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INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 17, 2014 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Additions to the Agenda

Limited Public Comment

1. Circuit Court
 - a. Resolution to Accept the FY 2015 [Swift and Sure Sanctions](#) Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator and Special Part-Time Prosecutor Positions, and Enter into Subcontracts
 - b. Resolution to Accept the FY 2015 Michigan [Mental Health Court Grant](#) Program Operational Grant and Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court - Court Services Coordinator Position
2. Friend of the Court/Prosecuting Attorney's Office - Resolution Authorizing a New Contract with [MGT of America, Inc.](#) for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program (CRP) Application and Other Services
3. IT Department/Sheriff's Office - Resolution to Approve the Purchase, Installation and Configuration of Carousel Industries Jail [Audio System](#) for All Remaining Jail Posts at the Ingham County Jail
4. Mid-State Health Network - Resolution to Designate the Mid State Health Network ([MSHN](#)) as the Substance Abuse Coordinating Agency for Ingham County Effective October 1, 2014
5. Parks Department
 - a. Resolution Authorizing the Purchase of One (1) New [Snow Groomer](#) and Repayment Schedule for the Hawk Island Snowpark
 - b. Resolution Authorizing the Purchase of Two (2) New [Snow Makers](#) and Repayment Schedule For the Hawk Island Snowpark
6. Farmland and Open Space Preservation Board - Resolution Approving the Statement of Work Between the United States and Ingham County to Accept \$220,196.00 for Two [Properties](#)
7. Potter Park Zoo - Resolution Authorizing a Change of Fees for the [Charitable Events](#) at Potter Park Zoo

8. Facilities Department
 - a. Memo Regarding [Emergency Gate](#) Operator Replacement at the Jail
 - b. Resolution Authorizing a Purchase Order for Two Men and a Truck to Transport the Contents of the Sparrow and St. Lawrence Clinics to the [River Oak Site](#)
 - c. Resolution Awarding a Contract to DLZ Michigan Inc. to Provide Professional Consulting Services for a [Space Utilization Study](#) of the Ingham County Courthouse, Hilliard Building, Road Department, Grady Porter/Veteran's Memorial Courthouse and the Human Services Building
 - d. Resolution Awarding a Contract to Molnar Roofing Company, Inc. for the Replacement of the Hilliard Building [Roof](#)
 - e. Resolution Awarding a Contract to Michigan Paving and Materials Company to Provide Asphalt [Parking Lot](#) Replacement at the Human Services Building
 - f. Resolution Awarding a Contract to Automatic Equipment Sales & Service, Inc. to Install ADA Compliant [Doors](#) at the Hilliard Building and 55th District Court

9. Health Department
 - a. Resolution to Authorize a 2014-2015 [Americorps*Vista](#) Continuation Grant
 - b. Resolution to Authorize an Increase in the Staff Time Allocation for the Nurse Family Partnership [Supervisor](#)
 - c. Resolution to Accept Funds from Community Mental Health of Clinton-Eaton-Ingham Counties, R.E. Olds Foundation, and Michigan Power to Thrive to Support the Power of We Consortium's [2014 Summit](#) and to Enter into an Agreement with the Lansing Center to Host the Event
 - d. Resolution to Accept a Capital Grant Award from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered [Medical Home Facilities Improvement](#)
 - e. Resolution to Authorize the Provision of Group Medical Professional Liability/Malpractice [Insurance Coverage](#) to Community Health Center Providers
 - f. Resolution to Accept Base Funding Increase to the Health Center Cluster Award from the U.S. Department of Health and Human Services for Patient Centered [Medical Home Recognition](#)
 - g. Resolution to Adopt Amendments to the Ingham Community Health Center Board [Bylaws](#)

10. Controller's Office
 - a. Resolution to Authorize the Transfer of MERS [Retirement Funds](#) for 9-1-1 Employees - Reciprocal Retirement Act
 - b. Resolution to Authorize the Transfer of Retiree [Health Insurance Funds](#) for 9-1-1 Employees from the City of Lansing

11. Board Referral - Notice of Hearing from Delhi Charter Township Regarding an Application for Industrial Facilities Exemption Certificate by [Scitex, LLC](#)

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.

