THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 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 October 22, 2014 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Purchase Ten (10) Digital L3 In Car Camera Systems for the Ingham County Sheriff’s Office Fleet
   b. Resolution Authorizing Contract Amendment Three with Securus Technologies for Local and Long Distance Service for the Inmate Telephones

2. Circuit Court/Family Division
   a. Resolution Authorizing Entering into a Contract with Highfields, Inc. for the Pride Program
   b. Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project

3. Michigan State University Extension - Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2015

4. Community Agencies - Resolution Authorizing 2015 Agreements for Community Agencies

5. Health Department
   a. Resolution to Amend Resolution #14-266 which Authorized the Purchase Order to Farber Specialty Vehicles for the Manufacture of a Mobile Dental Unit
   b. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2014-2015

6. Innovation and Technology Department
   a. Resolution to Approve Utilizing DewPoint to Re-Write In House Written Web Applications
   b. Resolution to Approve Joining Gartner’s Executive Programs Services on State Contract for the Innovation and Technology Department
7. Facilities Department
   a. Memo Regarding an Emergency Purchase Order to VJM Design & Build for Emergency Rafter Repair on Pavilion Two at Potter Park
   b. Resolution Authorizing Entering into an Agreement with I.Comm Corporation to Provide Access Control Improvements at the Mason Courthouse
   c. Resolution Authorizing the Merging of Two Part-Time Positions into One Full-Time Position

8. Road Department - Resolution Authorizing an Amendment to the Subcontract with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture and Authorizing a Cost Increase on the Kinawa Road Project for the Road Department

9. Human Resources - Teamsters 580 - 911 Supervisory Unit Ratification Summary and 2014 Wage Re-Opener Letters of Agreement

10. Controller/Administrator’s Office - Resolution to Authorize the National Animal Care & Control Association (NACA) to Conduct a Program Evaluation of the Ingham County Animal Control Department


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  
October 22, 2014  
Minutes - Draft

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

Members Absent: None

Others Present: Teri Morton, Willis Bennett, Rick Terrill, Sherrie Grahm, Jen Horvatin, Maureen Winslow, Ryan Buck, and others

The meeting was called to order by Chairperson Koenig at 6:01 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the October 8, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE OCTOBER 8, 2014 MEETING.

The title of the minutes was amended as follows:

FINANCE COMMITTEE  
September 17, 2014 October 8, 2014  
Minutes - Draft

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

6. Health Department
   g. Resolution to Authorize Amendment #5 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health
   h. Resolution to Authorize a 2014-2015 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Agreement

Substitutes –

2. 55th District Court
   a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office-
4. **Health Care Services Millage** - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Sparrow Health System and/or McLaren Greater Lansing

7. **Parks Department**
   b. Resolution Approving a Contract with the Westside YMCA to Provide Beginner Snowboarding Lessons at the Hawk Island Snowpark
   c. Resolution Amending User Fees for the Hawk Island Snowpark

8. **Potter Park Zoo**
   e. Resolution Authorizing the Acceptance of a $300.00 Risk Avoidance Program (RAP) Grant Award for Body Worn Cameras for Public Safety Personnel at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

**Limited Public Comment**

None.

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

1. **Sheriff’s Office/Office of Homeland Security & Emergency Management**
   a. Resolution to Purchase Radios and an Interactive Smartboard for the Emergency Operations Center of Ingham County

2. **55th District Court**
   a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts
   b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts

4. **Health Care Services Millage** - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Sparrow Health System and/or McLaren Greater Lansing

5. **Farmland and Open Space Preservation Board** - Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland Selection Criteria of the Farmland and Open Space Preservation Board
6. **Health Department**  
a. Resolution to Authorize Dental Services Agreements with Licensed Dentists for 2015  
b. Resolution to Authorize the 2014 - 2015 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates  
c. Resolution to Authorize an Agreement with Michigan Consumers for Health Care to Serve as a Local Community Navigator for Ingham County and Surrounding Communities  
d. Resolution to Appoint Dr. Michael Markey, M.D., to the Position of Chief Medical Examiner for Ingham County  
e. Resolution to Authorize an Agreement with Lansing-Mason Ambulance for Medical Examiner Transports  
f. Resolution to Adopt Amendments to the Ingham Community Health Center Board Bylaws

7. **Parks Department**  
a. Resolution Accepting a Grant of Easement Over Property Owned by the City of Lansing and Located in the City of Lansing  
c. Resolution Amending User Fees for the Hawk Island Snowpark

8. **Potter Park Zoo**  
e. Resolution Authorizing the Acceptance of a $300.00 Risk Avoidance Program (RAP) Grant Award for Body Worn Cameras for Public Safety Personnel at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)  
f. Resolution Authorizing the Acceptance of a $250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

9. **Financial Services Department**  
a. Resolution to Waive the Public Act 152 Health Care Requirements for 2015

10. **Board of Commissioners** - Resolution Appointing Timothy Morgan as Ingham County Parks Director

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. **Sheriff’s Office/Office of Homeland Security & Emergency Management**  
b. Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY2014 Homeland Security Grant Program Funds
MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF MICHIGAN MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPTING THE FY2014 HOMELAND SECURITY GRANT PROGRAM FUNDS.

Commissioner McGrain asked why the City of Lansing did not want to administer this.

Commissioner Bahar-Cook stated that this question was asked at the Law & Courts Committee and asked Teri Morton, Budget Director, to forward the answer to Commissioner McGrain.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

3. Facilities Department - Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an Air Conditioning Unit in the Sheriff’s Office Command Conference Room

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING A PURCHASE ORDER TO MYERS PLUMBING & HEATING, INC. TO INSTALL AN AIR CONDITIONING UNIT IN THE SHERIFF’S OFFICE COMMAND CONFERENCE ROOM.

Commissioner McGrain asked whether this was a new air conditioner installation or a replacement for an existing unit.

Rick Terrill, Facilities Director, stated that the room was converted and was in need of a new unit.

THE MOTION CARRIED UNANIMOUSLY.

7. Parks Department
   b. Resolution Approving a Contract with the Westside YMCA to Provide Beginner Snowboarding Lessons at the Hawk Island Snowpark

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION APPROVING A CONTRACT WITH THE WESTSIDE YMCA TO PROVIDE BEGINNER SNOWBOARDING LESSONS AT THE HAWK ISLAND SNOWPARK.

Commissioner Tennis disclosed that his company had a contract with the State Alliance of YMCA’s of which the Westside YMCA was a member.

THE MOTION CARRIED UNANIMOUSLY.
8. Potter Park Zoo
   a. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2015 Marketing
   b. Resolution Authorizing Reimbursement to the Potter Park Zoological Society for Administrative Support
   c. Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of Seasonal Workers
   d. Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING A FUND TRANSFER TO THE POTTER PARK ZOOLOGICAL SOCIETY FOR 2015 MARKETING, RESOLUTION AUTHORIZING REIMBURSEMENT TO THE POTTER PARK ZOOLOGICAL SOCIETY FOR ADMINISTRATIVE SUPPORT, RESOLUTION AUTHORIZING A TRANSFER OF FUNDS AND AUTHORIZATION FOR THE POTTER PARK ZOOLOGICAL SOCIETY TO PROVIDE THE MANAGEMENT OF SEASONAL WORKERS, AND RESOLUTION AUTHORIZING A CHANGE OF FEES FOR THE CHARITABLE EVENTS AT POTTER PARK ZOO.

Sherrie Graham, Zoo Director, apologized for not appearing before the Finance Committee previously.

Commissioner Vickers asked whether Ms. Graham sat on the Board of the Zoological Society.

Ms. Graham answered yes.

Commissioner Vickers asked whether she had a voice in spending the $60,000 that would be authorized under Agenda Item No. 8a.

Ms. Graham answered yes.

Discussion.

Commissioner Vickers asked whether the County paid any salaries for Zoological Society employees.

Ms. Graham answered no. She further stated that they were paid through the Zoological Society.

Discussion.

Commissioner Vickers asked whether income to Zoological Society employees was reported to the government.

Ms. Graham answered yes.

Discussion.
Chairperson Koenig asked how many Zoological Society employees there were.

Ms. Graham stated that there were seven full-time employees, however there would usually be 100 seasonal employees during the busy season.

Commissioner Tennis asked whether the Zoo employees were County employees.

There was a discussion about the history of when Zoo employees and Zoological Society employees switched from City of Lansing employees to County Employees.

Ms. Graham stated that the relationship between the Zoo and the Zoological Society is similar to the relationship between a university and its foundation.

Commissioner Tennis asked whether the County managed the seasonal workers before the transfer.

Ms. Graham answered yes.

Commissioner Vickers thanked Ms. Graham for the breakdown provided for charitable events. He asked for a breakdown of the rental prices.

Jen Horvatin, Potter Park Zoo, stated that there was a resolution authorizing a special event fee that was based on the usage of the pavilions. She further stated that the special event fee was in addition to the admittance fee.

Ms. Graham stated that there was a perceived value in admittance to the Zoo which this resolution would address.

Commissioner Vickers suggested that the special event fee be changed if a per-person charitable event fee was charged.

Commissioner Bahar-Cook asked whether the parking fee would also be charged.

Ms. Graham answered yes.

Commissioner Tennis asked whether there was additional cost involved in the charitable event.

Ms. Graham answered yes. She further stated that most charities would add the $4 fee to the cost of registration so the charity still would earn money.

Ms. Horvatin stated that there was a perceived benefit and cost. She further stated that the fee was designed to capture the benefit and address the cost. Ms. Horvatin stated that the charities were willing to come back despite the new proposed fee.

Commissioner Bahar-Cook asked how other public zoos addressed this issue.
Ms. Graham stated that some zoos eliminated the events completely, utilized a lottery and allowed a limited number of events, or assessed a flat or per-person fee. She further stated that the commonalities were there was an admittance fee and an event fee.

Ms. Horvatin stated that Binder Park Zoo had gone through one full season with a new fee schedule and the Binder Park Zoo stated that everyone come back despite the fee.

Commissioner Vickers asked whether a charity could just rent the pavilion.

Ms. Graham answered yes.

Ms. Graham stated that there was a concern for the welfare of the animals as well.

Discussion.

Ms. Horvatin stated that only people who entered the zoo would be assessed the $4 fee. She provided the structure that would be utilized.

Chairperson Koenig stated that the Zoo would utilize an alternative entrance.

Agenda Item No. 8d, the Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo, was amended as follows:

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Potter Park Zoo charitable events fees to be charged a rate of $4.00 per person, per participant for admission to the Zoo.

This was considered a friendly amendment

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

9. Financial Services Department
   b. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2015 and Authorizing Letters of Agreement with Bargaining Units

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2015 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS.

Commissioner McGrain stated that he was excited to see where the County and its employees would go with.

Ms. Morton stated that the County would have a one year agreement.
Discussion.

Chairperson Koenig stated that Sally Auer, UAW Chairperson, attended last night’s County Services Committee meeting and Ms. Auer had stated that the UAW members were excited about this.

Ms. Morton stated that this would make our employees better healthcare consumers.

Commissioner Schafer asked that the second “WHEREAS” section be explained.

Ms. Morton stated that the County would pick up the difference between the higher deductible and the employee contribution.

Discussion.

Commissioner Schafer stated that it would be tough for an employee who earns $35,000 to be able to afford to pay $5,000 in premiums.

Discussion.

Ms. Morton stated that Cadillac Insurance Center Benefit Consulting Group would be administering this plan.

THE MOTION CARRIED UNANIMOUSLY.

11. **Controller/Administrator’s Office**
   a. **Resolution Authorizing a Transfer from the General Fund to the Juvenile Justice Millage Fund to Accurately Reflect Revenue Offsetting Child Care Fund Expenses**

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING A TRANSFER FROM THE GENERAL FUND TO THE JUVENILE JUSTICE MILLAGE FUND TO ACCURATELY REFLECT REVENUE OFFSETTING CHILD CARE FUND EXPENSES.

Commissioner McGrain asked how much was coming out of the fund balance.

Ms. Morton stated that the amount was $110,000 and it would be returned to the Juvenile Justice Millage fund.

THE MOTION CARRIED UNANIMOUSLY.

11. **Controller/Administrator’s Office**
   b. **Resolution to Adopt an Ordinance Amending the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in**
the Business of Providing Rooms for Transient Guests, to Provide for Collection of Unpaid Delinquent Taxes in the Same Manner as Delinquent Special Assessments

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ORDINANCE TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF EXCISE TAX ON PERSONS ENGAGED IN THE BUSINESS OF PROVIDING ROOMS FOR TRANSIENT GUESTS, TO PROVIDE FOR COLLECTION OF UNPAID DELINQUENT TAXES IN THE SAME MANNER AS DELINQUENT SPECIAL ASSESSMENTS.

