

CHAIRPERSON  
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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**

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 5, 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 [February 19, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Enter into a Contract with [Mid Michigan Kennels](#) to Purchase and Train a New K-9 Dog
  - b. Resolution to Enter into a Contract with the [City of Lansing](#) and to Accept the FY 2013 Homeland Security Grant Program Funds for the Regional Planner Grant
2. Circuit Court - Resolution to Renew the Circuit Court Service Contract with [Tel Systems](#)
3. Circuit Court/Family Division - Resolution for Authorization to Enter into a Three Year Contract with [Charlevoix County](#) 7th Probate Court
4. Facilities
  - a. Resolution Authorizing Entering into a Contract with the Architectural and Engineering Firm of [Hobbs and Black](#) to Provide Architectural and Engineering Services for the Ingham County Community Health Center (McLaren) Renovation Project
  - b. Resolution Authorizing the Purchase of a Replacement [Tractor](#) for the Human Services Building (HSB)
5. Health Department
  - a. Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for [Women's Health](#)
  - b. Resolution to Authorize an Amendment to the Lease of the Facility at [5656 S. Cedar Street](#)
  - c. Resolution to Extend the Agreement with [Medical Staffing Network](#) for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail
  - d. Resolution to [Amend Resolution #12-285](#) to Authorize the Use of Grant Funds for Subcontract Services, Temporary Staff and Marketing and Media Needs

6. Board of Commissioners - Resolution Appointing the Ingham County [Health Officer](#)
7. Road Department - Resolution to Approve an Agreement between the Michigan Department of Transportation and the Ingham County Road Department for Reimbursement of Preliminary Engineering Expenses for the Shoeman Road and Barry Road [Intersection Project](#)
8. Management Information Systems - Resolution to Approve the Purchase of a New Sun [Server](#) from Mythics
9. Controller/Administrator's Office - Resolution Establishing the [Budget Calendar](#) for 2015

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
February 19, 2014  
Draft – Minutes

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

Members Absent: Randy Schafer

Others Present: Dianne Holman, Kara Hope, Randy Maiville, Deb Nolan, Eric Schertzing, Tim Dolehanty, Travis Parsons, Lance Langdon, John Neilsen, Barb Mastin, Michael Ashton, Bill Conklin, Teri Morton, Stacy Byers, Becky Bennett, Jennifer Shuster and others.

The meeting was called to order by Chairperson Koenig at 6:02 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 5, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Schafer.

The minutes of the February 5, 2014 meeting were approved as presented.

Additions to the Agenda

6c. Discussion regarding Ingham County Proposed Roads and Risks Reserve Fund Projects (additional information)

Agenda Item 6a was removed from the agenda for consideration at a later date.

Commissioner Bahar-Cook arrived at 6:04 p.m.

Limited Public Comment

None.

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

1. Treasurer’s Office
  - c. Resolution to Provide Funding for Low Income Tax Preparation

2. Circuit Court Family Division - Resolution Authorizing Family Dependency Treatment Court to Enter into a Subcontract with Dr. Norman Miller
  
4. Health Department
  - a. Resolution to Authorize the Creation of an Interface between CMH-CEI and Health Department Electronic Health Record (EHR) Software Systems and Amend the Behavioral Health Services Agreement
  - b. Resolution to Authorize an Agreement with Eaton Regional Education Service Agency (RESA) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County
  - c. Resolution to Authorize an Amendment to the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and Authorize Equipment Purchases and Establish Temporary Positions
  
5. Fair - Resolution to Accept the Donation of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason
  
6. Road Department
  - b. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.
  
8. Board of Commissioners - Resolution Supporting the Governor's Recommendation for Fully Funding County Revenue Sharing in Fiscal Year 2015
  
9. Controller/Administrator's Office
  - b. Resolution to Reclassify the Animal Control Director Position

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

1. Treasurer's Office
  - a. Resolution Authorizing 2014 Administrative Fund
  - b. 2014 Borrowing Resolution (2013 Delinquent Taxes)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS TO APPROVE BOTH THE RESOLUTION AUTHORIZING 2014 ADMINISTRATIVE FUND AND THE 2014 BORROWING RESOLUTION (2013 DELINQUENT TAXES).

Discussion.

Eric Schertzing, Ingham County Treasurer, addressed the Committee regarding both Resolutions.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

- d. Discussion - Update on County Investments
- e. Discussion - Investment Valuations – CAFR (*No Materials*)

Discussion.

Eric Schertzing, Ingham County Treasurer, gave an update on the County Investments and also provided handouts that detailed Portfolio Management and also Market Yield Adjustment. He highlighted the Adjustment to Market for Investments and also the Total Investment Loss.

Commissioner Tennis stated that the discussed loss was unfortunate, but that there is no need for panic. He said if there were consistent consecutive years of this activity then there would be a need for panic.

- 3. 9-1-1 Director - Resolution Authorizing Contracts with TriTech for a New Computer Aided Dispatch (CAD) and Priority Dispatch for Computerized Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING CONTRACTS WITH TRITECH FOR A NEW COMPUTER AIDED DISPATCH (CAD) AND PRIORITY DISPATCH FOR COMPUTERIZED EMERGENCY MEDICAL DISPATCH (PROQA) FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER.

Discussion.

**It was pointed out by Commissioner McGrain that the Resolution needs to be corrected to read:**

“THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract up to \$374,170 with TriTech for the purchase of a 9-1-1 Center CAD System as outlined by the Proposal/Sales quotation, #Q-00006140 dated December 10, ~~2014~~ **2013.**”

John Neilsen, Deputy Controller, recommended moving to the new CAD System and also the Priority Dispatch for Computerized Emergency Medical Dispatch (ProQA) for the 9-1-1 Dispatch Center.

Chairperson Koenig inquired how long the CAD System is good for.

Michael Ashton, Chief Information Officer for MIS, stated that the applications should be good for 5-10 years depending on maintenance.

After inquiry from Commissioner McGrain, Lance Langdon, Ingham County 911 Director, explained the annual fee totals and the new implementation process that, according to him, should take 9-12 months with no down time in between.

