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and the Ingham County Road Department is required to define our (Requesting Agency) responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and ICRD second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE
MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE
INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO ROAD REHABILITATION
PROJECTS FOR HAGADORN ROAD FROM 0.58 MILES SOUTH OF HARPER ROAD TO HOLT
ROAD AND MERIDIAN ROAD FROM VAUGHN ROAD TO M-36**

WHEREAS, the Ingham County Road Department (ICRD) received federal STP Rural funds to improve Hagadorn Road from 0.58 miles south of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36; and

WHEREAS, the two projects were packaged together as a single construction contract because each has similar work to take advantage of economy of scale benefits and to streamline federal inspection administration and reporting requirements; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor.

WHEREAS, the County, on behalf of the Road Department, will then enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

Federal Funding:	\$297,600
State TED Funding:	\$174,900
Road Department Match:	<u>\$ 0</u>
	\$472,500

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Hagadorn Road and Meridian Road improvements for a total estimated cost of \$472,500 consisting of \$297,600 in federal funding and \$174,900 in State TED funding.

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

COHL, STOKER & TOSKEY, P.C.

ATTORNEYS AND COUNSELORS

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June 9, 2014

Timothy J. Dolehanty
Controller/Administrator
Ingham County
P.O. Box 319
Mason, Michigan 48854

Dear Tim:

As discussed recently, in reviewing our billings over the last 2 years, it has come to my attention that our Firm has written off a substantial amount of Westlaw Computer Research due to the fact that our contract agreement classifies this expense under the current annual cap of \$12,000.00. In the year 2012 over \$5,700.00 was written off and that amount almost doubled to \$10,606.00 in 2013. Since these expenses are necessary in preparation for various litigation and arbitration matters, which we have no way of estimating ahead of time, I would like to propose that we make the attached change to our contract. That change eliminates the cap on reimbursable expenses.

Thank you for your consideration, I look forward to hearing from you.

Very Truly Yours,

COHL, STOKER & TOSKEY, P.C.,



Peter A. Cohl

PAC/mch
enclosure

**AMENDMENT
TO
LEGAL SERVICES AGREEMENT**

THIS AMENDMENT, made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), and **COHL, STOKER & TOSKEY, P.C.**, with offices at 601 North Capitol Avenue, Lansing, Michigan 48933 (hereinafter referred to as "CONTRACTOR"), amends the Legal Services Agreement made and entered into between said parties dated August 9, 2011.

WITNESSETH:

1. Section 5, Costs, of the above-stated Agreement shall be amended to read as follows:

- A. The County shall reimburse Contractor for all County incurred costs and expenses of the CONTRACTOR, including filing and service of process fees (includes service by certified mail), costs associated with obtaining medical records for workers' compensation cases, deposition and court reporter fees, photocopies, fax, postage, long-distance telephone charges and computer research.
- B. The County shall not be obligated to pay for any Professional Development Training for CONTRACTOR's attorneys.

4. All other terms and conditions contained in the above-stated Agreement shall remain in full force and effect except as modified herein.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed and entered into this Agreement on the day and year first above written.

COUNTY OF INGHAM

Date

By: _____
Victor G. Celentino, Chairperson
County Board of Commissioners

Date

By: _____
Barb Byrum, County Clerk

COHL, STOKER & TOSKEY, P.C.

Date

By: _____
Peter A. Cohl

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND A LEGAL SERVICES AGREEMENT
WITH COHL, STOKER AND TOSKEY, P.C.**

WHEREAS, Ingham County has entered into an agreement with Cohl, Stoker and Toskey, P.C. to provide legal services for the County; and

WHEREAS, per Resolution #11-211, it was agreed that the County shall reimburse Cohl, Stoker and Toskey, P.C. for County-incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$10,000.00 per year; and

WHEREAS, Resolution #13-134 authorized an amendment to the contract with Cohl, Stoker and Toskey, P.C. increasing the County-incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$12,000.00 per year; and

WHEREAS, Cohl, Stoker and Toskey, P.C. has regularly incurred annual County-incurred costs and expenses in excess of the \$12,000.00 limit established in 2013; and

WHEREAS, County-incurred costs and expenses in excess of the \$12,000.00 limit were reasonable and unavoidable, and were therefore written off by Cohl, Stoker and Toskey, P.C.; and

WHEREAS, Ingham County desires to fully reimburse Cohl, Stoker and Toskey, P.C. for reasonable and unavoidable County-incurred costs and expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amendment to legal services agreement with Cohl, Stoker & Toskey, P.C. to fully reimburse Cohl, Stoker and Toskey, P.C. for reasonable and unavoidable County-incurred costs and expenses.

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

BE IT FURTHER RESOLVED, the Ingham County Board Chairperson is authorized to sign an amendment to legal services agreement with Cohl, Stoker & Toskey, P.C. consistent with this resolution.