Commissioner Tennis asked whether the state gave the County another tool to collect.

Ms. Morton stated that this would be treated the same as if there was a tax delinquency.

Commissioner McGrain stated that the State/Conventions Bureau was in support of this.

Discussion.

Commissioner Schafer stated that the Radisson Inn was in arrears in the past. He further stated that it would be interesting to see what hotels and motels were in arrears. Commissioner Schafer stated that the Committee was provided the information in the past.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

11. Controller/Administrator’s Office
c. Ingham County 2015 General Appropriations Resolution

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE INGHAM COUNTY 2015 GENERAL APPROPRIATIONS RESOLUTION.

Commissioner McGrain asked whether there was an option to reduce the millage amounts after the election.

Ms. Morton answered yes. She further stated that the Board of Commissioners may have to address a few last minute budget changes in November.

THE MOTION CARRIED UNANIMOUSLY.

11. Controller/Administrator’s Office
d. Resolution Authorizing Adjustments to the 2014 Ingham County Budget
MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2014 INGHAM COUNTY BUDGET.

Commissioner McGrain asked what was occurring in the Sherriff’s Office or whether the Board of Commissioners should consider closing a Post again.

Ms. Morton stated that there had been many vacancies and the overtime that was appropriated was hopefully a blip in the budget and would not recur.

Commissioner McGrain stated that there had been some discussion about jail bed allocations to the judges.

THE MOTION CARRIED UNANIMOUSLY.

12. Board Referrals
   
   There was no action taken on this item.

   b. Notice of Public Hearing from the City of Lansing Regarding the Establishment of an Obsolete Property Rehabilitation Exemption District for Property Located at 228 and 232 S. Washington Square, Lansing, Michigan
   
   There was no action taken on this item.

   c. Notice of Public Hearing from the City of Lansing Regarding the Creation of Lansing Industrial Development District (IDD-1-14) for Cameron Tool Corporation
   
   There was no action taken on this item.

   d. Notice of Public Hearing from the City of Lansing Regarding the Application of Cameron Tool Corporation for an Industrial Facilities Exemption Certificate (IFT-3-14)
   
   There was no action taken on this item.

Announcements

Commissioner Bahar-Cook stated that County Clerk’s Office and the Circuit Court met and Peter Cohl, County Attorney, attended as well. She further stated that more discussions were going to occur.

Public Comment
None.

The meeting was adjourned at approximately 6:49 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office** - Resolution to Purchase Ten (10) Digital L3 In Car Camera Systems for the Ingham County Sheriff’s Office Fleet

This resolution authorizes the purchase of ten (10) L3 “In Car Camera Systems” for $47,549.50 for the Ingham County Sheriff’s Office. Funds are available within the Sheriff’s Office budget including $38,000.00 from the 2014 Capital Improvement budget and $9,549.50 from the Sheriff’s Office Inmate Trust fund. The Sheriff’s Office has been gradually installing these digital “In Car Camera Systems” in their entire fleet of Patrol Vehicles. (see attached communication)

1b. **Sheriff’s Office** - Resolution Authorizing Contract Amendment Three with Securus Technologies for Local and Long Distance Service for the Inmate Telephones

This resolution authorizes a no cost contract amendment with Securus Technologies to provide Automated Information Services (AIS). Securus is our vendor for the Inmate phone and Video Visitation system at the Jail through January of 2018. The AIS application is designed to automate internal inquiries from detainees and outside calls from friends and family members on one single platform, as well as to allow inmates’ friends and families the ability to open or fund a pre-paid telephone account, an inmate phone account, an inmate trust account or leave a voicemail. A $3.95 usage fee will be charged for each voicemail left at the Jail and Ingham County will receive a 20% monthly commission payment for these charges. We expect minimal revenue to be generated at least initially and will make adjustments where warranted once we get more experience with this service and revenue stream. (see attached communication)

2a. **Circuit Court/Family Division** - Resolution Authorizing Entering into a Contract with Highfields, Inc. for the Pride Program

This resolution authorizes a contract renewal with Highfields, Inc. at a cost of $318,903 to provide Behavioral Specialists and Transporters for the Pride Evening Reporting Program from October 1, 2014 through September 30, 2015. The Pride Program is an evening reporting program for court adjudicated youth operated on site at the Ingham County Family Center. Funds are contained within the Child Care Fund budget. (see attached communication)

2b. **Circuit Court/Family Division** - Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project

This resolution authorizes entering into a contract renewal with Michigan State University Adolescent Project in the amount of $160,721 for the time period of October 1, 2014 through September 30, 2015. The Adolescent Project provides mentoring services for juveniles brought to the attention of the Circuit Court’s Family Division for delinquency and truancy matters. Funds are contained within the Child Care Fund budget. (see attached communication)
3. **Michigan State University Extension - Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2015**

This resolution authorizes an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County. For the period January 1, 2015 to December 31, 2015, the County shall pay to MSUE $224,591 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of $119,880 and $104,711 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year. Funds for this agreement are included in the 2015 budget.

4. **Community Agencies - Resolution Authorizing 2015 Agreements for Community Agencies**

This resolution approves community agency funding for FY 2015. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #14-222. For 2015, Thirty one (31) applications were received, requesting a total of $253,340; and $200,000 is included in the 2015 Budget for community agency funding. Every agency is funded either at their request, or at what they received last year with a few exceptions:

- Habitat for Humanity requested funding for marketing and advertising. The County Attorney has advised this is not fundable. They have received a recommendation of $0.
- Lansing Housing Commission received a $0 recommendation because their application was turned in after the deadline.
- Metropolitan YMCA of Lansing requested funding for a capital development project. Again, the County Attorney has advised this is not fundable. They have received a recommendation of $0.

Resolution #14-222 set criteria for evaluating community agency applications. That resolution states the following:

**BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2015.**

If this resolution is approved as recommended, it will need to be amended to eliminate that clause from Resolution #14-222 because collectively, the three Cristo Rey applications are recommended for funding at greater than 10% of the total available.

5a. **Health Department - Resolution to Amend Resolution #14-266 which Authorized the Purchase Order to Farber Special Vehicles for the Manufacture of a Mobile Dental Unit**

This resolution amends Resolution #14-266 to increase the amount of the purchase order issued to Farber Specialty Vehicles, Inc., for the manufacture of a mobile dental unit. The funds for the mobile dental unit came through an award of $500,000 from the U. S. Department of Health and Human Services Health Resources and Services Administration (HRSA) School Based Health Center Capital Grant. Of this award, $450,000 is budgeted for the manufacture of the mobile dental unit. Resolution #14-266 authorized a purchase order not to exceed $350,000 to be issued to Farber for the manufacture of the mobile dental unit. The authorized purchase order amount was based on Farber’s response to the County’s request for proposals. The additional cost of
adding accessibility features, including a handicap accessible automatic wheelchair lift and ADA approved accessible door, will exceed the purchase order amount authorized through Resolution #14-266. The Health Department is requesting to increase the authorized amount of the purchase order from $350,000 to $420,000, to utilize award funds budgeted for the manufacture of the unit including accessibility enhancements. The requested increase is within the approved HRSA project budget, and the proposed accessibility enhancements are allowable and within the goals of the funded project.

5b. **Health Department - Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2014-2015**

This resolution authorizes an agreement with the Michigan Department of Environmental Quality (MDEQ) under which the Ingham County Health Department will conduct environmental monitoring and inspections of MDEQ Non-Community programs. MDEQ began to contract with Ingham County after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2014. The proposed agreement for 2014-2015 includes the following services and funding of $26,394 allocated as follows:

- **NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM** – UP TO $19,844
- **DRINKING WATER LONG-TERM MONITORING** – UP TO $700
- **PUBLIC SWIMMING POOLS** – UP TO $5,600
- **CAMPGROUND REQUIREMENTS** – UP TO $250

6a. **Innovation and Technology Department - Resolution to Approve Utilizing DewPoint to Re-Write In House Written Web Applications**

Several applications written for the county are in great need of revision. Issues include security concerns, old programing, and their ability to be used in current technology web browsers and operating systems. IT Director Mike Ashton estimates this to be a six-week project that can be accomplished at a total cost not to exceed $40,000.

6b. **Innovation and Technology Department - Resolution to Approve Joining Gartner’s Executive Programs Services on State Contract for the Innovation and Technology Department**

In the past the County has routinely contracted IT consulting services from various vendors depending on technology type. However, it is common for vendors to offer solutions based on types of services offered through their business or through their partners. IT Director Mike Ashton proposes to address this challenge through a subscription membership with Gartner, a vendor-neutral leader in technology research and consulting, to provide 14 months of best practices review at a total cost not to exceed $53,900.
7a. **Facilities Department - Memo Regarding an Emergency Purchase Order to VJM Design & Build for Emergency Rafter Repair on Pavilion Two at Potter Park**

Some unforeseen rafter damage was discovered during a recent roof replacement project at Potter Park Zoo Pavilion Two, and 30 rafters had to be replaced. An aggressive project schedule and unpredictable weather conditions required that the project move forward quickly. An emergency purchase order was issued to VJM Design and Build consistent with established County policy.

7b. **Facilities Department - Resolution Authorizing Entering Into an Agreement with I.Comm Corporation to Provide Access Control Improvements at the Mason Courthouse**

Ingham County recently sought proposals for access control improvements to the Mason Courthouse. The project requires installation of card readers and accessory components for a fully operational access control system including but not limited to credentials, software, program, reader interfaces, control panel, wireless broadcast devices, electric strikes, and door hardware modifications. Improvements will be made consistent with the historical integrity and aesthetics of the existing courthouse building. The project encompasses both interior and exterior locations on all three floors of the building. The project evaluation committee recommended awarding a contract to I.COMM, a local vendor at a total cost not to exceed $110,375, inclusive of a $5,000.00 contingency.

7c. **Facilities Department - Resolution Authorizing the Merging of Two Part-Time Positions into One Full-Time Position**

This resolution merges two part-time positions into one full-time Building Maintenance Repair Worker position, resulting in a short term savings of $3,536.00 and a long term savings of $3,773.00. This full time position would be scheduled 20 hours at the Ingham County Health Center and 20 hours at the Veterans Memorial Courthouse/Grady Porter Building.

8. **Road Department – Resolution Authorizing an Amendment to the Subcontract with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture and Authorizing a Cost Increase on the Kinawa Road Project for the Road Department**

The Road Department seeks amendment to an agreement with Michigan State University for the placement of the crumb rubber modified asphalt paving mixture (CRMA) research test strips on the Bennett, Kinawa, and Hagadorn Road projects and to receive the Michigan Department of Environmental Quality CRMA grant funds intended for this purpose in a total amount available of $406,500, depending on final quantity of CRMA placed. This action will increase the total cost of the Kinawa Road contract to $530,000, including an estimated $40,000 in this amount for paving on Hagadorn Road between Jolly and Bennett Roads under the Kinawa project contract.


The Human Resources Department recommends approval of a letter agreement with Teamsters 580 collective bargaining unit to address outstanding issues between the Union and County which are subject to the grievance and arbitration provisions of the current collective bargaining agreement.
10. **Controller/Administrator’s Office - Resolution to Authorize the National Animal Care & Control Association (NACA) to Conduct a Program Evaluation of the Ingham County Animal Control Department**

This resolution authorizes a contract with the National Animal Care & Control Association (NACA) to conduct a program evaluation of the Ingham County Animal Control Department (ICAC) for a base cost of $7,500 plus onsite NACA team member travel related costs of up to $6,000 for a total cost of up to $13,500 to come from the 2014 Contingency Fund.

In order to assist our new Director best meet the organizational mission goals at ICAC, we are recommending this program evaluation. This resolution will bring in an independent outside consultant to review the Department’s Operational Policies and Procedures to ensure best practices are being followed and are codified. (see attached communication)

**BOARD REFERRALS:**

MEMORANDUM

TO:         Law & Courts Committee  
            Finance Committee

FROM:      Major Joel Maatman

DATE:      October 15, 2014

RE:        EQUIPMENT PURCHASE – L3 In Car Camera Systems

This resolution requests permission for the Ingham County Sheriff’s Office to purchase equipment and installation of said equipment in departmental patrol vehicles for a not to exceed cost of $47,549.50.