After Commissioner McGrain expressed concern regarding the approximate extra \$15,000-17,000 annual costs for the next ten years, Mr. Neilsen stated that there is currently \$2.86 million in the Fund Balance and that the long-range plan is in pretty good shape for the foreseeable future.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

6. Road Department

- c. Discussion regarding Ingham County Proposed Roads and Risks Reserve Fund Projects (additional information)

Discussion.

Bill Conklin, Managing Director for ICRD, addressed the Committee regarding potential Ingham County Proposed Roads & Risks Reserve Fund Projects. He distributed a handout that listed proposed projects shown in order of ICRD staff recommended priority based on pavement condition per most recent observations and 2012 PASER rating.

Mr. Conklin stated that the Commissioners will be copied on all e-mail communication with the Legislature when it comes to these proposed projects and funding.

7. Farm Preservation - Amendment to Resolution #13-476 Approving the Ranking of the 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS TO AMEND RESOLUTION #13-476 APPROVING THE RANKING OF THE 2013 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES.

Discussion.

Commissioner Vickers pointed out that Laurie Koelling, of the Koelling application is an active Farmland and Open Space Preservation Board member.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

9. Controller/Administrator's Office

- a. Discussion - Tax Capture Districts (*No Materials*)

Discussion.

Tim Dolehanty, Ingham County Controller, gave a power point presentation to the Committee regarding Tax Capture Districts. The topics he covered included:

- Tax Capture in three steps.
- Department of Treasury and Downtown Development Authorities (DDA)
- The 14 different Tax Capture Districts in Ingham County
- 1994 Statutory Amendment
- Ingham County Revenue Impact Perspective
- TIF uses and abuses
- Ideas for Legislative Reform

Mr. Dolehanty stated that he would e-mail the power point slideshow to the Committee members.

- c. Resolution Authorizing a Contract with CIC Benefit Consulting Group for Health Care Consulting Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH CIC BENEFIT CONSULTING GROUP FOR HEALTH CARE CONSULTING SERVICES.

Discussion.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

#### Announcements

None.

#### Public Comment

None.

The meeting was adjourned at approximately 7:16 p.m.

## MARCH 5, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

- 1a. *Sheriff's Office – Resolution to Enter into a Contract with Mid Michigan Kennels to Purchase and Train a New K-9 Dog*

This resolution authorizes entering into a contract with Mid Michigan Kennels, not to exceed \$7,500 from drug forfeiture funds, for the Ingham County Sheriff's Office to purchase a new K-9 dog and to train its handler. This replaces K-9 Luger who was unexpectedly killed in an accident. (see attached memo for details)

- 1b. *Sheriff's Office- Resolution to Enter into a Contract with the City of Lansing and to Accept the FY 2013 Homeland Security Grant Program Funds for the Regional Planner Grant*

This resolution authorizes the acceptance of the 2013 State Homeland Security Grant Regional Planner Grant from the Michigan Department of State Police, Emergency Management Division, subcontracted through the City of Lansing, for the time period of May 1, 2014 through April 30, 2015, at a total cost not to exceed \$60,000.00 (no match required) for the expenses incurred for the temporary Regional Planner. The Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office. (see attached memo for details)

2. *Circuit Court - Resolution to Renew the Circuit Court Service Contract with Tel Systems*

This resolution authorizes the County to renew a service contract with TeL Systems for maintenance of the audio and video equipment in the courtrooms in the Veterans Memorial Courthouse. The term of the service of the contract is for calendar year 2014. The total cost is \$17,040, which is the same amount that has been paid since 2007. Funding for this contract is contained within the existing 2014 Circuit Court budget. (see attached memo for details)

3. *Circuit Court/Family Division - Resolution for Authorization to Enter Into a Three Year Contract with Charlevoix County 7<sup>th</sup> Probate Court*

This resolution authorizes a new agreement with Charlevoix County 7<sup>th</sup> Probate Court for the care and treatment services of Court adjudicated youth not to exceed \$105 per day for the time period of February 27, 2014 through September 30, 2017. Funds are available within the Court's Child Care Fund budget for this fiscal year and will be budgeted for future years. (see attached memo for details)

- 4a. *Facilities – Resolution Authorizing Entering into a Contract with the Architectural and Engineering Firm of Hobbs and Black to Provide Architectural and Engineering Services for the Ingham County Community Health Center (McLaren) Renovation Project*

This resolution authorizes a contract with the architectural and engineering firm of Hobbs and Black to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project. Although Hobbs and Black submitted the second lowest bid, they were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments. They are a registered, local vendor and have the most experience with health care facilities. The architectural and engineering services for the renovations project will be performed for a not to exceed cost of \$58,380.



4b. Facilities – Resolution Authorizing the Purchase of a Replacement Tractor for the Human Services Building (HSB)

This resolution submitted by the Facilities Department authorizes the purchase of a tractor for use at the Human Services Building. This unit sees daily use throughout the year. Four quotes were received for a replacement tractor, and Capital Equipment & Supply of Clinton County submitted the lowest with a bid of \$26,230.00. Funding for this purchase was approved as a Capital Project in the 2014 budget.

5a. Health Department - Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women's Health

This resolution extends the agreement with Sparrow Hospital for Physician and Medical Direction Services for the Ingham Community Health Center's Women's Health Center. The current agreement, which secures specialized physician services and a part-time medical director for Ingham Community Health Centers' Women's Health will expire on March 31, 2014. This resolution will extend the agreement from April 1, 2014 through March 31, 2016. All other terms and conditions of the original agreement remain unchanged, including the Special Part-time Medical Director position (cost covered by Sparrow, including cost of liability coverage) for up to 988 hours at a rate of \$120.00 per hour (\$118,560 per year), and compensation of Sparrow Hospital of up to \$50,000 for physician services annually.

5b. Health Department - Resolution to Authorize an Amendment to the Lease of the Facility at 5656 S. Cedar Street

This resolution will authorize an amendment to the lease agreement between the County and Cedar IV, LLC to reflect a reduction of the total square footage of the Cedar Pointe facility lease from 14,672 to 9,396 square feet effective on May 1, 2014 and to adjust the monthly lease payment accordingly. All other terms of the lease agreement shall remain the same.