SEPTEMBER 17, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1a. Circuit Court - Resolution to Accept the FY 2015 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator and Special Part-Time Prosecutor Positions, and Enter into Subcontracts*

This resolution authorizes accepting the \$181,994 State Court Administrative Office (SCAO) grant to continue the Swift and Sure Sanctions Probation Program (SSSPP). The SSSPP grant is for the time period of October 1, 2014 through September 30, 2015. There is no monetary match required. The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

The grant also authorizes the continuation of two grant-funded positions including a three-quarter time SSSPP Case Management Coordinator at Circuit Court and a special part-time SSSPP Assistant Prosecuting Attorney. Finally, the resolution also authorizes subcontracts subject to the availability of grant funds.

NOTE: As of this date, we have not been notified of the actual grant amount from the state so the resolution indicates the amount that was requested. If the final grant amount is different, the resolution will be changed as it goes through the September committee process or amended at a later date as appropriate. (See attached memo for details)

- 1b. Circuit Court - Resolution to Accept the FY 2015 Michigan Mental Health Court Grant Program Operational Grant and Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position*

This resolution authorizes acceptance of a \$140,000 continuation grant award by the SCAO for the Michigan Mental Health Grant Program – Operational Grant for the time period of October 1, 2014 through September 30, 2015. The goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision, to minimize recidivism, and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle. The grant also authorizes continuation of the grant-funded three-quarter time Mental Health Court Services Coordinator position. (See attached memo for details)

- 2. Friend of the Court/Prosecuting Attorney's Office - Resolution Authorizing a New Contract with MGT of America, Inc. for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program (CRP) Application and Other Services*

This resolution authorizes entering into contracts with MGT for services from October 1, 2014 until September 30, 2017, from funds within the Ingham County Friend of the Court and Ingham County Prosecuting Attorney Cooperative Reimbursement budgets to:

- (1) Prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of \$5,000 for CRP billing at a cost of \$6,000 per year for the Friend of the Court, and \$6,000 per year for the Prosecuting Attorney, or \$12,000 in total.
- (2) Provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing at a cost of \$1.40 per timesheet at a cost not to exceed \$7,500 per year.

The combined cost of the contracts would not exceed \$19,500 per year (\$6,000 for the PA and \$13,500 for the FOC) and because the contracts with MGT are eligible for 66% CRP reimbursement, the general fund cost would not exceed \$6,630 per year (\$2,040 for the PA and \$4,590 for the FOC). Funds are or will be budgeted for this purpose over the three year period. (See attached memo for details)

3. *IT Department/Sheriff's Office - Resolution to Approve the Purchase, Installation, and Configuration of Carousel Industries Jail Audio System for All Remaining Jail Posts*

This resolution authorizes the purchase of equipment, installation, and configuration of jail audio systems from Carousel Industries to finalize the total replacement of the audio systems in the remaining six jail posts (2, 6, 7, 8, 9 and 10) in an amount not to exceed \$59,600. The project will be funded from the Inmate Commissary Account fund balance. Post 5 was originally done as the Test Pilot post out of funds within the IT budget.

Resolution #14-338 authorized \$24,000 for posts 1 and 4. The current request of \$59,600, which includes a contingency amount of \$7,600, brings the total budget for the remaining eight occupied posts up to \$83,600. (See attached memo for details)

4. *Mid-State Health Network - Resolution to Designate the Mid State Health Network (MSHN) as the Substance Abuse Coordinating Agency for Ingham County Effective October 1, 2014*

This resolution will designate MSHN as the new Substance Abuse Coordinating Agency for Ingham County and authorize an agreement with MSHN for the establishment of a substance use disorder policy board and for the distribution of PA 2 dollars through December 31, 2017. Please see the attached memorandum for more details.

5a. *Parks Department – Resolution Authorizing the Purchase of One (1) New Snow Groomer and Repayment Schedule for the Hawk Island Snowpark*

The Parks Department seeks approval to purchase a snow groomer needed to properly build and maintain the Hawk Island Snowpark. The Purchasing Department solicited bids for a snow groomer and along with Park staff, has reviewed the bids and recommends that Kassbohrer All-Terrain Vehicles, Inc. be awarded the bid in an amount not to exceed \$185,000. The Parks Commission approved this resolution at their August 2014 meeting.

Because the Parks Department budget does not include funds for this purchase, the Department requests that necessary funds be advanced to the Department and repaid over ten years.