The equipment will be purchased from L3 Company which is the Sheriff’s Office current In Car Patrol Camera Systems provider.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE TEN (10) DIGITAL L3 IN CAR CAMERA SYSTEMS FOR THE INGHAM COUNTY SHERIFF’S OFFICE FLEET

WHEREAS, the Ingham County Sheriff’s Office has purchased patrol vehicle “In Car Camera Systems” from L3 Corporation over the last six years; and

WHEREAS, the Ingham County Sheriff’s Office has been very satisfied with the above L3 “In Car Camera Systems” and their support service; and

WHEREAS, the Sheriff’s Office sees the need to outfit all Ingham County Patrol Vehicles with digital “In Car Camera Systems including two patrol vehicles used for Sheriff’s Office Hospital Guard transportation; and

WHEREAS, MMRMA, the counties insurance carrier, encourages and supports the use of “In Car Camera Systems” under their risk management priorities and to lower liability; and

WHEREAS, the Ingham County Sheriff’s Office wants to purchase at a cost of $47,549.50 ten (10) new “In Car Camera Systems” from L3; and

WHEREAS, the $47,549.50 purchase price will be covered by $38,000.00 from the Sheriff’s Office 2014 Capital Improvement budget and $9,549.50 will be covered by the Sheriff’s Office Inmate Trust fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the purchase of ten (10) L3 “In Car Camera Systems” for a not to exceed cost of $47,549.50 for the Ingham County Sheriff’s Office to be completed by December 31, 2014.

BE IT FURTHER RESOLVED, the Controller/Administrator’s Office is authorized to make the necessary adjustments in the Ingham County Sheriff’s Office 2014 budget and the Purchasing Department is authorized to issue the necessary purchase order or purchase documents needed.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchase documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 1b

To: Law and Courts and Finance

From: Sam L. Davis, Major

Date: October 23, 2014

Re: Automated Information Services/Voicemail

The Sheriff’s Office is inundated daily with inquiries from inmates, friends and family about the status of inmates in the jail. Some of those requests have to do with projected release dates, court appearance dates, visitation information, charge information, commissary balances etc….. These inquiries along with scores more require the deputies to spend a significant amount of their day answering calls and addressing routine and repeated questions, which in turn takes away from the primary jobs of managing inmates and working with inmates.

The Sheriff would like to employ technology called the Automate Information Services (AIS) to handle the bulk of these inquiries. The AIS is designed to automate internal inquiries from detainees and outside calls from friends and family members.

The service would allow inmates’ friends and families the ability to open or fund a pre-paid telephone account, an inmate phone account, an inmate account, or leave a voicemail.

The AIS Jail Voicemail feature is a one way communication product that allows friends and family members to leave a 45 second voicemail for an inmate prior to a scheduled phone call or visitation. We are constantly bombarded with requests to take messages for inmates. This is not something that can be done. Because of time constraints and staffing issues we simply cannot take messages for inmates. This system would take those messages for the inmate.

We believe, based on our own research from jails that currently use both systems that we would significantly enhance the quality of life for the inmate, family and friends and most importantly allow the deputies to focus that energy for the safety and welfare of the jail and its population.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACT AMENDMENT THREE WITH SECURUS TECHNOLOGIES FOR LOCAL AND LONG DISTANCE SERVICE FOR THE INMATE TELEPHONES

WHEREAS, Ingham County currently contracts with Securus Technologies to provide a video visitation system and local and long distance telephone service for all inmates in Ingham County; and

WHEREAS, the Sheriff’s Office recommends the County authorize a contract amendment with Securus Technologies to enhance these services by providing Automated Information Services (AIS); and

WHEREAS, the AIS application is designed to automate internal inquiries from detainees and outside calls from friends and family members on one single platform, as well as allow inmates’ friends and families the ability to open or fund a pre-paid telephone account, an inmate phone account, an inmate trust account, or leave a voicemail.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes contract amendment number three with Securus Technologies to provide Automated Information Services (AIS).

BE IT FURTHER RESOLVED, that unless otherwise agreed by Ingham County and Securus Technologies, a $3.95 usage fee will be charged for each voicemail left at the Jail and Ingham County will receive a 20% monthly commission payment for these charges.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any contract documents consistent with this resolution subject to review and approval by the County Attorney.
MEMORANDUM

TO: Law and Courts and Finance Committees
FROM: Maureen Winslow, Deputy Court Administrator
DATE: October 23, 2014
RE: Resolution Authorizing Entering Into a Contract with Highfields, Inc.

This resolution requests authorization to enter into a contract with Highfields, Inc. for the Pride Evening Reporting program in which Highfields, Inc. provides the Behavioral Specialist staff as well as transporters for the court ordered juveniles. This program works with up to 30 juveniles per night, Monday through Friday, who are under the jurisdiction of the court due to delinquency and/or truancy issues.

The contract amount will be the same as the amount approved in the 2015 budget, $318,903 which is 2% more than the 2014 budget amount. This increase was requested due to an increase in costs to run the program. The Pride Evening Reporting program is included in the County’s Child Care Fund Budget.
Agenda Item 2a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH HIGHFIELDS, INC. FOR THE PRIDE PROGRAM

WHEREAS, the Pride Program, an evening reporting program for court adjudicated youth, is located at the Ingham County Family Center; and

WHEREAS, the Pride Program runs Monday through Friday, with up to 30 high risk juveniles attending Mondays, Wednesdays and Fridays per week and medium risk youth attending Tuesdays and Thursdays each week; and

WHEREAS, Highfields Inc. provides the Behavioral Specialist staff who are trained to educate juveniles in cognitive behavioral thinking as well as transporters for juveniles ordered to attend the program; and

WHEREAS, due to increased costs, the amount requested in the 2015 budget was $318,903, which is a 2% increase over the 2014 contract amount; and

WHEREAS, the amount of $318,903 was approved in the 2015 budget and is included in the County’s Child Care Fund Budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Highfields Inc. at a cost of $318,903 to provide Behavioral Specialists and Transporters for the Pride Evening Reporting Program from October 1, 2014 through September 30, 2015.

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

TO: Law and Courts and Finance Committees
FROM: Maureen Winslow, Deputy Court Administrator
DATE: October 23, 2014
RE: Resolution Authorizing Entering Into a Contract with Michigan State University for the MSU Adolescent Project

This resolution requests authorization to enter into a contract with Michigan State University for the Adolescent Project, led by Dr. William Davidson. This program mentors youth brought to the attention of the Court for delinquency and/or truancy.

The contract amount will be the same as the amount approved in the 2015 budget, $160,721, which is 2% more than the 2014 budget amount. This additional amount was requested due to an increase in costs to run the program. The MSU Adolescent Project is included in the County’s Child Care Fund Budget.
Agenda Item 2b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MICHIGAN STATE UNIVERSITY FOR THE MSU ADOLESCENT PROJECT

WHEREAS, the Michigan State University Adolescent Project provides mentoring services for juveniles brought to the attention of the Circuit Court’s Family Division for delinquency and truancy matters; and

WHEREAS, under the leadership of Distinguished Professor, Dr. William Davidson, this mentoring program has served thousands of Ingham County youth over the 30 plus years it has existed; and

WHEREAS, due to increased costs of the program, the amount requested and approved in the 2015 budget is $160,721, a 2% increase from the previous budget; and

WHEREAS, the approved 2015 budget amount of $160,721 is less than the budgeted amount several years ago prior to county wide budget reductions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Michigan State University Adolescent Project at the amount of $160,721 in the approved 2015 budget for the time period of October 1, 2014 through September 30, 2015.

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 approval as to form by the County Attorney.
MEMORANDUM

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: October 23, 2014

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2015, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension’s statewide programs offered by the four Extension programming institutes, and sets each county’s share of the cost of maintaining the network of Extension Educators.

For the period January 1, 2015 to December 31, 2015, the County shall pay to MSUE $224,591 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of $119,880 and $104,711 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2015

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County, are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination; and

WHEREAS, Ingham County has an umbrella agreement with MSU Extension to provide educational services from January 1, 2012 through December 31, 2016.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of $224,591 with MSU Extension for the period of January 1, 2015 through December 31, 2015 for delivery of Extension services and education.

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

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county.

2. 0.8 FTE - Extension educators. Please indicate the area(s) of Expertise: **AAGI**

3. 1.5 FTE - 4-H program coordinator(s).

4. 0.5 FTE - Additional 4-H program coordinators/other paraprofessional.

5. _____ FTE – Support Staff

6. _____ FTE - Other Staff to be included Agreement for Extension Services. Please indicate title and rank _____

7. Administrative oversight included in annual assessment.

8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.

9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.

10. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.

2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.

3. General operating expenses for the office and non-MSU Personnel.
C. **Assessment to County:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Pay</th>
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<tbody>
<tr>
<td>2015 TOTAL BASE Assessment</td>
<td></td>
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<td>$ 119880</td>
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<tr>
<td><strong>ADDITIONAL PERSONNEL</strong></td>
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<tr>
<td>1. Educator</td>
<td>0.8</td>
<td>94420</td>
<td>75536</td>
</tr>
<tr>
<td>2. 4-H Program Coordinators</td>
<td>1.5</td>
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<tr>
<td>3. Additional 4-H program coordinators/other paraprofessional</td>
<td>0.5</td>
<td>58350</td>
<td>29175</td>
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<tr>
<td>4. Support Staff</td>
<td></td>
<td></td>
<td>0</td>
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<td>5. Other Staff</td>
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<tr>
<td><strong>TOTAL COUNTY PAYMENT FOR 2015</strong></td>
<td></td>
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<td>$224,591.00</td>
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For the period, January 1, 2015 to December 31, 2015, INGHAM County shall pay to MSUE $224,591.00, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to MSUE Extension Budget Office, 446 W. Circle Dr., 160 Agriculture Hall, East Lansing, MI 48824.

MICHIGAN STATE UNIVERSITY

By: ____________________________
Daniel T. Evon, Director,
Contract & Grant Administration

Date: __________________________

INGHAM COUNTY

By: ____________________________

Title: __________________________

Date: __________________________
MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
RE: Resolution Authorizing 2015 Agreements for Community Agencies
DATE: October 23, 2014

Attached is the resolution approving community agency funding for FY 2015. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #14-222.

For 2015, Thirty one (31) applications were received, requesting a total of $253,340; and $200,000 is included in the 2015 Budget for community agency funding. Every agency is funded either at their request, or at what they received last year with a few exceptions.

- Habitat for Humanity requested funding for marketing & advertising. The County Attorney has advised this is not fundable. They have received a recommendation of $0.
- Lansing Housing Commission received a $0 recommendation because their application was turned in after the deadline.
- Metropolitan YMCA of Lansing requested funding for a capital development project. Again, the County Attorney has advised this is not fundable. They have received a recommendation of $0.

Resolution #14-222 set criteria for evaluating community agency applications. That resolution states the following:

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2015.

If this resolution is approved as recommended, it will need to be amended to eliminate that clause from Resolution #14-222 because collectively, the three Cristo Rey applications are recommended for funding at greater than 10% of the total available.

Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2015 AGREEMENTS FOR COMMUNITY AGENCIES

WHEREAS, the 2015 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County’s Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2015 budget includes $200,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #14-222.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2015 through December 31, 2015, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that Resolution #14-222 is amended to eliminate the requirement that no agency can receive more than 10% of the total available funding for community agencies in FY 2015.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the necessary documents after review by the County Attorney.
<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>PROGRAM</th>
<th>2015 REQUEST</th>
<th>2014 AMOUNT RECEIVED</th>
<th>2015 Controller Recommended</th>
<th>2015 Human Services Recommended</th>
<th>2015 Finance Recommended</th>
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</thead>
<tbody>
<tr>
<td>Advent House Ministries, Inc.</td>
<td>Weekend Day Shelter Program, offering food and all day shelter to homeless or needy persons</td>
<td>$12,000</td>
<td>$10,000</td>
<td>$10,000</td>
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<td>Boys &amp; Girls Club of Lansing</td>
<td>Food Program</td>
<td>$5,400</td>
<td>$5,200</td>
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<td>Capital Area Community Services, Inc.</td>
<td>Low Income Heating Assistance</td>
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<td>Capital Area Literacy Coalition</td>
<td>Literacy Services for Adults and Children</td>
<td>$1,300</td>
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<td>Cristo Rey Community Center</td>
<td>Senior Citizen Program - Seniors meet 4 times per week for a meal and activities</td>
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<td>Cristo Rey Community Center</td>
<td>Prescription Assistance Program</td>
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<td>Cristo Rey Community Center</td>
<td>Direct Assistance Food Pantry Program</td>
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<td>Edgewood Village Non-Profit Housing Corp</td>
<td>Two AmeriCorps member positions to oversee &amp; educate youth gardeners at Edgewood Village and to establish a walking club or other exercise program</td>
<td>$3,770</td>
<td>$2,690</td>
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<td>EVE, Inc.</td>
<td>Shelter and Support Services for Victims of Domestic Violence</td>
<td>$15,500</td>
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<td>Gateway Community Services</td>
<td>Crossroads Homeless Youth Shelter</td>
<td>$15,300</td>
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<td>Greater Lansing Food Bank</td>
<td>Community Gardening &amp; Fresh Food Access</td>
<td>$20,000</td>
<td>$10,910</td>
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<td>Ballentine - Supportive Apartment Program for Families</td>
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<td>Greater Lansing Housing Coalition</td>
<td>Tuesday Toolmen - Completes small home maintenance &amp; repairs for income qualified senior and disabled homeowners</td>
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<td>2015 Controller Recommended</td>
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<td>Habitat for Humanity of Greater Ingham County</td>
<td>Marketing &amp; Advertising</td>
<td>$2,700</td>
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<td>Haven House</td>
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<td>HIV Continuum of Care Basic Needs Assistance</td>
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<td>NEW Lansing Housing Commission</td>
<td>Providing permanent &amp; safe housing for chronically homeless population</td>
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<td>Leslie Outreach, Inc.</td>
<td>Food Pantry</td>
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<td>Listening Ear</td>
<td>Crisis Intervention for Mental health issues</td>
<td>$5,000</td>
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<td>MSU Detroit College of Law Clinical Programs</td>
<td>Affordable Housing Initiatives for Economically Disadvantaged People in Ingham County</td>
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<td>MSU Safe Place</td>
<td>Shelter, Advocacy and Support for Domestic Violence Survivors</td>
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<td>National Council on Alcoholism Lansing Regional Area, Inc.</td>
<td>Housing with Supportive Services for Homeless Ingham County Males with a substance use disorder</td>
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<td>Northwest Initiative dba Northwest Lansing Healthy Communities</td>
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<td>Refugee Development Center</td>
<td>Bridges: Basic Needs to Self Sufficiency</td>
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<td>NEW</td>
<td>Retired Senior Volunteer Program (RSVP)</td>
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<td>Rural Family Services of Ingham County</td>
<td>Coalition of Food Banks, Clothing, and Housing Assistance</td>
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<td>Southside Community Coalition</td>
<td>Meeting Basic Needs in South Lansing</td>
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<td>Southside Community Kitchen</td>
<td>Feeding the Hungry</td>
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<td>St. Vincent Catholic Charities</td>
<td>Housing program turned over to Lansing Housing Commission - 6/1/14</td>
<td>$2,500</td>
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<td>Stockbridge Community Outreach</td>
<td>Food Pantry, TIDE ME OVER Program, Transportation, and Utilities</td>
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<tr>
<td>NEW</td>
<td>YMCA - Metropolitan of Lansing</td>
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<tr>
<td>YMCA - Westside Community</td>
<td>“Y” Achievers Program</td>
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<td>TOTAL 2015 REQUESTS</td>
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<td>$253,340</td>
<td>$200,000</td>
<td>$200,000</td>
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</table>
MEMORANDUM

TO: Human Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 20, 2014

RE: Resolution to Amend Resolution #14-266 which Authorized the Purchase Order to Farber
Specialty Vehicles for the Manufacture of a Mobile Dental Unit

Attached is a resolution to amend Resolution #14-266 to increase the amount of the purchase order issued to
Farber Specialty Vehicles, Inc., for the manufacture of a mobile dental unit.

The funds for the mobile dental unit came through an award of $500,000 from the U. S. Department of Health
and Human Services Health Resources and Services Administration (HRSA) School Based Health Center
Capital Grant. Of this award, $450,000 is budgeted for the manufacture of the mobile dental unit.

Resolution #14-266 authorized a purchase order not to exceed $350,000 to be issued to Farber for the
manufacture of the mobile dental unit. The authorized purchase order amount was based on Farber’s response
to the County’s request for proposals. The additional cost of adding accessibility features, including a handicap
accessible automatic wheelchair lift and ADA approved accessible door, will exceed the purchase order amount
authorized through Resolution #14-266.

The Health Department is requesting to increase the authorized amount of the purchase order from $350,000 to
$420,000, to utilize award funds budgeted for the manufacture of the unit including accessibility enhancements.
The requested increase is within the approved HRSA project budget, and the proposed accessibility
enhancements are allowable and within the goals of the funded project.

A re-budget is being proposed to HRSA to use the remaining $30,000 of the $450,000 budgeted for the mobile
unit to cover the cost of establishing Electronic Dental Record capability on the unit – a cost that was not
anticipated at the time of the proposal. A separate resolution will be presented to the Board at a future date for
any additional purchase orders or agreements required for these costs, pending HRSA approval.

I recommend that the Ingham County Board of Commissioners amend the total amount of the purchase order
issued to Farber Specialty Vehicles, through Resolution #14-266 to an amount of $420,000 for the manufacture
of a Mobile Dental Unit, including ADA approved handicap accessible features.

c: Eric Thelen, w/attachment
    Barbara Watts Mastin, w/attachment
Introduce by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-266 WHICH AUTHORIZED THE 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 (HRSA) - School Based Health Center Capital Grant; and

WHEREAS, $450,000 of the funding award was dedicated to purchase a mobile unit for the provision of health and/or dental services; and

WHEREAS, in Resolution #14-266, Ingham County Board of Commissioners authorized 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; and

WHEREAS, the cost of adding accessibility features, including a handicap accessible automatic wheelchair lift and ADA approved accessible door, will exceed the purchase order amount authorized through Resolution #14-266; and

WHEREAS, the Health Department is requesting to increase the authorized amount of the purchase order issued to Farber Specialty Vehicle from $350,000 to $420,000 to utilize the available grant funds for the manufacture of a mobile dental unit with accessibility enhancements; and

WHEREAS, the requested increase to the purchase order is within the HRSA approved award budget for the manufacture of a mobile dental unit; and

WHEREAS, the Ingham Community Health Center Board supports amending Resolution #14-266 to increase the total amount of the purchase order to Farber Specialty Vehicles for up to $420,000; and

WHEREAS, the Health Officer recommends the Board of Commissioners authorize an amendment to Resolution #14-266 to increase the total amount of the purchase order to Farber Specialty Vehicles for up to $420,000 for the manufacture of a mobile dental unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the total amount of the purchase order issued to Farber Specialty Vehicles, 7052 Americana Parkway, Columbus, Ohio through Resolution #14-266 to an amount of up to $420,000 for the manufacture of a mobile dental unit, including ADA approved handicap accessible features.

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: October 22, 2014

SUBJECT: Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2014-2015

Attached is a resolution to authorize an agreement with the Michigan Department of Environmental Quality (MDEQ) under which the Ingham County Health Department will conduct environmental monitoring and inspections of MDEQ Non-Community programs. MDEQ began to contract with Ingham County after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2014.

The proposed agreement for 2014-2015 includes the following services and funding of $26,394 allocated as follows:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM – up to $19,844
The Health Department will conduct sanitary surveys of non-community public water supplies in Ingham County. The Health Department will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

DRINKING WATER LONG-TERM MONITORING – up to $700
The Health Department will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

PUBLIC SWIMMING POOLS – up to $5,600
The Health Department will inspect all public swimming pools/spas licensed by the MDEQ in Ingham County. In addition, the Health Department will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

CAMPGROUND REQUIREMENTS – up to $250
The Health Department will inspect all campgrounds licensed by the MDEQ located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

I recommend that the Board of Commissioners authorize the agreement with the Michigan Department of Environmental Quality for the period of October 1, 2014 through September 30, 2015.

c: Eric Thelen w/attachment
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF

INGERHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR 2014-2015

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that MDEQ shall reimburse Ingham County up to $26,394 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to $19,844
- Drinking Water Long-Term Monitoring – up to $700
- Public Swimming Pools – up to $5,600
- Campground Requirements – up to $250

BE IT FURTHER RESOLVED, that the funding was anticipated in the Health Department’s 2015 budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.
To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: October 13, 2014  
Re: DewPoint Application Re-Write

Dear Commissioners,

While continuing to review past applications, it was discovered that several applications written for the county are in great need of revision. Issues include security concerns, old programing, and their ability to be used in current technology web browsers and operating systems.

There are over 20 web applications that need to be re-written. While re-writing and implementing these applications we will also be segmenting them based on sensitivity of data and designed user base. Some applications will not be public facing and other applications will have a combination of public and non-public facing access. DewPoint is available from the State of Michigan contract at a rate of $90 per hour for programing. DewPoint has completed a review of the applications and put together a solution/scope in a statement of work for completing the required work. This is expected to be a 6 week project for DewPoint and the cost from DewPoint to Ingham County would be $34,800. Due to the nature of work I am asking for authorization to spend up to an additional $5,200 for a total not to exceed $40,000.

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 UTILIZING DEWPOINT TO RE-WRITE
IN HOUSE WRITTEN WEB APPLICATIONS

WHEREAS, while continuing to review past applications it was discovered that several applications written for
the county in house are in great need of revision due to issues that include security concerns, old programing,
and their ability to be used in current technology web browsers and operating systems; and

WHEREAS, DewPoint has a Dot Net programmer available to re-write the in house applications; and

WHEREAS, DewPoint reviewed the problems and put together a solution/scope; and

WHEREAS, DewPoint is available via the State of Michigan contract at a rate of $90 per hour for programing;
and

WHEREAS, the project is expected to be a 6 week project for DewPoint and the cost to Ingham County would
be $34,800; and

WHEREAS, due to the nature of work involved the Innovation and Technology Department is requesting a
$5,200 contingency authorization for this project for a total cost not to exceed $40,000; and

WHEREAS, it is the recommendation of the Chief Information Officer that the County utilize DewPoint to
re-write several in house written applications; and

WHEREAS, funds for this service will be paid out of the Innovation and Technology Network Consulting fund.

THEREFORE IT BE RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department to utilize DewPoint via the State of Michigan Contract at a rate of $90 per hour to re-write several in house web applications.

BE IT FURTHER RESOLVED, the not to exceed $40,000 cost will be paid out of the Innovation and Technology Department’s 2015 Network Consulting fund 63625810-802000.

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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract/purchase order documents consistent with this resolution and approved as to form by the County Attorney.
To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: October 13, 2014  
Re: Gartner state contract for services  

Dear Commissioners,

I recently have been reviewing options for ensuring the best value for the county and its citizens as provided by the Ingham County Innovation and Technology department. In the past, we have used consulting services from various vendors depending on the technology we are looking at. The main problem with some of these are we don’t always get a vendor agnostic review completed. Some vendors will offer solutions based on their types of services or vendor partnerships. Gartner is 100% vendor agnostic and provides an un-bias best practices review.

There are several advantages to joining the Gartner group for IT related research and consolation. Utilizing Gartner will shorten the process of information gathering and assimilation, thereby reducing time to implement and provide new or updated services. We do not need to re-invent the wheel with each new initiative or new technology evaluation. With Gartner, we can ensure that IT decisions are made on the best possible information and planning assumptions. With their known research available to us we can, avoid dead-end technologies and mistakes others have made; avoid initiatives that are destined to fail; avoid vendors that lack market strength and scalability; and avoid biased analysis of technology, vendor claims, and trade hype. On the experiences of Gartner's other clients, we are able to get outside pragmatic interpretation of vendor vision and technical direction. We can use their research to assess the financial and business viability of vendors, determine their ability to survive, and the soundness of their vision.

With Gartner, we will also avoid hiring additional staff or expensive consultants to evaluate technology. Gartner will provide the county with a depth and breadth of information and research that cannot be obtained in-house or without numerous hours spent searching information and validating the information. By maintaining a frequent dialogue with our Gartner representative, we will have access to Gartner analysts that are known to be the best informed as to what deals are being cut, what negotiating tactics are most successful, how standard contracts can be modified, how to get special terms & services added, or how to obtain a special discount.
Gartner analysts will assist in compiling requirements for RFPs. Proposals from vendors can be reviewed by Gartner as well, to insure the county can negotiate from a position of strength. Gartner lends credibility to IT initiatives as a verification source to non-IT management, such as the Board and Controller’s Office. Gartner serves as an effective seal of approval by providing us with the long-term advantages or consequences of choices. Gartner will provide Strategic Planning Support to the Chief Information Officer. The information technology industry has become so complex that every initiative needs plans to serve as a basis for decision making. Gartner Scenarios - outlines evolving markets and vendor strategies providing strategic planning assumptions, which the IT department can use to customize our own directions on. Gartner analysts will also assist with budget justifications and business case analyses.