5c. Health Department - Resolution to Extend the Agreement with Medical Staffing Network for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail

This resolution will authorize a one-year extension of the agreement for professional staffing between the Health Department and the Medical Staffing Network for medication passing services at the Ingham County Jail as originally authorized by Resolution 13-166. There is no change to the per diem professional rate schedule or to any other terms of the agreement.

5d. Health Department - Resolution to Amend Resolution #12-285 to Authorize the Use of Grant Funds For Subcontract Services, Temporary Staff and Marketing and Media Needs

This resolution utilizes grant funds from the Healthy Start Project to meet marketing and media needs by doing the following:

- 1) Subcontract agreement with Andrea Collier, Writing and Editing Consultant and Contractor. Andrea Collier has over 20 years of experience. Andrea will facilitate focus groups among the faith based community and will collect demographic characteristics, analyze the data, write a report of the analysis and disseminate the results to Healthy Start staff. She will also support the development of a Photo Voice project designed to showcase images and stories documented by Healthy Start participants to be published at a later date. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$12,000.

- 2) A temporary Public Health Advocate (UAW/D) .5 FTE be established for the duration of the grant.
- 3) A temporary Health Educator (ICEA/PRO 7) .5 FTE be established for the duration of the grant.
- 4) An existing Public Health Nurse (Position #601151) shall be increased from .75 FTE to 1.0 FTE for the duration of the grant

A subcontract agreement for media, marketing, videography, Public Services Announcements (PSAs) and Transcription services to promote the Ingham County Healthy Start program and increase awareness through videography, PSAs , infomercials and transcription to be used for publication. An RFP will be developed for these services. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000.

6. Board of Commissioners - Resolution Appointing the Ingham County Health Officer

The Health Officer Search Committee recommends appointment of Linda Vail to the permanent full-time position of Ingham County Health Officer, effective April 7, 2014. A negotiated salary level of MCF18 Step 5 (\$126,350) is also recommended in the proposed resolution.

7. Road Department – Resolution to Approve an Agreement between the Michigan Department of Transportation and the Ingham County Road Department for Reimbursement of Preliminary Engineering Expenses for the Shoeman Road and Barry Road Intersection Project

The Ingham County Road Department received federal Surface Transportation Program (STP), Safety Program funding to reconstruct the intersection of Shoeman Road and Barry Road in Williamstown Township. The STP Safety Program funding is one of three different federal funding sources the Road Department intends to use to refurbish Shoeman Road from Haslett Road to the north county line.

Additionally, federal funding was also secured to reimburse the Road Department a portion of the preliminary engineering (design) expenses for the STP Safety project. The preliminary engineering funding will be used to offset 50% of the Road Department's eligible engineering costs up to a maximum of \$20,000. Approval of the proposed resolution will permit execution of an agreement to allow reimbursement.

8. MIS - Resolution to Approve the Purchase of a New Sun Server from Mythics

Funds were budgeted for the replacement of the SUN server in 2013 but, because of workload constraints associated with other projects, MIS decided not to replace the server until this year. The current server is eight years old and has exceeded the normal use time of five years, resulting in increased maintenance costs and limited capacity for disk storage. MYTHICS of Virginia proposes to replace the server hardware at a cost of \$57,015.55.

9. Controller/Administrator - Resolution Establishing the Budget Calendar for 2015

As provided by Public Act 621 of 1978, this resolution will establish the schedule for preparation of the 2015 budget. There are no notable changes from last year's schedule.

**M E M O R A N D U M**

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** February 14, 2014

**RE:** Purchasing new ICSO K-9

This resolution requests permission for the Ingham County Sheriff's Office to enter into a contract to purchase and train a new K-9 dog to replace K-9 Luger who was unexpectedly killed in an accident in November of 2013.

The cost to enter into this contract is quoted by Mid Michigan Kennels for \$7,500. This cost would be covered by using drug forfeiture funds.

This cost includes the purchase of the K-9 and training for its new handler.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH MID MICHIGAN KENNELS  
TO PURCHASE AND TRAIN A NEW K-9 DOG**

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Wriggelsworth's tenure as the Sheriff, a K-9 Unit; and

WHEREAS, the Ingham County Sheriff's Office K-9 Unit is considered a regional asset that is used throughout Ingham County, through Mutual Aid request and calls for assistance to all Mid Michigan Police Agencies; and

WHEREAS, in November 2013, a tragic accident took the life of Ingham County Sheriff's Office seven year old K-9 Luger during a storm; and

WHEREAS, the Ingham County Sheriff's Office wants to purchase a new K-9 dog to replace K-9 Luger; and

WHEREAS, the Ingham County Sheriff's office has purchased the last two new K-9's and trained their respective handlers from Mid Michigan Kennels; and

WHEREAS, the Ingham County Sheriff's Office wants to enter into a contract with Mid Michigan Kennels to obtain a new K-9 and to train its new handler at a cost not to exceed \$7,500; and

WHEREAS, the Ingham County Sheriff's Office would use drug forfeiture funds to pay this contract cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into contract with Mid Michigan Kennels, not to exceed \$7,500.00 from 26533500 958010 (K-9 Corps) for the Ingham County Sheriff's Office to purchase a new K-9 dog and to train its handler.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriffs Office 2014 budget.

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

**Agenda Item 1b**

TO: Law and Courts Committee  
Finance Committee

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

DATE: February 13, 2014

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH THE CITY OF  
LANSING AND TO ACCEPT THE FY 2013 HOMELAND SECURITY GRANT  
PROGRAM REGIONAL PLANNER GRANT FUNDS

Ingham County is accepting the FY 2013 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing to fund the Regional Planner position at the Ingham County Sheriff's Office of Homeland Security & Emergency Management. The City of Lansing is the Fiduciary Agent and has authorized the use of the FY 2013 HSGP funds for the Regional Planner Grant position and will reimburse Ingham County for the position. The Regional Planner Grant begins on May 1, 2014 through April 30, 2015 and the City of Lansing shall reimburse the County its actual costs for the Emergency Management Division – a Regional Planner Position up to, but not to exceed the sum of \$60,000.00 (no match required).