5b. *Parks Department – Resolution Authorizing the Purchase of Two (2) New Snow Makers and Repayment Schedule For the Hawk Island Snowpark*

The Parks Department seeks approval to purchase two snow makers needed to assure availability of adequate snow to operate the Hawk Island Snowpark. The Purchasing Department solicited bids for the snow makers

and along with Park staff, has reviewed the bids and recommends that Snow Machines, Inc. be awarded the bid in an amount not to exceed \$39,200. The Parks Commission approved this resolution at their August 2014 meeting.

Because the Parks Department budget does not include funds for this purchase, the Department requests that necessary funds be advanced to the Department and repaid over ten years.

6. *Farmland & Open Space Preservation Board – Resolution Approving the Statement of Work Between the United States and Ingham County to Accept \$220,196.00 for Two Properties*

The Farmland and Open Space Preservation Board seeks approval of an agreement between the United States of America and Ingham County for the purchase of permanent conservation easement deeds on two of the top ranked properties of the 2013 Ingham County Farmland and Open Space Preservation Board application cycle. Four properties were submitted for matching fund consideration, and two were awarded funds under the Agricultural Conservation Easement Program-Agricultural Land Easements (ACEP-ALE) Statement of Work.

There will be future costs associated with proceeding with negotiations on the two properties, including, but not limited to, appraisal, survey, title commitment and insurance costs. These costs are allocated through the established County budget process. The value of the two properties in question is estimated to be \$220,196.

7. *Potter Park Zoo - Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo*

Potter Park Zoo proposes adoption of a flat per person fee of \$4.00 for participants in charitable events at Potter Park Zoo. This fee will cover Zoo expenses and increase the perceived value of holding a charitable event at Potter Park Zoo.

During the Potter Park Zoo season, running from April 1st to October 31st the Park receives approximately 10 requests for pavilion reservations from non-profit groups. Most of these reservations are for the purpose of holding fundraising or promotional activities solely for the benefit of their individual charitable cause. These events have an average attendance of approximately 1,000 guests, with some events being much larger. In years past, these groups have reserved the pavilions and received free entry to the zoo for their guests.

8a. *Facilities Department - Memo regarding Emergency Gate Operator Replacement at the Jail*

This memo details the steps taken to purchase and replace the gate operator at the Ingham County Jail when it failed and was in need of immediate replacement in order to provide adequate security at the Jail.

8b. *Facilities Department - Resolution Authorizing a Purchase Order for Two Men and a Truck for the Moving of the Sparrow and St. Lawrence Clinics to the River Oak Site*

This resolution authorizes a purchase order for Two Men and a Truck to transport the contents from both the Sparrow Clinic and St. Lawrence Clinic current locations to the River Oak site. The Sparrow and St. Lawrence clinics are being moved from their current locations and consolidated at the River Oak site, contents from their offices and their supply rooms must be transported to the new facility. Two Men and a Truck submitted the lowest bid of \$7,917.75.

8c. Facilities Department - Resolution Awarding a Contract to DLZ Michigan Inc. to Provide Professional Consulting Services for a Space Utilization Study of the Ingham County Courthouse, Hilliard Building, Road Department, Grady Porter/Veteran's Memorial Courthouse and The Human Services Building

The Facilities Department seeks approval of a contract with DLZ Michigan, Inc. to provide professional consulting services for a space utilization study of several Ingham County Buildings. Results of the study will be used by the county to plan and execute facility upgrades, determine the best usage of existing space, make appropriate recommendations regarding space utilization, determine future space needs and plan for new structures, if appropriate. DLZ was determined to be the most qualified bidder, having more familiarity and experience with county buildings allowing them to complete this project at a cost not to exceed \$74,700.

8d. Facilities Department – Resolution Awarding a Contract to Molnar Roofing Company, Inc. for the Replacement of the Hilliard Building Roof

The Facilities Department seeks approval of a contract with Molnar Roofing Company Inc., for replacement of the Hilliard Building roof. The roof is old, deteriorated, and in need of replacement. After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Molnar who submitted the lowest responsive and responsible bid at a cost not to exceed \$193,710, inclusive of a \$5,318 contingency for any unseen circumstances that may arise.

8e. Facilities Department – Resolution Awarding a Contract to Michigan Paving and Materials Company to Provide Asphalt Parking Lot Replacement at the Human Services Building

The Facilities Department seeks approval of a contract with Michigan Paving and Materials Company for asphalt parking lot replacement at the Human Services Building. After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Michigan Paving who submitted the lowest responsive and responsible bid at a cost not to exceed 224,910.75, inclusive of a \$10,000 contingency for any unseen circumstances that may arise.