In review, I have talked to several Gartner clients the past few months about their opinions on using Gartner. These include both Private and Government clients of Gartner. In talking to Livingston County they stated that Gartner saved them over $50,000 a year on one contract. Gartner will review and provide feedback on any IT contract to ensure we are getting the best value for our money. The city of Battle Creek Chief Information Officer said they found they could not afford not to utilize Gartner.

In the past we have paid $30,000 for a single project review and/or consolation. One of the major projects we are looking at for the next year is a Virtual Desktop Initiative. I recently reached out to three Vendors to have a review of our current infrastructure and a recommendation for a Virtual Desktop environment at the county. The pricing for this review ranged from $20,000-$40,000. These types of services will be provided with our year partnership as a Gartner Client. As most have probably heard, Gartner is the leader in providing research and independent reviews of vendors. They also provide implementation guilds and best practices. With Gartner, the county gets all the advantages listed above and access to over 800 researchers and Analysts. The cost for this service is $53,900 per year. Gartner will provide us two free months of services with commitment to join. The months of November and December 2014 are free this year with payment for a 1/1/15 thru 12/31/15 contract due on 1/30/15. This would come out of the 2015 Innovation and Technology Department Networking Consulting account 63625810-802000. With these services, we expect that we will actually save money spent for CIP projects and maintenance contracts in 2015.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or Mashton@ingham.org.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE JOINING GARTNER’S EXECUTIVE PROGRAMS SERVICES ON STATE CONTRACT FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT

WHEREAS, the Innovation and Technology Department is seeking to enroll with Gartner for technology research; and

WHEREAS, Gartner is the industry leader of technology research and consulting; and

WHEREAS, Gartner is willing to provide 14 months of service for a 12 month promotional fee for services beginning November 1st, 2014 and ending December 31st, 2015; and

WHEREAS, Gartner is on the State of Michigan MiDEAL under contract #071B1300098; and

WHEREAS, Executive Programs Membership with Gartner is designed for the most senior technology executive; and

WHEREAS, this service provides the Ingham County Chief Information Officer with an ongoing advisory relationship with Gartner; and

WHEREAS, it is the recommendation of the Chief Information Officer that Ingham County enroll into the Gartner Executive Programs services; and

WHEREAS, funds for these services will be paid in January 2015 out of the 2015 Innovation and Technology Network funds.

THEREFORE IT BE RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department to join Gartner’s Executive Programs.

BE IT FURTHER RESOLVED, the cost of $53,900 will be paid out of the Innovation and Technology Department’s 2015 Network Consulting fund #63625810-802000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract/purchase order documents with Gartner 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: October 22, 2014
SUBJECT: Emergency Purchase Order to VJM Design & Build

This memo is to inform you of an emergency purchase order that was issued to VJM Design & Build prior to receiving approval from the County Services and Finance Committees.

During the replacement of the Pavilion Two roof at Potter Park Zoo some unforeseen rafter damage was discovered and up to 30 rafters need to be replaced. The Facilities Department is requesting two line item transfers into account 258-69900-977000-1208Z to cover the $15,449.80 cost.

The first transfer of $13,750.00 is from account 258-69900-977000-1402Z which has a balance of $13,750.00 to pulverize the North Drive at Potter Park Zoo. This project was cancelled.

The second transfer of $1,699.80 is from account 258-69900-977000-1401Z which has a balance of $4,386.80 for cat holding repairs at Potter Park Zoo.

The replacement of the rafters had to be completed prior to finishing the rest of the project and due to the unpredictable weather conditions we had to move forward quickly.

Both the Controller and Facility Director approved this purchase.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: October 23, 2014

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH I.COMM CORPORATION TO PROVIDE ACCESS CONTROL IMPROVEMENTS AT THE MASON COURTHOUSE

The resolution before you authorizes an agreement with I.COMM Corporation who submitted the second lowest bid of $105,375.00 to provide access control improvements at the Mason Courthouse.

It is the recommendation of the Facilities Department to enter into an agreement with I.COMM Corporation, the most qualified vendor who met all of the bid specification requirements but submitted the second lowest bid of $105,375.00. We are confident that I.COMM Corporation will provide us with the quality of service we need to complete this project successfully as they have previously performed similar work for the County.

The Facilities Department is requesting a $5,000.00 contingency for any unforeseen circumstances that may arise.

To complete this project, a line item transfer in the amount of $55,275.00 is requested from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of $114,530.00 for Annex building repairs into the approved CIP line item 245-90212-931000-4FC16 which has an available budget of $55,100.00 for Mason Courthouse security enhancements, bringing the total available funds, after the transfer, to $110,375.00.

Following the transfer, funds for this project will be available in the approved CIP line Item 245-90212-931000-4FC16 which will have a balance of $110,375.00.

I recommend approval of this resolution.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: October 23, 2014
SUBJECT: Access Control Improvements for the Mason Courthouse

Project Description:
The project requires installing card readers and accessory components for a fully operational access control system including but not limited to credentials, software, program, reader interfaces, control panel, wireless broadcast devices, electric strikes, and door hardware modifications.

Proposal Summary:
Vendors contacted: 68  Local: 21
Pre-bid attendance 10  Local: 03
Vendors responding: 04  Local: 02

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>Local Pref</th>
<th>BASE BID TOTAL</th>
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</thead>
<tbody>
<tr>
<td>Security Corp, Allendale MI</td>
<td>No</td>
<td>$84,487</td>
</tr>
<tr>
<td>I. Comm, Lansing MI</td>
<td>Yes</td>
<td>$105,375</td>
</tr>
<tr>
<td>Laux Construction, Dansville MI</td>
<td>Yes</td>
<td>$149,900</td>
</tr>
<tr>
<td>The E &amp; L Construction Group, Flint MI</td>
<td>No</td>
<td>$250,000</td>
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</table>

Local and Other Vendors Not Responding
Conti Corporation, Sterling Heights, MI – Conti will not be quoting the project.

Recommendation:
The Evaluation Committee comprised of the Purchasing Department, Facilities Department and DLZ Michigan Inc., recommends awarding the contract to I.COMM, a local vendor. The not to exceed cost is $110,375, which is inclusive of a $5,000.00 contingency for any unseen circumstances.
I.COMM’s bid includes prevailing wage, bonds and necessary insurance coverage. They are able to meet the required specifications and timeline of this project.
The lowest bidder, Security Corporation, was not able to meet the specifications as described in the attached letter from the consultant, DLZ.

Advertisement:
The RFP was advertised in the Lansing State Journal, the El Central Hispanic News, and posted on the Purchasing Department Web Page.
October 23, 2014

Mr. James C. Hudgins
Ingham County Purchasing Department, Director
121 E. Maple St., 2nd Floor
P.O. Box 319
Mason, Michigan 48854

RE: RECOMMENDATION OF CONTRACT AWARD
Ingham County – Mason Courthouse
Access Control Improvements
Packet #110-14
DLZ Project # 1441.6553.90

Dear Mr. Hudgins:

Four bids relative to the above-referenced project were received, publicly opened and read at 11:00 a.m. on October 13, 2014, at the Ingham County Purchasing Department in Mason, Michigan. Included was a price for performing the base scope of work, and voluntary alternate. Bids were reviewed by DLZ Michigan, following the bid opening, and only two bids were found to be responsive and in compliance with the requirements of the bid documents.

BID SUMMARY
Four bids submitted for this project as follows:

<table>
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<tr>
<th>Bidder</th>
<th>Bid Form</th>
<th>Bid Security/Bond</th>
<th>Local Company</th>
<th>Compliance w/Bid Documents</th>
<th>Base Bid Price w/No Allowance</th>
<th>Voluntary Alternate</th>
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<tr>
<td>Security Corporation</td>
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<td>-</td>
<td>-</td>
<td>$84,487.70</td>
<td>($14,865.66)</td>
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<td>ICOMM Corporation</td>
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<td>X</td>
<td>X</td>
<td>$105,375.00</td>
<td>No Bid</td>
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<tr>
<td>Laux Construction</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>$149,900.00</td>
<td>No Bid</td>
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<tr>
<td>E&amp;L Construction Group</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>X</td>
<td>$250,000.00</td>
<td>No Bid</td>
</tr>
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</table>
EVALUATION

The apparent low bid was Security Corporation with a Lump Sum Price of $84,487.70 for the Base Bid Scope of Work. Based on our evaluation of the bids and post bid interviews we found Security Corporation did not meet the bid specification requirements for the quality grade of the access control system. This included but was not limited to not being a server based system, limited reader-controlled doors, limited total-access credentials, limited scheduling capability, and etc. Therefore the functions and operations of the access control system as requested by County could not be met by this Bidder’s proposal.

The second apparent low bid was ICOMM Corporation with a Lump Sum Price of $105,375.00 for the Base Bid Scope of Work. Based on our evaluation of the bids and post bid interviews we found ICOMM Corporation confident that all required work was included in their bid, observed the existing working conditions prior to preparing their bid, and also verified they could complete the construction of the project to meet Ingham County’s scheduling needs. ICOMM also confirmed their bid price was inclusive of prevailing wages, and that they had performed similar work with the County previously and had a good working relationship.

RECOMMENDATION

Based on our review of the submitted bids, discussions with Ingham County, and if sufficient funds can be appropriated, DLZ recommends award of the project to the second lowest but most qualified bidder, ICOMM Corporation, for a Lump Sum Price of $105,375.00.

Should additional information or further discussion relative to this award recommendation be needed, please feel free to contact our office.

Very truly yours,

DLZ MICHIGAN, INC.

Scott D. Laubenthal, Assoc. AIA, LEED AP
Project Manager

SDL/ETB

M:\PROJ\1441\6553 COURTHOUSE\DOCS\BIDDING\ROA.DOC
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH
I.COMM CORPORATION TO PROVIDE ACCESS CONTROL IMPROVEMENTS
AT THE MASON COURTHOUSE

WHEREAS, this project requires installing card readers for a fully operational access control system; and

WHEREAS, the lowest bidder did not meet the bid specification requirements; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to I.COMM Corporation, the most qualified vendor who met all of the bid specification requirements but submitted the second lowest bid of $105,375.00; and

WHEREAS, the Facilities Department is requesting a $5,000.00 contingency for any unforeseen conditions that may arise; and

WHEREAS, to complete this project, a line item transfer in the amount of $55,275.00 is requested from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of $114,530.00 for Annex building repairs into the approved CIP line item 245-90212-931000-4FC16 which has an available budget of $55,100.00 for Mason Courthouse security enhancements, bringing the total available funds, after the transfer, to $110,375.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with I.COMM Corporation, 1605 East Kalamazoo, Lansing, Michigan 48912, to provide access control improvements at the Mason Courthouse for an amount not to exceed $110,375.00 which includes a $5,000.00 contingency.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer $55,275.00 from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of $114,530.00 for Annex building repairs into the approved CIP line item 245-90212-931000-4FC16 which has an available budget of $55,100.00 for Mason Courthouse security enhancements.

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, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: October 23, 2014
SUBJECT: RESOLUTION AUTHORIZING THE MERGING OF TWO PART-TIME POSITIONS INTO ONE FULL-TIME POSITION

The resolution before you authorizes the merging of two part-time positions into one full-time position.

We currently have one part-time Building Maintenance Mechanic I position and one part-time Maintenance Repair Worker position. The Facilities Department has not been successful in filling these two part-time positions and recommends merging the two part-time positions into one full-time position, resulting in a better opportunity to fill one full-time position.

The current cost of the two part-time positions is detailed below:

- One part-time Building Maintenance Mechanic I, UAW/E Step 1 (Salary $28,898.00 - $32,699.00 including benefits)
- One part-time Building Maintenance Repair Worker, UAW/D, Step 1 (Salary $27,677.00 - $31,230.00 including benefits)

The Facilities Department recommends a re-classification of the Building Maintenance Mechanic I position to a Building Maintenance Repair Worker position, merging the two part-time positions into one full-time Building Maintenance Repair Worker position, resulting in a short term savings of $3,536.00 and a long term savings of $3,773.00.

This full time position would be scheduled 20 hours at the Ingham County Health Center and 20 hours at the Veterans Memorial Courthouse/Grady Porter Building.

We have discussed this plan with all affected unions and the County’s Human Resources Department.