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH THE CITY OF LANSING AND  
TO ACCEPT THE FY 2013 HOMELAND SECURITY GRANT PROGRAM FUNDS  
FOR THE REGIONAL PLANNER GRANT**

WHEREAS, the Ingham County Sheriff's Office/Office of Homeland Security & Emergency Management has been approved to receive grant funds from the Department of State Police, Emergency Management Division, through the City of Lansing, to hire a temporary Regional Planner; and

WHEREAS, this temporary Regional Planner will perform research and provide data to support Regional Homeland Security efforts through the systematic planning, evaluation, and analysis of program elements in the areas of equipment acquisition, training, exercising, and planning as identified in the regions homeland security assessment and strategy; and

WHEREAS, the Regional Planner will also research and provide data through the systematic planning, evaluation, and analysis of projects in bio-terrorism, weapons of mass destruction, and CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) elements; and

WHEREAS, the Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office; and

WHEREAS, the Ingham County Sheriff's Office/Office of Homeland Security & Emergency Management in cooperation with the Ingham County Local Emergency Planning Committee has identified some specialized needs eligible for funding through this grant; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the City of Lansing, to be the fiduciary agent for the FY 2013 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of grant funds, pending State approval for the expenses incurred for the temporary Regional Planner for the time period of May 1, 2014 through April 30, 2015, at a total cost not to exceed \$60,000.00 (no match required).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office, Office of Homeland Security & Emergency Management, 2014 and 2015 budgets.

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

**MEMORANDUM**

TO: Law and Courts and Finance Committee

FROM: Shauna Dunnings

DATE: February 20, 2014

RE: Service Contract with TeL Systems for Circuit Court Courtroom Equipment

Every year since 2006 the Circuit Court has entered into a service agreement with TeL Systems to provide preventative maintenance visits for all TeL Systems equipment in the courtrooms in the Veterans Memorial Courthouse. The service agreement also provides that all minor parts, labor and travel costs incurred as a result of equipment requiring repairs beyond the regular maintenance will be covered.

The term of the service contract is twelve months commencing on January 1, 2014. The total cost is \$17,040, which is the same amount that has been paid since 2007. Funding for this contract has been included in the 2014 Circuit Court budget.

This resolution request authorizes the County to enter into the service contract with TeL Systems for maintenance of the audio and video equipment in the courtrooms in the Veterans Memorial Courthouse.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW THE CIRCUIT COURT  
SERVICE CONTRACT WITH TeL SYSTEMS**

WHEREAS, each year since 2006 the Circuit Court has entered into an Audio/Video Service Contract with TeL Systems to provide preventative maintenance for all TeL Systems equipment in the courtrooms in the Veterans Memorial Courthouse; and

WHEREAS, all minor repairs, parts, labor and travel costs incurred as a result of equipment requiring repairs that are beyond regular maintenance will also be covered by the service contract; and

WHEREAS, the MIS department recommends entering into this service contract with TeL Systems; and

WHEREAS, funding for this contract has been included within the Circuit Court 2014 Adopted Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a twelve month service contract with TeL Systems in the amount of \$17,040 effective January 1, 2014 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

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



# MEMORANDUM

To: Ingham County Law and Courts Committee  
Finance Committee

From: Sara Deprez

Date: February 19, 2014

Re: Resolution for Authorization to Enter into a Three Year Contract with  
Charlevoix County 7<sup>th</sup> Probate Court

This resolution would authorize entering into a three year contract with Charlevoix County 7<sup>th</sup> Probate Court (more commonly referred to as “Recovery High”) for the care and treatment of adjudicated juveniles, specifically juveniles with a substance abuse issue. The proposed contract time frame is February 27, 2014 to September 30, 2017. Historically, the Court has entered into yearly contracts with placements. Recently, the Board has authorized entering into three year contracts with various residential facilities to allow for better forecasting of residential costs.

Recovery High is a collaborative effort between Bay Area Substance Education Service (B.A.S.E.S.), Charlevoix Probate Court and Charlevoix Public School. The program provides extensive substance abuse education, intervention and treatment services to youth and their families. The youth reside in a court-licensed, specially trained foster home, attend a drug free school with significant court presence, and participate in intensive substance abuse services offered through B.A.S.E.S. Drug testing and involvement of family in the weekly Parent Group are also important components of the program.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT WITH CHARLEVOIX COUNTY 7TH PROBATE COURT**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into a three year contract with Charlevoix County 7th Probate Court for the purpose of providing treatment intervention to adjudicated delinquent juveniles; and

WHEREAS, a three year contract allows for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, Charlevoix County 7th Probate Court runs a program called Recovery High which serves adjudicated court wards and offers a full continuum of services, including specialized foster care, educational services and treatment for substance abuse.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Charlevoix County 7th Probate Court for the care and treatment services of Court adjudicated youth not to exceed \$105 per day for the time period of February 27, 2014 through September 30, 2017.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Institution Care - Other County line item (29266202 818000) within the Child Care Fund.

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

**MEMORANDUM**

TO: Human Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 19, 2014

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE ARCHITECTURAL AND ENGINEERING FIRM OF HOBBS AND BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER (McLAREN) RENOVATION PROJECT

The resolution before you authorizes entering into a contract with the architectural and engineering firm of Hobbs and Black to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project.

The Health Department has been operating at capacity at each of its ten Community Health Centers and does not have the physical space needed to meet the growing demands of Ingham County residents.

Although Hobbs and Black submitted the second lowest bid, they were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments. They are a registered local vendor and have the most experience with health care facilities.

The architectural and engineering services for the renovations project will be performed for a not to exceed cost of \$58,380.00.

The funds for this project are available within the CIP Line Item 511-60000-975000.

I recommend approval of this resolution.

**MEMORANDUM**

TO: Human Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: February 20, 2014  
 SUBJECT: A/E Services for McLaren Renovations

Project Description:

Proposals were sought from interested, qualified and experienced architectural & engineering (A&E) firms for the purpose of entering into a contract to assist the County in renovating the future Ingham Community Health Center located in Lansing, Michigan.