8f. Facilities Department – Resolution Awarding a Contract to Automatic Equipment Sales & Service, Inc. to Install ADA Compliant Doors at the Hilliard Building and 55th District Court

The Facilities Department seeks approval of a contract with Automatic Equipment Sales & Service, Inc. to install ADA compliant doors at the Hilliard Building and 55th District Court. After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Automatic Equipment at a cost not to exceed \$11,304.

9a. Health Department - Resolution to Authorize a 2014-2015 Americorps*Vista Continuation Grant

This resolution authorizes an agreement with the Corporation for National and Community Services (CNCS) to operate Year Two of the AmeriCorps*VISTA project in Ingham County.

AmeriCorps*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The Corporation for National and Community Service (CNCS) has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps*VISTA Program grant of \$15,000 for the 2014-2015 fiscal year to be utilized to partially cover the \$65,617 (salary and fringe) for the full-time coordinator.

Match totaling \$89,310 is being provided by the following Sources: Host site match, \$44,852, match dollars offered by Ingham County MSU Extension \$22,182, and match from the VISTA Deferred Revenue Cost Share Fund \$22,276.

Out of this \$89,310 match, Ingham County is required to support three (3) VISTA members at \$11,676 each (total of \$35,028), provide \$50,617 for salary and fringe for full time coordinator, and \$3,665 for travel, supplies and phone.

The grant requires a match.

	Amount	Percent
Grant	\$ 15,000	15%
Match	\$ 89,310	85%*
Total	\$104,310	

*Grant guidelines direct applicants to hold the CNCS member support at \$11,676 per member.

A total of 15 FTE AmeriCorps*VISTA members will be placed in host sites selected through an RFP process. The AmeriCorps Specialist-*VISTA (position #601463) will be increased to 1 FTE.

9b. Health Department - *Resolution to Authorize an Increase in the Staff Time Allocation for the Nurse Family Partnership Supervisor*

This resolution increases the staffing allocation for the Nurse Family Partnership (NFP) program from a .50 FTE to a 1.0 FTE NFP Supervisor position. This program requires additional supervisory time in order to demonstrate these positive effects. In addition to individual meetings with staff, the NFP supervisor must also provide weekly team meetings and case conferencing, in order to maintain program fidelity. Additionally, the program now participates in a number of quality improvement initiatives, which require a significant amount of time to access data and run reports. Michigan Department of Community Health (MDCH) will again provide the Health Department with support to the NFP program, which currently supports the work of four Public Health Nurses and .50 FTE Supervisor. Funds to support the .50 FTE increase in staff will be utilized from existing funding in the 2015 budget in the amount of \$57,723.00.

9c. Health Department - *Resolution to Accept Funds from Community Mental Health of Clinton-Eaton-Ingham Counties, R.E. Olds Foundation, and Michigan Power to Thrive to Support the Power of We Consortium's 2014 Summit and to Enter into an Agreement with the Lansing Center to Host the Event*

The Power of We Consortium (PWC) is holding its first community summit. This resolution accepts funding from Community Mental Health of Clinton-Eaton-Ingham Counties, the R.E. Olds Foundation, and Michigan Power to Thrive on behalf of the Power of We, to cover the cost of the summit in its entirety in the following amounts: \$5,000 from CMH-CEI, \$2,000 from R.E. Olds, and \$1,500 from Michigan Power to Thrive. The expense for the summit at the Lansing Center is \$8,145.

9d. Health Department – *Resolution to Accept a Capital Grant Award from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Facilities Improvement*

This resolution accepts the Affordable Care Act Patient Centered Medical Home Facilities Improvement Grant award in the amount \$250,000 from the U.S. Department of Health and Human Services Health Resources and Services Administration for the period of September 1, 2014 through August 31, 2016. The grant funds will be used to support renovations at Cedar Community Health Center located on the second floor of the Human Services Building 5303 S. Cedar Street. The resolution also authorizes a subcontract agreement with Capital Link, for the consultation services of Cindy Barr, RN, EADC, on capital project PCMH clinical environment design and construction implementation.

9e. Health Department – Resolution to Authorize the Provision of Group Liability Coverage to Community Health Center Providers

This resolution authorizes Ingham County to enter into an agreement with The Doctors Company to provide group liability coverage to the Health Department's Community Health Center providers. Ingham County currently pays for individual liability coverage for each of its providers within the Community Health Centers. Ingham County and the Health Department have reviewed group versus individual liability coverage policies, and determined that a group coverage plan is the most beneficial. Two bids were reviewed and an agreement with The Doctors Company is recommended to provide an Occurrence Group Professional Liability Policy for the Community Health Center providers.