I recommend approval of this resolution.
Agenda Item 7c

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE MERGING OF TWO PART-TIME POSITIONS INTO ONE FULL-TIME POSITION

WHEREAS, currently the Facilities Department has one part-time Building Maintenance Mechanic I (position number 601474) and one part-time Maintenance Repair Worker (position number 233030); and

WHEREAS, the Facilities Department has not been successful in filling these two part-time positions; and

WHEREAS, the Facilities Department recommends merging the two part-time positions into one full-time position resulting in a better opportunity to fill one full-time position; and

WHEREAS, the current cost of the two part-time positions is detailed below:

- One part-time Building Maintenance Mechanic I, UAW/E Step 1
  (Salary $28,898.00 - $32,699.00 including benefits)
- One part-time Building Maintenance Repair Worker, UAW/D, Step 1
  (Salary $27,677.00 - $31,230.00 including benefits)

WHEREAS, the Facilities Department recommends a re-classification of the Building Maintenance Mechanic I position to a Building Maintenance Repair Worker position; and

WHEREAS, merging the two part-time positions into one full-time Building Maintenance Repair Worker position will result in a short term savings of $3,536.00 and a long term savings of $3,773.00; and

WHEREAS, this full-time position would be scheduled 20 hours at the Ingham County Health Center and 20 hours at the Veterans Memorial Courthouse/Grady Porter Building; and

WHEREAS, funds for the new full-time position have been budgeted for and are available within the approved line item; 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.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a position classification change from a part-time Building Maintenance Mechanic I, UAW/E, Step 1 (position number 601474) to a Building Maintenance Repair Worker, merging the two positions to a full-time UAW/D, Step 1 (position number 233030) resulting in a short term savings of $3,536.00 and a long term savings of $3,773.00.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary adjustments to the Facilities Department approved position list consistent with this resolution.
To: County Services & Finance Committees  

From: William Conklin, Managing Director  
Ingham County Road Department  

Date: October 24, 2014  

RE: PROPOSED RESOLUTION AUTHORIZING A SUBCONTRACT AMENDMENT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE AND INCREASING COST OF KINAWA ROAD PROJECT CONTRACT  

As noted in a previous submission, the Michigan Department of Environmental Quality, MDEQ, has made available grant funding in 2014 for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement’s performance and longevity and to help foster a market for used vehicle tires.

Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the CRMA and to be the prime recipient of the MDEQ CRMA grant funds, and in turn MSU has been subcontracting with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDEQ CRMA grant funding intended for the field implementation phase of the research effort.

Per resolution 14-343, passed August 26, 2014, the Board of Commissioners authorized an sub-contract with MSU for the placement of CRMA research test strips on the Bennett and Kinawa Road projects and to receive via MSU the MDEQ CRMA grant funds intended for this purpose in a total amount available of $356,500, (roughly half this amount on each of the two projects) depending on final quantity of CRMA placed.

The Road Department was subsequently notified additional MDEQ CRMA grant funds in the amount of $50,000.00 became available, for additional CRMA usage in 2014, for a total amount available of $406,500 depending on final quantity of CRMA placed.

Per resolution 14-296, passed July 22, 2014, the Board of Commissioners authorized a construction contract for resurfacing Kinawa, Okemos road to Dobie Road, for the low bid cost plus 10% contingency of $481,473.85. The final cost of the Kinawa Road project aside from any additional CRMA is now expected rise to an estimated $490,000 due to encountering greater than estimated need for subgrade undercutting, replacement, associated base pavement repair, and other related costs during construction.

The Road Department recommends using the above-mentioned additional CRMA funding and materials to complete the paving of a maintenance repair on Hagadorn Road between Jolly and Bennett Roads under the contract for, and at the contract unit prices for, the above-mentioned Kinawa Road project, at an estimated cost of $40,000, most, if not all of which, would be funded by the additional CRMA funding, and which would thus increase the Kinawa Road contract to an estimated $530,000.
The remainder of the Bennett, Kinawa and Hagadorn projects’ proposed construction constitutes the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU’s research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract amendment, as recommended herein, with MSU to allow the placement of the CRMA research test strips on the Bennett, Kinawa, and Hagadorn Roads projects and to receive the MDEQ CRMA grant funds intended for these projects.

Therefore Board of Commissioners approval of the attached resolution is recommended by the road department.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE SUBCONTRACT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE AND AUTHORIZING A COST INCREASE ON THE KINAWA ROAD PROJECT FOR THE ROAD DEPARTMENT

WHEREAS, per Resolution #14-296, passed July 22, 2014, the Board of Commissioners authorized a construction contract for resurfacing Kinawa, Okemos Road to Dobie Road, for the low bid cost plus 10% contingency of $481,473.85; and

WHEREAS, the Michigan Department of Environmental Quality (MDEQ), made available grant funding in 2014 for the Bennett Road (a concurrent federal aid project) and Kinawa Road resurfacing projects for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement’s performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, Michigan State University (MSU) entered into an agreement with MDEQ to research and develop the CRMA proposed for use on the both projects and to be the prime recipient of the MDEQ CRMA grant funds; and

WHEREAS, per Resolution #14-343, passed August 26, 2014, the Board of Commissioners authorized an sub-contract with MSU for the placement of CRMA research test strips on the Bennett and Kinawa Road projects and to receive via MSU the MDEQ CRMA grant funds intended for this purpose in a total amount available of $356,500, (roughly half this amount on each of the two projects) depending on final quantity of CRMA placed; and

WHEREAS, the Road Department was subsequently notified additional MDEQ CRMA grant funds in the amount of $50,000.00 became available, for additional CRMA usage in 2014, for a total amount available of $406,500 depending on final quantity of CRMA placed; and

WHEREAS, the final cost of the Kinawa Road project aside from any additional CRMA is now expected rise to an estimated $490,000 due to encountering greater than estimated need for subgrade undercutting, replacement, associated base pavement repair, and other related costs during construction; and

WHEREAS, the Road Department recommends using the above-mentioned additional CRMA funding and materials to complete the paving of a maintenance repair on Hagadorn Road between Jolly and Bennett Roads under the contract for, and at the contract unit prices for, the above-mentioned Kinawa Road project, at an estimated cost of $40,000, most, if not all of which, would be funded by the additional CRMA funding, and which would thus increase the Kinawa Road contract to an estimated $530,000; and
WHEREAS, the remainder of the Bennett, Kinawa and Hagadorn projects’ proposed construction constitutes the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU’s research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract amendment, as recommended herein, with MSU to allow the placement of the CRMA research test strips on the Bennett, Kinawa, and Hagadorn Roads projects and to receive the MDEQ CRMA grant funds intended for these projects.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into the above-mentioned subcontract amendment with Michigan State University for the placement of the CRMA research test strips on the Bennett, Kinawa, and Hagadorn Road projects and to receive the MDEQ CRMA grant funds intended for this purpose in a total amount available of $406,500, depending on final quantity of CRMA placed.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes increasing the total cost of the Kinawa Road contract to $530,000, and to include an estimated $40,000 in this amount for paving on Hagadorn Road between Jolly and Bennett Roads under the Kinawa project contract.

BE IT FURTHER RESOLVED, that the 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.
October 20, 2014

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: Teamsters 580 – 911 Supervisory Unit
Ratification Summary – 2014 Wage Re-opener

TENTATIVELY AGREED UPON ECONOMIC PROPOSAL

WAGES:
A 1% base wage increase would be added to the 2013 wage scales for unit members beginning with the last payroll period in 2014 to be paid on 1/2/2015.

LETTER AGREEMENT – Attached letter agreement to address outstanding issues between the Union and County which are subject to the grievance and arbitration provisions of the current collective bargaining agreement. While the letter agreement is not within the scope of the re-opener provisions of the collective bargaining agreement; upon agreement of the Parties, the letter agreement is contingent upon both Parties ratification of the Tentatively Agreed Upon Economic Proposal.
LETTER OF AGREEMENT
BETWEEN INGHAM COUNTY (Employer) TEAMSTERS LOCAL 580, 911
SUPERVISORS DIVISION (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement (“CBA”) with a term running from March 26, 2013, through December 31, 2015; and

WHEREAS, the Union has raised a number of issues regarding the language and past practice of the County which may be subject to the grievance and arbitration provisions; and

WHEREAS, the Parties are desirous of settling these matters, and addressing and clarifying certain language in the Collective Bargaining Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. Benefit calculation. The parties agreed that when the CBA was executed, the parties agreed that the then-open position to be filled by Melissa Harris would, for benefit purposes, be subject to the benefit calculations of other existing unit employees. Therefore, for pension purposes, benefit purposes and shift premium purposes, only, Ms. Harris will be considered employed prior to December 31, 2012;

2. Vacation Accrual. As part of the initial consolidation and subject to future bargaining, unit employees were placed in the County leave accrual plan in effect for non-union managerial and supervisory employees. After the CBA was executed, the County continued to accrue for unit employees leave based upon such plan rather than terms of the CBA. This has been corrected. However, in consideration for the Union not filing a grievance nor claiming an employer past practice, the Parties agree that unit members shall not be liable to repay any mis-accrual which occurred between April 19, 2013 and May 2, 2014. Future accruals will be exclusively fixed by the terms of the CBA and the former County accrual shall not form any past practice;

3. Pension. The Union agrees to execute and be bound by the Pension letters of agreement attached hereto which modifications conform with the recommendations of the Michigan Employee Retirement System and sets the unit employee’s agreed to contributions for the 50/25 waiver.

4. Additional Work Duties Arising From The Emergency Medical Dispatch (“EMD”) Program. The County 9-1-1 Consolidated Dispatch Department is in the process of implementing an EMD program. The County acknowledges that the EMD Program may place additional duties on unit members and, as such, additional time may be necessary for unit employees relating to functions of the EMD program. If extra work time is necessary which cannot be accomplished during normal scheduled hours, the Employer will authorize additional time for unit members to accomplish required tasks relating to the EMD Program.
5. The Union agrees that this resolves the matters referenced in this Letter Agreement, and the Union agrees that it will not file any proceeding under the CBA or in any other forum challenging these matters or asserting any past practice on behalf of the County. In addition, this Letter Agreement shall not form any precedent other than for the matters specifically addressed herein.

6. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective from and after March 26, 2013 through December 31, 2015.

COUNTY OF INGHAM

_____________________________   ______________________________
Victor Celentino, Chairperson   Kim Miller, Union Steward
Board of Commissioners

______________________________
Mike Parker, Secretary - Treasurer

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

_____________________________
Richard McNulty

TEAMSTERS LOCAL 580

_____________________________
Kim Miller, Union Steward

_____________________________
Mike Parker, Secretary - Treasurer
Letter of Agreement

Between

County of Ingham

And

Teamsters 580
Ingham County Division
911 Supervisory Unit

WHEREAS, the Employer and Union are parties to a collective bargaining agreement with a term running March 26, 2013 through December 31, 2015, and

WHEREAS, the parties wish to amend Article 34, Retirement, Section 34.1 and 34.2 of the Agreement subject to the changes detailed below.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

RETIREMENT

As of July 1, 2012, the Municipal Employees’ Retirement System (MERS) shall administer the pension system for all unit employees formerly employed by the City of Lansing (except Julie Wyskowski, which shall be placed in a separate division for prior City of Lansing service credit). The MERS Plan Document, policies and procedures of MERS shall control the administration of all employee pensions, including investments and payments, except as otherwise provided below.

Employees in this division will be credited with one month of service credit for each month worked, provided however, that the employee works a minimum of 10 - 8 hour days in that month. Hours worked includes those hours for which the employee is fully compensated, such as paid time off, vacation, or sick leave.

Defined Benefit Plan
The Defined Benefit Plan is for all employees hired prior to January 1, 2013, except Julie Wyskowski, which shall be placed in a separate division for prior City of Lansing service credit. The provisions in this section apply to the administration of the Defined Benefit Plan only.

For all credited service time earned prior to December 31, 2012, the multiplier in effect shall be 1.8%. Effective January 1, 2013, the multiplier for these employees shall be 2% for all credited service time earned after that date.
Final Average Compensation (FAC) will be computed using the average of the highest consecutive 2 year (24 month) period of earnings from the member’s entire work history as reported to MERS by the Municipality.

As of July 1, 2012, the employee annual contribution is 6.349% on all wages earned. As of January 1, 2013 the employee annual contribution is 1.2% on all wages earned.

Employees who have accumulated 8 years of service credits in accordance with this section, and who have reached the age of 58 years, are eligible to retire and to receive a pension benefit calculated in accordance with this article.

Employees are eligible to retire and to receive a pension benefit calculated in accordance with this article if they have accumulated 25 years of service credits and have obtained the age of 50.

**Effective October 1, 2014, Employees pay an increased cost differential for this rider at one half percent (.5%) on all wages earned (for a total employee contribution rate of 1.7% on all wages earned).**

In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.