The successful A/E firm (Contractor) will be responsible for working directly with the Health Department and Facilities Department staff to evaluate the current conditions of and make recommendations for the facility. Work will meet all state, local and federal guidelines and standards. The Contractor will furnish all expertise, labor and resources for complete design and engineering services for the project in accordance with the requirements of the RFP and subsequent contract.

Proposal Summary:

Vendors contacted: 82 Local: 22  
 Vendors Pre-bid Response: 14 Local: 6  
 Vendors responding: 5 Local: 3

<b>Company</b>	<b>Phase I – Preliminary Design Services Cost</b>	<b>Phase II – Construction Services Cost</b>	<b>Grand Total</b>	<b>Local</b>
DLZ	\$15,000	\$34,000	\$49,000	Yes, Lansing/Ingham
Hobbs & Black	\$7,900	\$50,480	\$58,380	Yes, Lansing/Ingham
Mayottegroup Architects	\$20,410	\$48,530	\$68,940	No, Lansing/Eaton
Straub Pettitt Yaste	\$32,250	\$44,250	\$76,500	No, Clawson
Bergmann Associates	\$39,200	\$109,030	\$148,230	Yes, East Lansing/Ingham

Local Vendors Not Responding

Keystone Design, Lansing (local vendor) will not be bidding. Reason: Unable to attend the mandatory pre-bid meeting.

### Other Vendors Not Responding

Wigen Tincknell Meyer & Associates Architects & Planners, Saginaw, MI will not be bidding. Reason: “We cite the fact that team members best suited for this project are committed to other work at this time and we are unable to schedule them to serve you. It would not be fair to you to propose something that we cannot follow-through on.”

Integrated Architecture, Grand Rapids, MI will not be bidding: Reason: Commitments to current clients preclude them from being able to devote staff to the project at this time.

### Late

Albert Kahn Associates – arrived late 11:27 am – bid not accepted.

### Recommendation:

The Evaluation Committee recommends awarding a contract to Hobbs and Black in an amount not to exceed \$58,380.

In addition to submitting a responsive proposal, Hobbs and Black is a local vendor, is licensed and insured, has a wealth of other relevant experience working on projects of similar size and scope, and has previous experience working with the County. DLZ, while proving the lowest cost proposal, lacked the necessary health care facility experience required for this important project.

### Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE ARCHITECTURAL AND ENGINEERING FIRM OF HOBBS AND BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER (MCLAREN) RENOVATION PROJECT**

WHEREAS, the Health Department has been operating at capacity at each of its ten Community Health Centers; and

WHEREAS, these centers have not had the physical space to meet the growing demands of Ingham County residents; and

WHEREAS, although Hobbs and Black submitted the second lowest bid, they are a local registered vendor and have the most experience with health care facilities; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Hobbs and Black to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project, in the amount of \$58,380.00; and

WHEREAS, the funds for this project are available within the CIP Line Item 511-60000-975000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Hobbs and Black, 117 East Allegan Street, Lansing, Michigan 48933 to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project for a not to exceed cost of \$58,380.00.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 19, 2014

SUBJECT: **RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR FOR THE HUMAN SERVICES BUILDING (HSB)**

The resolution before you authorizes the purchase of a replacement tractor for the Human Services Building.

We depend on the use of this tractor every day, all year around. It is a 1994 and the condition of the tractor has deteriorated over time and is in need of replacement.

The Facilities Department received four quotes for a replacement tractor and Capital Equipment was the lowest with a bid of \$26,230.00.

The funds for this project are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of \$30,000.00.

I recommend approval of this resolution.

**MEMORANDUM**

TO: County Service and Finance Committees  
FROM: Jim Hudgins, Purchasing Director  
DATE: February 20, 2014  
SUBJECT: Bid Summary for Lawn Mower

Project Description:

Bids were taken for the purchase of one lawn mower for the Facilities Department - Human Services Building. \$30,000 was approved in the 2014 CIP for this purchase.

Bid Summary:

Vendors contacted: 4 Local: 1  
Vendors responding: 4 Local: 1

<b>Company Name</b>	<b>Cost</b>	<b>Local</b>
Capital Equipment & Supply	\$26,830.00	No, Clinton County
D& G Equipment	\$29,988.12	Yes, Mason
Bader & Sons	\$31,446.09	No, Eaton County
Spartan Distributers	\$34,112.71	No, Oakland County

Recommendation:

Issue a purchase order to Capital Equipment & Supply in an amount not to exceed \$26,830.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR  
FOR THE HUMAN SERVICES BUILDING (HSB)**

WHEREAS, the Facilities Department depends on the use of this tractor every day, all year around; and

WHEREAS, the current tractor is a 1994 and the condition of the tractor has deteriorated over time and is in need of replacement; and

WHEREAS, the Facilities Department received four quotes for a replacement tractor and Capital Equipment was the lowest with a bid of \$26,230.00; and

WHEREAS, funds for this tractor are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of \$30,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the purchase of a replacement tractor from Capital Equipment, 12263 Old US 27, Dewitt, MI 48820, for a not to exceed cost of \$26,230.00, for use at the Human Services Building.

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

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 27, 2014

RE: Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician Services and Medical Direction Services for Women's Health

Attached is a resolution to extend the agreement between the Health Department and the Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for the Ingham Community Health Center's Women's Health Center.

The current agreement, which secures specialized physician services and a part-time medical director for Ingham Community Health Centers' Women's Health will expire on March 31, 2014. This resolution will extend the agreement from April 1, 2014 through March 31, 2016.

I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the agreement with Edward W. Sparrow Hospital Association for physician and medical direction services for Women's Health.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE AGREEMENT WITH EDWARD W. SPARROW HOSPITAL  
ASSOCIATION FOR PHYSICIAN AND MEDICAL DIRECTION SERVICES  
FOR WOMEN'S HEALTH**

WHEREAS, in Resolution #13-139 an agreement was authorized between the Health Department and Edward W. Sparrow Hospital Association (Sparrow) for physician services and part-time medical direction for the Ingham Community Health Centers' Women's Health Services (Women's Health) for the period April 1, 2013 through March 31, 2014; and

WHEREAS, the Health Department and Sparrow would like to extend the term of this agreement from April 1, 2014 through March 31, 2016; and

WHEREAS, there are no other changes to the terms of the agreement or compensation rates; and

WHEREAS, the Community Health Center Board of Directors has reviewed and supports this extension of the physician services and medical direction agreement with Sparrow; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize an extension of the physician services and medical direction agreement with Sparrow Hospital Association.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension to the agreement between the Health Department and Sparrow Hospital Association for physician services and medical direction for the Women's Health Center for the period of April 1, 2014 through March 31, 2016.