9f. Health Department – Resolution to Accept Base Funding Increase to the Health Center Cluster Award from the U.S. Department of Health and Human Services for Patient Centered Medical Home Recognition

This resolution accepts an increase of \$91,483.00 to the Health Center Cluster Program base award. In Resolution #11-316, the Health Department received a grant award from the U.S. Department of Health and Human Services. U.S. Department of Health and Human Services - Health Resources and Services Administration has awarded this increase in annual base funding for the Health Department's Health Center Cluster Program in response to Sparrow and St. Lawrence Health Centers obtaining Patient Centered Medical Home (PCMH) recognition. The award provides an increase of \$91,483 for the period of November 1, 2013 through October 31, 2014 (Fiscal Year 2014). The increased funding will be reflected in ongoing annual base funding awards through remainder of the grant period, which ends October 31, 2015.

9g. Health Department – Resolution to Adopt Amendments to the Ingham Community Health Center Board Bylaws

This resolution amends the bylaws of the Community Health Center Board in order to ensure compliance with federal statute and programmatic requirements as stipulated by Section 330 of the Public Health Services Act. The Health Center Board has reviewed and updated the current Bylaws and is requesting approval from the Ingham County Board of Commissioners.

10a. Controller/Administrator's Office- Resolution to Authorize the Transfer of Retiree Health Insurance Funds for 9-1-1 Employees from the City of Lansing

10b. Controller/Administrator's Office- Resolution to Authorize the Transfer of MERS Retirement Funds for 9-1-1 Employees – Reciprocal Retirement Act

These two companion resolutions will finalize the contractual obligation to transfer certain 9-1-1 funds from the City of Lansing to Ingham County for the former City of Lansing 9-1-1 employees that became County of Ingham 9-1-1 employees for both pension and retiree health insurance (OPEB).

The Pension Resolution: The County hired an outside actuary to perform an independent review of the report prepared by the City's pension actuary. The result of this review determined that the amount to be transferred for the actuarial accrued liability for the impacted employees equals \$1,070,858. The City transferred \$968,348 on December 31, 2013, the remaining balance to be transferred is \$102,510. The City will be transferring this amount as soon as this resolution is approved.

The resolution also comports with the reciprocal retirement act which requires the Board of Commissioners accept this liability.

The OPEB Resolution: This resolution authorizes the transfer of retiree health insurance funds (OPEB) from the City of Lansing to Ingham County after joint agreements on the amount of funds and a three year payment schedule. The amount was determined by a joint agreement between the City of Lansing's Finance Director, Angie Bennett, and Jill Rhode our Director of Financial Services on the calculation methodology and assumptions used to determine the amounts. The Controller's Office agrees that the amounts and payment plan are fair to both parties.

The total amount of the OPEB transfer equals \$684,129. The City will pay the County \$228,043 per year over a three year period. The payments will be due each October beginning in 2014 and the County will deposit the funds into their Retiree Health Insurance Trust.

This will complete all financial transactions between Ingham County and the City of Lansing related to the contract between the two parties. (see attached memo for details)

BOARD REFERRAL:

11. *Notice of Hearing from Delhi Charter Township Regarding an Application for Industrial Facilities Exemption Certificate by Scitex, LLC*

MEMORANDUM

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: September 2, 2014

Re: Swift and Sure Sanctions Probation Program
2014 – 2015 Operational Grant Award

On June 27, 2014 the 30th Circuit Court submitted an application to receive grant funds in the amount of \$181,994 from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award is for the grant period of October 1, 2014 through September 30, 2015. While we do not yet know the amount of our award, we have been told that we can anticipate having that information before the September 11, 2014 Law and Courts Committee meeting. We will revise the award amount cited on the resolution once we learn the amount.