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**TEAMSTERS LOCAL 580**
Ingham County Division
911 Supervisory Unit

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Kim Miller, Union Steward

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Mike Parker
Secretary - Treasurer

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**COUNTY OF INGHAM**

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Victor G. Celentino, Chairperson
Board of Commissioners

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APPROVED AS TO FORM:

COHL, STOKER & TOSKEY, P.C.

---

Richard D McNulty
Letter of Agreement

Between

County of Ingham

And

Teamsters 580
Ingham County Division
911 Supervisory Unit

WHEREAS, the Employer and Union are parties to a collective bargaining agreement with a term running March 26, 2013 through December 31, 2015, and

WHEREAS, the parties wish to amend Article 34, Retirement, Section 34.1 and 34.2 of the Agreement subject to the changes detailed below.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

REIRETMENT

As of July 1, 2012, the Municipal Employees’ Retirement System (MERS) shall administer the pension system for all unit employees formerly employed by the City of Lansing. The MERS Plan Document, policies and procedures of MERS shall control the administration of all employee pensions, including investments and payments, except as otherwise provided below.

Julie Wyskowski, 911 Supervisor, shall be placed in a separate division for prior City of Lansing service credit, will be credited with one month of service credit for each month worked, provided however, that the employee works a minimum of 10 - 8 hour days in that month. Hours worked includes those hours for which the employee is fully compensated, such as paid time off, vacation, or sick leave.

Defined Benefit Plan
The Defined Benefit Plan is for Julie Wyskowski, who shall be placed in a separate division for prior City of Lansing service credit. The provisions in this section apply to the administration of the Defined Benefit Plan only.

For all credited service time earned prior to December 31, 2012, the multiplier in effect shall be 2.8% for prior service credit of 12.75 years (12 years, 9 months) of service and 1.8% for prior service credit of 8.4166 years (8 years, 5 months) of service. Effective January 1, 2013, the multiplier for this employee shall be 2% for all credited service time earned after that date.
Final Average Compensation (FAC) will be computed using the average of the highest consecutive 2 year (24 month) period of earnings from the member’s entire work history as reported to MERS by the Municipality.

As of July 1, 2012, the employee annual contribution is 6.349% on all wages earned. As of January 1, 2013 the employee annual contribution is 1.2% on all wages earned.

Employees who have accumulated 8 years of service credits in accordance with this section, and who have reached the age of 58 years, are eligible to retire and to receive a pension benefit calculated in accordance with this article.

Employees are eligible to retire and to receive a pension benefit calculated in accordance with this article if they have accumulated 25 years of service credits and have obtained the age of 50. Effective October 1, 2014, the Employee pays an increased cost differential for this rider at one half percent (.5%) on all wages earned (for a total employee contribution rate of 1.7% on all wages earned).

In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.

TEAMSTERS LOCAL 580
Ingham County Division
911 Supervisory Unit

Kim Miller, Union Steward

COUNTY OF INGHAM

Victor G. Celentino, Chairperson
Board of Commissioners

Mike Parker
Executive Director

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

Richard D McNulty
TO: Law & Courts and Finance Committees
FROM: John L. Neilsen, Chief Deputy Controller
DATE: October 22, 2014
RE: Program Evaluation of the Ingham County Animal Control Department (ICAC)

Commissioners:

The Law & Courts Committee has had several discussions during the past several months about ways we can improve the Ingham County Animal Control Department (ICAC) and assist our new Director towards that endeavor.

We recently agreed that the County should obtain the services of an independent outside consultant to review the Department’s Operational Policies and Procedures to ensure best practices are being followed and are codified by the aforementioned Operational Policies and Procedures.

I have prepared a resolution for your consideration to authorize a contract with the National Animal Care & Control Association (NACA) to conduct a Program evaluation of the Ingham County Animal Control Department (ICAC) for a base cost of $7,500, plus onsite NACA team member travel related costs of up to $6,000, for a total project cost of up to $13,500. These program evaluation project costs were obtained through discussions with the Executive Director of NACA who would head up the evaluation team.

A base proposal is attached and a more formal proposal will be put together once I have BOC approval to proceed under the terms outlined in the resolution.

I recommend your approval.
Dear Animal Care and Control Professional,

Thank you for your inquiry into the National Animal Care & Control Association's (NACA) evaluation process. The attached information details the benefits of a NACA evaluation.

NACA's evaluation team is made up of people who are actively working in management positions within the animal care and control field, from agencies across the country. Our team members are experienced and knowledgeable in all aspects of the profession. Their years of experience, and their direct, current involvement in animal care and control is of great benefit to the evaluation process.

The evaluation team may receive compensation for the time lost from their current jobs, but most choose to donate their time to further NACA's primary goal, which is to provide the best possible training and information to all those who desire excellence in the animal care and control field.

The fees charged for evaluations are designed to offset NACA’s expenses in producing the final report, and aid NACA in continuing to provide information and services to its members and communities. Our motivation is not to use the evaluation process as a revenue producing program but rather to provide solid technical advice to agencies that are sincere in their efforts to progress and improve. NACA is committed to keeping expenses to a minimum and will work with the contracting agency to this end.

NACA is comprised of agencies and organizations whose budgets are often Spartan at best. We therefore are very sensitive to the fact that many organizations and communities which have a need for such an evaluation may feel they are unable to afford it. Because of that sensitivity, NACA is committed to provide our services at the lowest and most reasonable cost.

All program evaluations are assessed a minimum charge based on the areas to be reviewed, plus expenses. Once you appraise the depth of the study, NACA will submit a detailed, written proposal outlining all costs and commitments required by both the contracting agency and NACA.

Please look over the enclosed material. I hope that it will assist you in the decision making process. Feel free to contact me at 913-768-1319, if you have any further questions.

Sincerely,

George W. Harding, IV MBA CAWA
Executive Director
National Animal Care & Control Association
Evaluation Report Summary Outline

The final report submitted by the evaluation team will include, but is not limited to, the following information:

1. **SHELTER**
   A. Facility Construction
      I. Materials Used
      II. Use of Space
      III. Traffic Patterns
   IV. Disease Control
   V. Lighting
   VI. Public Access Areas
   VII. Storage Areas
   VIII. Security
   IX. Office Area & Resources
   B. Operations
      I. Sanitation
      II. Air exchange
      III. Record accountability
         1) Calls for Service
         2) Animal Tracking
         3) Financial
   IV. Policies & Procedures
      1) Current
         a) Written
         b) Verbal
         c) Validity
      2) Euthanasia
         a) Methods
         b) Safety
         c) Humane
      3) Adoptions
         a) Best Practice & Counseling
         b) Spay/Neuter

2. **FIELD SERVICES**
   A. Vehicles
      I. Appearance
      II. Type
      III. Identification

3. **COMMUNICATIONS**
   A. Radios
   B. Dispatch
   C. Procedures

4. **Uniforms**
   A. Uniformity & Appearance
   B. Requirements
   C. Written Regulations

5. **Equipment**
   A. Capture
   B. Safety
   C. Training

6. **Record Keeping**
   A. In The Field
   B. Fee Collection

7. **Dangerous/Wild/Livestock**
   A. Dangerous Dogs
   B. Wild Animal Problems
   C. Livestock

8. **Citations**

9. **Investigation Procedures**

10. **3. COURT**
    A. Preparation
    B. Appearance

11. **4. TRAINING**
    A. Internal
    B. External
    C. Documentation

12. **5. ADMINISTRATION**
    A. Resources
    B. Chain of Command
    C. Public Relations

13. **6. COMMUNITY RELATIONS**
    A. Programs
    B. Volunteers
NACA’s Background and Capabilities

The National Animal Care & Control Association is a nonprofit corporation of the State of Kansas. The organization was founded in 1978 for the express purpose of assisting its members to perform their duties in a professional manner. Only carefully selected and properly trained animal control personnel can correct community problems resulting from irresponsible animal ownership. NACA’s purpose is to preserve the human/animal bond by insisting on responsible animal ownership.

Team members utilized in the evaluation process are currently involved in management level positions within the animal care and control field. We have well-earned reputations for managing effective programs and understand government responsibilities and limitations. In view of the staff’s practical experience in animal care and control, we provide a full spectrum of services for non-profit and government agencies by providing lecturers at the national level, and as consultants for any aspect of the work unique to the animal care and control field.

All NACA evaluations are confidential with a written report given only to the contracting agency. Media contact, or the release of the report to additional individuals or agencies, is at the discretion of the contracting agency.

All the off-site work will be completed at the NACA Corporate Office located at 101 N. Church Street, Olathe, Kansas, 66061.
REFERENCES

Program evaluations have been completed by NACA for the following agencies:

Mobile County Animal Control (10/13)  Summit County Animal Control (6/06)
Director, Carmelo Miranda  Craig Stanley, Deputy Director
Mobile County Animal Control Department  Summit County Facilities
7665 Howells Ferry Road  2525 State Road
Mobile, AL 36618  Cuyahoga Falls, OH 44223
251-574-3647  330-926-2494

Broken Arrow Animal Control (04/07)  Humane Society Pikes Peak Region (6/06)
Major Brandon Berryhill  Wesley Metzler, Executive Director
Broken Arrow Police Department  610 Abbot Lane
2302 S. First Place  Colorado Springs, CO 80905
Broken Arrow, OK 74012  719-473-1741
918-451-8211

Edmond Animal Welfare Unit (03/07)  Pima Animal Care Center (1/06)
Major Steve Thompson Deputy Chief  Dennis Douglas, Director
23 East First Street  Pima County Health Department
Edmond, OK 73034  150 W. Congress St., Suite 237
405-359-4401  Tucson, AZ 85701

Cedar Rapids Animal Control (02/07)  DuPage County An. Care & Control (4/05)
Captain Steve M. O’Konek  Beth Welch, Administrator
Cedar Rapids Police Department  DuPage Convalescent Center
505 First Street, SW  400 N. County Farm Road
Cedar Rapids, IA 52404  Wheaton, IL 60187
319-286-5525  630-665-6400

Vincennes Pet Port (12/06)  Evansville Animal Control (12/04)
Dan Ravellette, Chief of Staff  Edward Ziemer, Executive Director
City of Vincennes  Civic Center Complex, Room 321
201 Vigo Street Vincennes, IN 47591  1 N.W. Martin Luther King, Jr. Blvd.
812-882-7285  Evansville, IN 47708

www.nacanet.org P: 913.768.1319 F: 913.768.1378  101 N. Church Street, Olathe, KS, 66061
Coconino Humane Association (6/04)
Dennis Pugh, Executive Director
P.O. Box 66
Flagstaff, AZ 86002
928-526-1076

Summit County Animal Control (3/04)
Craig Stanley, Deputy Director
Summit County Facilities
2525 State Road
Cuyahoga Falls, OH 44223
330-926-2494

Plano Animal Services (4/03)
Brian Collins, Health Director
City of Plano Health Department
1520 Avenue K, Suite 210
Plano, TX 75074
972-941-7143

Hutchinson Animal Control (7/02)
Nancy Scott, Director of Planning
125 East Avenue B
Hutchinson, KS 67504
620-694-2638

Kalamazoo County Animal Control (5/02)
Duane Triemstra, Corporation Counsel
201 West Kalamazoo Avenue
Kalamazoo, MI 49007
616-384-8111

Caddo Parish Animal Control (4/02)
Trey McMillan, Director
1500 Monty Street
Shreveport, LA 71107
318-226-6624

Collier County Animal Services (3/02)
Jodi Walters, Director
7610 Davis Boulevard
Naples, FL 34104
941-530-7387

Martin County Animal Care & Control (1/02)
Steven Wolfberg
Emergency Services
2401 SE Monterey Road
Stuart, FL 34996
561-288-5693

Henderson County Animal Control (11/01)
Thomas Bridges, Health Director
1347 Spartanburg Highway
Hendersonville, NC 28792
828-692-4223

City of Birmingham (9/01)
Albert D. Herbert, Jr.
Mayor’s Office
710 N. 20 Street, 3rd Floor
Birmingham, AL 35202
205-254-2388

Animal Care Services Division (8/01)
Dr. William E. Lammers, Manager
210 Tuleta Drive
San Antonio, TX 78212
210-207-8780

Augusta-Richmond County An. Cont. (7/01)
Dr. Bonnie Bragdon, Director
4164 Mack Lane
Augusta, GA 30906
706-790-6836

County of Rockland (7/01)
Nancy Baker
Rockland County Executive’s Office
11 New Hempstead Road
New City, NY 10956
845-638-5495
Kent County Animal Control (10/99)
David Kraker
Environmental Health Division
700 Fuller NE
Grand Rapids, MI 49503
616-336-3089