BE IT FURTHER RESOLVED, that all other terms of the agreement and compensation rates shall remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments in the Health Department's Budget.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 27, 2014

RE: Resolution Authorizing an Amendment to the Lease of the Facility at 5656 S. Cedar Street

Ingham County currently leases 14,672 square feet of the Cedar Pointe facility located at 5656 South Cedar Street in Lansing to house some of the administrative functions of the Health Department, including Ingham Community Health Center Administration. This is a resolution to authorize an amendment to the lease agreement between Ingham County and Cedar IV, LLC for the Cedar Pointe facility.

The Health Department is in the process of down-sizing its operations at Cedar Pointe from 14,672 square feet to a total 9,396 square feet effective May 1, 2014 through the remaining term of the lease, October 31, 2015. This is due to the elimination of Health Plan Management Services (HPMS). The Health Department has provided formal notice to Cedar IV, LLC that effective May 1, 2014 approximately 6005 square feet of space currently leased by the County will be turned back to Cedar IV, LLC for re-leasing and 729 additional square feet of space, currently being leased by the Ingham Health Plan Corporation, will be absorbed into the County's lease. This reorganization and downsizing of space will collapse the Health Department's remaining functions at Cedar Pointe into the southern part of the building, freeing the northern section of the building for re-lease by Cedar IV, LLC.

This resolution will authorize an amendment to the lease agreement between the County and Cedar IV, LLC to reflect a reduction of the total square footage of the Cedar Pointe facility lease from 14,672 to 9,396 square feet effective on May 1, 2014 and to adjust the monthly lease payment accordingly. All other terms of the lease agreement shall remain the same.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the lease agreement between the County and Cedar IV, LLC for the Cedar Pointe Facility located at 5656 South Cedar Street in Lansing.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE LEASE  
OF THE FACILITY AT 5656 S. CEDAR STREET**

WHEREAS, Ingham County currently leases 14,672 square feet of the facility located at 5656 South Cedar Street in Lansing from Cedar IV, LLC; and

WHEREAS, the facility located at 5656 South Cedar Street in Lansing, known as Cedar Pointe, houses certain administrative functions of the Health Department, including Ingham Community Health Center Administration; and

WHEREAS, the Health Department will be down-sizing its operations at Cedar Pointe from 14,672 square feet to a total 9,396 square feet effective May 1, 2014 through the remaining term of the lease, through October 15, 2015; and

WHEREAS, formal notice has been provided to Cedar IV, LLC that effective May 1, 2014 approximately 6005 square feet of space currently leased by the County will be turned back to Cedar IV, LLC for re-leasing and 729 additional square feet of space, currently being leased by Ingham Health Plan Corporation, will be absorbed into the County's lease; and

WHEREAS, an amendment to the lease agreement between the County and Cedar IV, LLC is necessary to reduce the total square footage to be leased by the County to 9,396 square feet; and

WHEREAS, there will be no change to the cost per square foot, however the monthly lease payment will decrease accordingly effective May 1, 2014 to the following:

May 1, 2014 – Oct 31, 2014:  $9,396 \text{ sq ft} \times \$12.73/\text{sq ft}/\text{yr} \div 12 \text{ mos} = \$9,967.59/\text{month}$   
Nov 1, 2014 – Oct 31, 2015:  $9,396 \text{ sq ft} \times \$13.11/\text{sq ft}/\text{yr} \div 12 \text{ mos} = \$10,265.13/\text{month}$

WHEREAS, all other terms of the lease agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to amend the lease agreement between Ingham County and Cedar IV, LLC for the facility located at 5656 South Cedar Street in Lansing.

THEREFORE BE IT RESOLVED, that the lease agreement between Ingham County and Cedar IV, LLC for the facility located at 5656 South Cedar Street in Lansing (Cedar Pointe) shall be amended to reflect a reduction of the total square footage leased by the County from 14,672 square feet to 9,396 square feet effective May 1, 2014.

BE IT FURTHER RESOLVED, that the amendment to the lease agreement shall reduce the monthly rental payment accordingly to be paid by the County to Cedar IV, LLC effective May 1, 2014 to the following:

May 1, 2014 – Oct 31, 2014:  $9,396 \text{ sq ft} \times \$12.73/\text{sq ft/yr} \div 12 \text{ mos} = \$9,967.59/\text{month}$   
Nov 1, 2014 – Oct 31, 2015:  $9,396 \text{ sq ft} \times \$13.11/\text{sq ft/yr} \div 12 \text{ mos} = \$10,265.13/\text{month}$

BE IT FURTHER RESOLVED, that all other terms of the lease agreement shall remain unchanged.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 27, 2014

RE: Resolution to Extend the Agreement with Medical Staffing Network for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail

This is a resolution to authorize a one year extension of the per diem professional staffing agreement between the Health Department and the Medical Staffing Network for medication passing services at Ingham County Jail.

In resolution #13-166, the Ingham County Board of Commissioners authorized an agreement with a vendor for per diem professional staffing to provide medication passing services at the Ingham County Jail. As a result, the Health Department entered a one year agreement with Medical Staffing Network for per diem professional staffing services. This Agreement will expire on April 22, 2014.

Attached is a resolution to authorize a one year extension of the agreement from April 23, 2014 through April 22, 2015. There is no change to the per diem professional rate schedule, and there are no changes to any other terms of the agreement.