The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

Through the enclosed Resolution, we are requesting that the Board of Commissioners accept the grant award, continue the three-quarter time SSSPP Case Management Coordinator and Special Part Time Prosecuting Attorney positions, and authorize entering into subcontracts for the 2014-2015 grant period.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2015 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT, CONTINUE THE GRANT FUNDED THREE-QUARTER TIME SSSPP CASE MANAGEMENT COORDINATOR AND SPECIAL PART-TIME PROSECUTOR POSITIONS, AND ENTER INTO SUBCONTRACTS

WHEREAS, the 30th Circuit Court has been approved to receive grant funds in the amount of \$181,994 from the Swift and Sure Sanctions Probation Program (SSSPP) Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2014 through September 30, 2015; and

WHEREAS, \$58,997 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time SSSPP Case Management Coordinator position and \$11,570 of the grant award is for the grant funded salary of a special part time Prosecuting Attorney position; and

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

WHEREAS, continuing the SSSPP Case Management Coordinator and Special Part Time Prosecuting Attorney positions referenced in Resolution 13-390 will assist the Circuit Court in achieving the goals and objectives stated above; and

WHEREAS, the 2015 SCAO Swift and Sure Sanctions Probation Program Grant provides for grant implementation services and participant treatment and services as follows: representation by a defense attorney (not to exceed \$17,160); substance abuse evaluations to be provided by Wellness, Inx. (not to exceed \$5,000); day reporting services to be provided by NorthWest Initiative – ARRO not to exceed (\$11,999); detoxification services to be provided by CEI-CMH (not to exceed \$3,000); drug treatment and other services to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons (not to exceed \$17,775); mental health, anger management and domestic violence counseling service to be provided by Freedom Through Counseling, Cristo-Rey, and COPE (not to exceed \$5,000) and drug testing services to be provided by A.D.A.M. (not to exceed \$47,460); and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2015 SCAO Swift and Sure Sanctions Probation Program Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the \$181,994 awarded by the SCAO for the Swift and Sure Sanctions Probation Program Grant which begins on October 1, 2014 and ends on September 30, 2015; authorizes continuation of the grant-funded three-quarter time SSSPP Case Management Coordinator and Special Part Time Prosecuting Attorney; and authorizes entering into subcontracts for the 2015 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2014 – September 30, 2015 with General Trial Division C-Level Court Appointed Counsel not to exceed \$17,160; with Wellness, Inx. not to exceed \$5,000; with NorthWest Initiative – ARRO not to exceed \$11,999; with CEI-CMH

not to exceed \$3,000; with Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, Cristo-Rey, and CEI-CMH House of Commons not to collectively exceed \$17,775; with Freedom Through Counseling, Cristo-Rey, and COPE not to collectively exceed \$5,000 and A.D.A.M. not to exceed \$47,460.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2014 and 2015 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

MEMORANDUM

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: August 27, 2014

Re: Michigan Mental Health Court Grant Program
2014 – 2015 Operational Grant Award

The 30th Circuit Court submitted an application for the Michigan Mental Health Court Grant Program – Operational Grant on May 15, 2014. On August 15, 2014 we were notified that we had been awarded a grant amount of \$140,000. The award is for the grant period of October 1, 2014 through September 30, 2015.

The goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle. A team approach will be used to keep the court informed of participants' adherence to treatment and progress in other areas.

Through the enclosed Resolution, we are requesting that the Board of Commissioners accept the grant award and continue the three-quarter time Mental Health Court – Court Services Coordinator position which was initially approved in Resolution 14-229,

cc: Hon. Joyce Draganchuk
Shauna Dunnings
Stuart Dunnings
Hon. James S. Jamo
Hon. Janelle A. Lawless
Lisa McCormick

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2015 MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM OPERATIONAL GRANT AND CONTINUE THE GRANT FUNDED THREE-QUARTER TIME ICEA COURT PROFESSIONAL 5 MENTAL HEALTH COURT – COURT SERVICES COORDINATOR POSITION

WHEREAS, the 30th Circuit Court has been approved to receive grant funds in the amount of \$140,000 from the Michigan Mental Health Court Grant Program – Operational Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2014 through September 30, 2015; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle; and

WHEREAS, \$58,997 of the grant award is for the grant funded salary and fringe benefits of a three-quarter time Mental Health Court – Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PRO05; and

WHEREAS, the MHC Court Services Coordinator position was initially approved in the planning grant phase of the program in Resolution #14-229 for the purpose of assisting the Circuit Court in achieving the goals and objectives stated above by acting as a liaison between the Ingham County circuit Court, CMH, the Ingham County Sheriff's Office, Ingham County Adult Probation, the District Courts with jurisdiction within Ingham County, and various community service agencies; and

WHEREAS, the MHC Court Services Coordinator was hired and began her employment on July 28, 2014; and

WHEREAS, continuation of the position of the MHC Court Services Coordinator through the operational phase of the grant would provide continuity of service.