City of Dubuque (12/98)
Mary Rose Corrigan
Health Services Department
1300 Main Street
Dubuque, IA 52001
319-589-4181

Mat-Su Borough Animal Control (9/99)
Kevin Koechlein
Dept. of Public Safety
680 N. Seward Meridian Parkway
Wasilla, AK 99654
907-373-8800

City of Los Alamos (11/98)
Capt. Wayne Brownlee
Los Alamos Co. Police Dept.
2500 Trinity Drive
Los Alamos, NM 87544
505-662-8226

Animal Licensing & Placement (8/99)
Connie Sanders, D.V.M.
Anchorage Animal Control Center
4711 S. Bragaw Street
Anchorage, AK 99507
907-343-8118

City of West Memphis (10/98)
Julanne Ingram
Animal Control Commission
211 N. Sixth Street
West Memphis, AR 72301
501-735-4347

City of Farmers Branch (5/99)
Alvin M. Black, R.S.
Environmental Health Manager
P.O. Box 819010
Farmers Branch, TX 75381-9010
214-247-3131

City of Clarksville (9/98)
Ron Edmondson, Councilman
P.O. Box 625
Clarksville, TN 37041
615-645-7451

City of Henderson (2/99)
Jeffrey J. Broughton
Office of the City Manager
Henderson Municipal Center
Henderson, KY 42420
502-831-1200

City of Nashville (6/98)
Christine Bradley, Chief of Staff
107 Metropolitan Courthouse
Nashville, TN 37201
615-862-6000

City of Houston (1/99)
John Nix
Bureau of Animal Regulation & Care
3200 Carr
Houston, TX 77026
713-238-2182

Clark County Animal Control (5/98)
Joseph Boteilho, Manager
4800 W. Dewey Drive
Las Vegas, NV 89112
702-455-7710
City of Chattanooga (4/98)
Robert B. Doak
Animal Control Task Force
Suite 100, City Hall East Eleventh Street
Chattanooga, TN 37402
423-757-5200

Nebraska Humane Society (3/98)
Judy Varner, Executive Director
8801 Fort Street
Omaha, NE 68134
402-444-6716

Richland County Animal Control (1/98)
Debby Eloussan, Research Analyst
2020 Hampton St., Room 4058
Columbia, SC 29202
803-748-4926

City of Reno Animal Control (10/97)
Trudy Cross, Internal Auditor
490 S. Center Street
Reno, NV 89501
702-334-2212

Austin/Travis County Animal Services (7/97)
Mary Stewart, Unit Manager
1156 W. Cesar Chavez
Austin, TX 78703-4603
512-472-7387

Maricopa County Rabies/Animal Control
(11/96)
Carol Munroe, Director
2323 S. 35th
Avenue Phoenix, AZ 85009
602-506-2737 or 602-506-7387

Door County (5/93)
Polly Vennell, President
Peninsula Animal Lovers Society (PALS)
P.O. Box 242
Bailey's Harbor, WI 54202
920-839-2931

City of Henderson (4/92)
Ms. Vicki Cameron
240 N. Water Street
Henderson, NV 89015
702-565-2314

City of New Orleans (11/91)
Marina Kahn Assistant City Administrator
City of New Orleans
City Hall New Orleans, LA 70112
504-565-7115
Program Study Options

To help us better understand your needs, the examination of your program will involve (circle all that may apply):

Field Operations       Shelter Operations       Administration       Facility Evaluation

The following requirements will be studied under each category circled above.

A. An examination of the department structure, organizational hierarchy, and command structure. Identify strengths, weaknesses and community perspectives of the current structure, morale and effectiveness.

B. An evaluation of the current deployment of resources (budget, equipment, facilities and staffing) and suggested productivity improvements.

C. A specific review of the scheduling and coverage requirements for the agency.

D. A review of field operations, including vehicles, communications, uniforms, equipment, record keeping, enforcement and investigation procedures.

E. An examination of training for both officers and their supervisors.

F. Analysis of current overall operations and suggested ways of improving productivity and efficiency.

G. A review of court preparation and appearance of those involved.

H. An analysis of the adequacy of current levels of office automation, communication and computer support systems.

I. An examination of shelter operations, including facility construction, operations, record accountability, policies and procedures, euthanasia and adoptions.

J. Examination of the effectiveness of community relations, i.e., programs, volunteers, etc.

K. An analysis of the mission statement for the agency and examination of the policies, procedures and work-plans for each major function. Solicit input from members of the governing body and members of the community.

In addition, please provide the following information when submitting your request:

Current Staffing Levels / Number of Animal Holding Facilities / Field Responsibilities / Area of Coverage Served / Population of Area Served / Number of Contractual Agencies / Demographics
Program Evaluation Costs

All program evaluations are assessed a minimum charge based on the areas to be reviewed, plus expenses. Once you appraise the depth of the evaluation required for your agency, NACA will submit a detailed, written proposal outlining all costs and commitments required by both the contracting agency and NACA. You MUST complete the "Study Requirements Options" page and return this form to NACA before any firm bid can be provided.

As an Example: For a smaller agency, a detailed assessment may cost you $7,500 plus expenses (for one or two Study Team Members, on-site for five days). Larger agencies may require additional Study Team Members, which would increase your base costs, and the study team expense costs.

Expenses for On-Site NACA Team Members

As stated earlier, any and all costs related to travel, meals, and living expenses for the NACA on-site team member(s) will be passed on to the contracting agency. These expenses will include the roundtrip travel arrangements for each team member from his/her home city to the contracting agency, along with meals and lodging during the entire stay. It will also be the responsibility of the contracting agency to provide ground transportation for the NACA evaluation team while on-site. Typically, this will be in the form of one rental vehicle. NACA will front these expenses, and will provide a detailed accounting of these expenses following the completion of the field work.

<table>
<thead>
<tr>
<th>Types of NACA Expenses</th>
<th>Options for the Contracting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare (round-trip)</td>
<td>Use Agency's discounted travel agent</td>
</tr>
<tr>
<td>Rental car for duration of study</td>
<td>Agency provides car</td>
</tr>
<tr>
<td>Lodging x number of team members</td>
<td>Agency uses discounted rate</td>
</tr>
<tr>
<td>Food (GSA per-diem rate x number of members)</td>
<td>No other options</td>
</tr>
</tbody>
</table>

Please keep in mind that "airfare wars," coupons for discounted rental car/lodging/food may lower our anticipated costs, and we will utilize the best prices available. NACA does not include expenses as part of the Evaluation Cost since these are variable costs and the contracting agency may be able to offer other cost-efficient methods for travel or lodging.
Agenda Item 10

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE NATIONAL ANIMAL CARE & CONTROL ASSOCIATION (NACA) TO CONDUCT A PROGRAM EVALUATION OF THE INGHAM COUNTY ANIMAL CONTROL DEPARTMENT

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to ensuring a safe productive work environment for animals, staff, volunteers, trustees and visitors; and

WHEREAS, each year more than 3,500 animals require shelter at ICAC, over 12,000 visitors come to the shelter annually, and over 8,000 citizen complaints are dispatched to animal control officers; and

WHEREAS, Ingham County contracted with Hobbs and Black Architectural/Engineering firm to conduct Phase I of an evaluation consisting of Architectural and Engineering Services for a building assessment of the Ingham County Annex Facility in Mason which may be used to address the limitations of the current shelter which lacks adequate storage, work space, customer service areas and cramped and outdated animal quarters; and

WHEREAS, effective October 13, 2014 Ingham County hired a new Animal Control Director; and

WHEREAS, it has been determined it would be advantageous to bring in an independent outside organization to review the Field and Shelter operations at the Ingham County Animal Control Department to ensure that Operational Policies and Procedures are brought up to date and best practices are identified and adhered to; and

WHEREAS, the National Animal Care & Control Association (NACA) is qualified to provide these program evaluation services at the Ingham County Animal Control Department (ICAC).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with the National Animal Care & Control Association (NACA) to conduct a Program evaluation of the Ingham County Animal Control Department (ICAC) for a base cost of $7,500 plus onsite NACA team member travel related costs of up to $6,000 for a total cost of up to $13,500.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to $13,500 from the 2014 Ingham County Contingency Fund to the Controllers Budget for this purpose.

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.
OCT 10 2014

RECEIVED
OCT 14 2014

Report Number: A-05-15-25907

BOARD OF COMMISSIONERS
INGHAM COUNTY MICHIGAN
121 EAST MAPLE STREET
P.O. BOX 319
MASON, MICHIGAN 48854

Dear Board Members:

We have completed our initial review of the audit report on the County for the period January 1, 2013, through December 31, 2013. The report was received by the Federal Audit Clearinghouse on August 14, 2014, (identification number 148721). Based on our initial review, we believe the audit, performed by PLANTE AND MORAN PLLC, Certified Public Accountants, met Federal audit requirements.

Please refer to Attachment A, where we have summarized the findings and recommendations and identified the Federal department responsible for resolution. Other Federal departments will notify you with respect to resolution of their findings. Final determinations with respect to actions to be taken on Department of Health and Human Services (HHS) recommendations will be made by the HHS resolution agency identified on Attachment A. Please respond to the following HHS resolution official at the address below within 30 days from the date of this letter:

**HHS RESOLUTION OFFICIAL**

Division of Financial Integrity
Attn: Audit Resolution
Office of Federal Assistance Management
Health Resources and Services Administration
Parklawn Building, Room 13C-05
5600 Fishers Lane
Rockville, MD 20857

Your written response may consist of: (1) any comments or additional information that you believe may have a bearing on the final determination of actions to be taken with respect to the HHS recommendations, (2) an update of comments submitted with the report or (3) confirmation that your previous comments and corrective action plan, for the recommendations summarized in
Attachment A, remain unchanged. The above report number should be referenced in all correspondence relating to this report. All correspondence, including requests for additional time to prepare your response, should be submitted to the HHS resolution official address. Please do not send your comments or requests to the National External Audit Review Center.

In accordance with the principles of the Freedom of Information Act (Public Law No. 90-23), reports issued on the Department's grantees and contractors are made available, if requested, to members of the press and general public to the extent that information contained therein is not subject to exemptions in the Act which the Department chooses to exercise. (See 45 CFR Part 5 Section 5.21 of the Department's Public Information Regulations.)

If you have any questions, please contact our office at (800) 732-0679.

Sincerely,

[Signature]

Patrick J. Cogley
Regional Inspector General for Audit Services

Enclosure
<table>
<thead>
<tr>
<th>Recommendation Codes</th>
<th>Page</th>
<th>Amount</th>
<th>Resolution Agency</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>205901100</td>
<td>3, 12</td>
<td>N/A</td>
<td>HHS/HRSA</td>
<td>2013-001. Bank Reconciliations. This is a material weakness. We recommend procedures be implemented to ensure bank balances are properly reconciled to the general ledger in a timely manner.</td>
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<tr>
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<td>12-14</td>
<td>N/A</td>
<td>DOT</td>
<td>2013-002.</td>
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<td>299901100</td>
<td>3, 14-15</td>
<td>N/A</td>
<td>HHS/HRSA</td>
<td>2013-003. Account Reconciliations. This is a material weakness. We recommend procedures be implemented to ensure general ledger accounts are properly reconciled and adjusting entries are accurately posted in a timely manner.</td>
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<td>299928100</td>
<td>3, 15-16</td>
<td>N/A</td>
<td>HHS/HRSA</td>
<td>2013-004. Segregation of Duties. This is a material weakness. We recommend procedures be developed and implemented to ensure accounting duties are adequately segregated.</td>
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<td></td>
<td>17</td>
<td>N/A</td>
<td>Footnote A</td>
<td>2013-005. New Accounting Standards.</td>
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<tr>
<td>209922100</td>
<td>18</td>
<td>N/A</td>
<td>HHS/HRSA</td>
<td>2013-006. Financial Reporting. We recommend procedures be implemented to ensure 1) adjusting journal entries are properly recorded in a timely manner and 2) the financial statements are properly prepared.</td>
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<tr>
<td></td>
<td>19</td>
<td>N/A</td>
<td>HUD</td>
<td>2013-007.</td>
</tr>
<tr>
<td>211922100</td>
<td>20-21</td>
<td>N/A</td>
<td>HHS/HRSA</td>
<td>2013-008. Income Documentation. We recommend procedures be strengthened to ensure income documentation information is accurately entered into the computer system.</td>
</tr>
</tbody>
</table>

Footnote A: This finding and related recommendation has not been identified for formal Federal resolution by HHS. Appropriate corrective action should be taken by the County, as recommended by the auditors. This action could involve necessary financial adjustments to Federal program accounts and reports.