I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the agreement between the Health Department and Medical Staffing Network for per diem professional staffing for medication passing services at the Ingham County Jail.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE AGREEMENT WITH MEDICAL STAFFING NETWORK FOR  
PER DIEM PROFESSIONAL STAFFING FOR MEDICATION PASSING SERVICES  
AT THE INGHAM COUNTY JAIL**

WHEREAS, in Resolution #13-166 the Ingham County Board of Commissioners authorized the an agreement with a vendor to provide medication passing services at the Ingham County Jail; and

WHEREAS, the Health Department entered into a per diem professional staffing agreement with Medical Staffing Network for medication passing services at the Ingham County Jail; and

WHEREAS, medication passing is a necessity in the delivery of high quality and efficient health care services to jail inmates; and

WHEREAS, the Medical Staffing Network provides the Health Department per diem professionals for the daily staffing assignments necessary for medication passing services at the Ingham County Jail; and

WHEREAS, the agreement with Medical Staffing Network will expire on April 22, 2014; and

WHEREAS, the Acting Health Officer recommends an extension of the agreement with Medical Staffing Network for per diem professional staffing for medication passing services at the Ingham County Jail.

THEREFORE BE IT RESOLVED, that the agreement with Medical Staffing Network for per diem professional staffing for medication passing services at the Ingham County Jail be extended for the period of April 23, 2014 through April 22, 2015.

BE IT FURTHER RESOLVED, that the agreement be extended with no changes to the Per Diem Professionals Rate Schedule.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain unchanged.

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



**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 20, 2014

RE: Authorization to Amend Resolution #12-285

Resolution #12-285 authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014.

The Health Department's Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. This project is heavily focused on outreach in the community. During the initial budget development we underestimated the necessary costs for marketing and media to address the disparities and lack of awareness related to infant mortality.

The following activities need to be authorized in order to meet the marketing and media needs using these grant funds:

- 1) Subcontract agreement with Andrea Collier, Writing and Editing Consultant and Contractor. Andrea Collier has over 20 years of experience. Andrea will facilitate focus groups among the faith based community and will collect demographic characteristics, analyze the data, write a report of the analysis and disseminate the results to Healthy Start staff. She will also support the development of a Photo Voice project designed to showcase images and stories documented by Healthy Start participants to be published at a later date. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$12,000.
- 2) A temporary Public Health Advocate (UAW/D) .5 FTE be established for the duration of the grant.
- 3) A Temporary Health Educator (ICEA/PRO 7) .5 FTE be established for the duration of the grant.
- 4) An existing Public Health Nurse (Position #601151) shall be increased from .75 FTE to 1.0 FTE for the duration of the grant
- 5) A subcontract agreement for media, marketing, videography, Public Services Announcements (PSA's) and Transcription services to promote the Ingham County Healthy Start program and increase awareness through videography, PSA's , infomercials and transcription to be used for publication. An RFP will be developed for these services. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000.

I recommend that the Board of Commissioners authorize an amendment to resolution #12-285 to expend unspent funds and approve the subcontract agreements and temporary positions.

c: Eric Thelen w/attachment  
Regina Traylor w/attachment  
Sarah Bryant w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #12-285 TO AUTHORIZE THE USE OF GRANT FUNDS FOR SUBCONTRACT SERVICES, TEMPORARY STAFF AND MARKETING AND MEDIA NEEDS**

WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community's health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, Resolution #12-285 a grant agreement was authorized from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014; and

WHEREAS, the amendment will authorize the use of grant funds for subcontract services, temporary staff and marketing and media needs; and

WHEREAS, the Acting Health Officer recommends that the Board authorize an amendment to Resolution #12-285 and authorize subcontract agreements, temporary staffing, and marketing and media expenditures using Healthy Start grant funds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #12-285.

BE IT FURTHER RESOLVED, that a subcontract agreement for the period of March 1, 2014 through May 31, 2014 in an amount up to \$12,000 is authorized with Andrea Collier, Writing and Editing Consultant and Contractor for facilitation of focus groups among faith based communities and narration including: collection of demographic characteristics, analyzing the data, writing a report of the analysis and disseminating to the Healthy Start staff and support the development of a Photo Voice project through narration designed to showcase images and stories to be published at a later date.

BE IT FURTHER RESOLVED, that through an RFP process, a subcontract is authorized for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000 for Media, Marketing, Videography, Public Services Announcements (PSA's) and Transcription to include: videography, public service announcements, infomercials and transcription to be used for publication.

BE IT FURTHER RESOLVED, that an existing .75 Public Health Nurse II (PHN3), Position #601151, shall be increased to 1.0 FTE, a temporary Public Health Advocate (UAW/D) .5 FTE, and a temporary Health Educator (ICEA/PRO7) .5 FTE be established for the duration of the grant.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution on behalf of the County after approval as to form by the County Attorney.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPOINTING THE INGHAM COUNTY HEALTH OFFICER**

WHEREAS, Renee Canady resigned from her position as the Ingham County Health Officer; and

WHEREAS, it is necessary for the Ingham County Health Department to have a Health Officer, to act as the administrative head of the Health Department, and to carry out the Health Department's delegated functions to protect the public health and prevent disease; and

WHEREAS, pursuant to MCL 333.2428(1), the Board of Commissioners has the responsibility to appoint a new Health Officer to succeed Renee Canady; and

WHEREAS, the Ingham County Board of Commissioners conducted a search process for a qualified Health Officer; and

WHEREAS, the Health Officer Search Committee recommends the appointment of Linda Vail as the Health Officer for the Ingham County Health Department; and

WHEREAS, Linda Vail's credentials and references have been checked and verified.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the Health Officer Search Committee's recommendation, and appoints Linda Vail to the permanent full-time position of Ingham County Health Officer, at the salary level of MCF18 Step 5 (\$126,350) with all the duties and responsibilities inherent in that position, effective April 7, 2014.

BE IT FURTHER RESOLVED, that a copy of this Resolution, together with Linda Vail's curriculum vitae, shall be forwarded to the Michigan Department of Community Health (Local Health Services).

# MEMORANDUM

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TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering  
Road Department

DATE: February 17, 2014

SUBJECT: Shoeman Road and Barry Road Intersection Reconstruction  
Federal Preliminary Engineering Funding Contract

The Ingham County Road Department received federal Surface Transportation Program (STP), Safety Program funding to reconstruct the intersection of Shoeman Road and Barry Road in Williamstown Township. The STP Safety Program funding is one of three different federal funding sources the Road Department intends to use to refurbish Shoeman Road from Haslett Road to the north county line.

Additionally, federal funding was also secured to reimburse the Road Department a portion of the preliminary engineering (design) expenses for the STP Safety project. The preliminary engineering funding will be used to offset 50% of the Road Department's eligible engineering costs up to a maximum of \$20,000.

The reason for this memo and resolution is to execute the State of Michigan/MDOT and Ingham County agreement to allow reimbursement of 50% of the Road Department's preliminary engineering expenses.

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 AN AGREEMENT BETWEEN THE  
MICHIGAN DEPARTMENT OF TRANSPORTATION  
AND THE INGHAM COUNTY ROAD DEPARTMENT  
FOR REIMBURSEMENT OF PRELIMINARY ENGINEERING EXPENSES  
FOR THE SHOEMAN ROAD AND BARRY ROAD INTERSECTION PROJECT**

WHEREAS, the Ingham County Road Department (ROAD DEPARTMENT) has received federal Surface Transportation Program (STP), Safety Program funding to reconstruct the intersection of Shoeman Road and Barry Road in Williamstown Township, hereafter called the (PROJECT); and

WHEREAS, the STP Safety Program funding is one of three different federal funding sources the ROAD DEPARTMENT intends to use to refurbish Shoeman Road from Haslett Road to the north county line; and

WHEREAS, federal funding was also secured to reimburse the ROAD DEPARTMENT a portion of the preliminary engineering (design) expenses for the STP Safety project; and

WHEREAS, said preliminary engineering funding will be used to offset 50% of the ROAD DEPARTMENT's eligible engineering costs up to a maximum of \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to allow reimbursement of 50% of the ROAD DEPARTMENT's preliminary engineering expenses for the Shoeman Road and Barry Road project.

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

***Ingham County Management Information Services***  
**Michael E. Ashton, Chief Information Officer - Email: [mashton@ingham.org](mailto:mashton@ingham.org)**

To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: February 20, 2014  
Re: SUN server replacement

Dear Commissioners,

---

The current SUN server runs two primary applications for the County Courts. The two Applications are CourtView for the courts case management software and the court Jury system. The current server is 8 years old which has exceeded the normal use time of 5 years. Oracle has increased the cost for maintenance on the system due to the age of the equipment. The current server is also almost out of disk storage for the application. This application server is what we call a UNIX based server that does not run on the County's Windows Based servers.

Funds were budgeted for the replacement of the server in 2013 but due to other projects and time constraints MIS decided not to replace the server until this year. The SUN server runs in its own environment within the MIS datacenter in Mason. The system configurations include storage for the databases and its own backup solution.

Three quotes were obtained and lowest cost was elected and is on a GSA Schedule #GS-35F-0153M to ensure the county is getting the best price available. The vendor with the lowest price and on GSA pricing is MYTHICS out of Virginia. The cost to replace the hardware is \$57,015.55.

Funding for the replacement system will be from the MIS Network Hardware Maintenance account.

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

**Agenda Item 8**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF A NEW SUN SERVER FROM MYTHICS**

WHEREAS, Ingham County Court System currently utilize a SUN server to host its primary application Court View and the Jury System; and

WHEREAS, the current server is over 7 years old and has exceeded the systems useful life; and

WHEREAS, due to limited disk space and higher cost of maintenance it is recommended the current server be replaced; and

WHEREAS, three quotes were obtained and the lowest cost vendor on the GSA Schedule #GS-35F-013M was selected; and

WHEREAS, it is the recommendation of the Chief Information Officer and MIS personal that a replacement system from MYTHICS, located in Virginia, be procured to replace the outdated system.

THEREFORE BE IT BE RESOLVED, that the Board of Commissioners authorizes the County to purchase a replacement system through MYTHICS at a cost of \$57,015.55.

BE IT FURTHER RESOLVED, that funding for this replacement server in the amount of \$57,015.55 come from the MIS Network Hardware Maintenance Fund (636-25810-932032).

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

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Purchasing Department to issue a purchase order for the replacement system.



MEMORANDUM

February 20, 2014

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Resolution Establishing the 2015 Budget Calendar

Attached is a resolution establishing the Budget Calendar for 2015. Included in this schedule is the presentation of performance measures and activity indicators to assist the Board of Commissioners in formulating its strategic goals for 2015 as well as the annual review of fees for various county services.

The liaison committees of the Board of Commissioners will review the departments' 2015 background information and make recommendations for strategic goals during the round of committee meetings starting April 17. The strategic goals for 2015 are scheduled to be recommended by the Finance Committee on April 23 and passed by the Board of Commissioners on April 29. These goals will be forwarded to departments for use in preparation of their 2015 budget requests, which will be due on May 30.

A date range is given for the Controller's budget meetings, and exact dates will be released as they become available. Liaison and Finance budget hearings were set as part of the Board Calendar. Liaison Budget hearings will be held on August 25 through 28, and the Finance Budget hearing will be held on September 10. Commissioners are invited to attend all of these meetings.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2015**

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2015 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

## **2015 BUDGET CALENDAR**

March 5	Finance Committee recommends 2015 budget calendar.
March 11	Board of Commissioners approves 2015 budget calendar.
April 17 - 23	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2015.
April 17 - 22	Liaison Committees forward recommendations for strategic goals for 2015 to the Finance Committee.
April 23	Finance Committee recommends strategic goals for 2015.
April 29	Board of Commissioners adopts strategic goals for 2015.
May 1 - 7	Committees make recommendations for increases to fees for various county services to be effective January 1, 2015.
May 13	Board of Commissioners adopts increases to fees for various county services to be effective January 1, 2015.
May 30	Department heads, agencies and community agencies submit operating and capital budgets.
June 16 - 27	Controller holds budget meetings with departments.
August 20	Controller's Recommended Budget distributed to full Board of Commissioners.
Aug. 25 – 28	Liaison Committees hold hearings on operating and capital budget recommendations.
September 10	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 28	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.