THEREFORE BE IT RESOLVED, that that Ingham County Board of Commissioners accepts the \$140,000 awarded by the SCAO for the Michigan Mental Health Grant Program – Operational Grant which has a grant period of October 1, 2014 through September 30, 2015 and authorizes continuation of the grant-funded three-quarter time MHC Court Services Coordinator position at the ICEA PRO05 salary grade.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2014 budget and position allocation list consistent with this resolution.

MEMORANDUM

TO: LAW & COURTS AND FINANCE COMMITTEES

**FROM: HARRY MOXLEY, INTERIM FOC
LISA MCCORMICK, CHIEF ASSISTANT PROSECUTOR**

**RE: RE-AUTHORIZATION OF FRIEND OF THE COURT AND
PROSECUTOR CONTRACTS WITH MGT FOR THE
PREPARATION OF THE IV-D COOPERATIVE
REIMBURSEMENT PROGRAM (CRP) APPLICATION AND
OTHER SERVICES**

DATE: AUGUST 22, 2014

Currently the Friend of the Court and the Family Support Unit of the Prosecuting Attorney receive 66% reimbursement for most of their expenditures through the federal Cooperative Reimbursement Program (CRP), authorized by Title IV-D of the Social Security Act. Taken together, the Ingham County FOC and PA receive over \$3 million annually in CRP reimbursement, which is administered by the Michigan Office of Child Support.

The application for CRP funding (now done every three years), and the monthly preparation and submission of reimbursement requests to the Michigan Office of Child Support through the Electronic Grant Management System (EGrAMS), are extremely complex, detailed and time-consuming procedures which could easily require the creation of a specialized accounting position were they done in-house.

In order to continue to apply for and receive CRP reimbursement in the most cost-effective manner possible, the FOC and PA request new three-year contracts with MGT of America, who has been preparing CRP applications and reimbursement requests in an accurate and timely fashion for each agency since 2010. The combined cost of the contracts would not exceed \$19,500 per year (\$6,000 for the PA and \$13,500 for the FOC), and because the contracts with MGT are eligible for 66% CRP reimbursement, the general fund cost would not exceed \$6,630 per year (\$2,040 for the PA and \$4,590 for the FOC), or approximately 0.2% of the total amount of reimbursement being sought.

Although the CRP application and reimbursement request contracts are 20% higher than the contract entered into with MGT on 10/1/10 (having increased from \$5,000 to \$6,000 per agency per contract), they are still approximately the same rate as was paid to the prior vendor. The rate for the processing of timesheets for the FOC automated time log service is the same as under the prior MGT contract.

Thank you for your consideration. A representative of the Friend of the Court and/or Prosecuting Attorney will be available at the September 11 Law & Courts Committee and September 17 Finance Committee meetings.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A NEW CONTRACT WITH MGT OF AMERICA, INC. FOR THE PREPARATION OF THE FRIEND OF THE COURT AND PROSECUTING ATTORNEY TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM (CRP) APPLICATION AND OTHER SERVICES

WHEREAS, the Ingham County Friend of the Court and Ingham County Prosecuting Attorney receive Title IV-D funding to administer the child support program; and

WHEREAS, the application for IV-D funding, and the billing for IV-D funding, is complex and requires specialized knowledge; and

WHEREAS, since 2010 MGT has provided accurate and timely services to the Ingham County Friend of the Court and the Ingham County Prosecuting Attorney for the application and billing of IV-D funding; and

WHEREAS, MGT provided a yearly quote of \$6,000 for the Friend of the Court, and \$6,000 for the Prosecuting Attorney, to prepare the Title IV-D CRP application, the monthly billing invoices, and the capitalization schedule for equipment purchased in excess of \$5,000; and

WHEREAS, MGT provided a quote of \$1.40 per timesheet processed for the Friend of the Court automatic time log processing service to assist in compiling and providing the information necessary for the monthly CRP billing; and

WHEREAS, the MGT rates are approximately the same as those paid to the prior vendor providing these services four years ago.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves contracts with MGT for services from October 1, 2014 until September 30, 2017, from funds within the Ingham County Friend of the Court and Ingham County Prosecuting Attorney budgets to:

- (3) Prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of \$5,000 for CRP billing at a cost of \$6,000 per year for the Friend of the Court, and \$6,000 per year for the Prosecuting Attorney, or \$12,000 in total.
- (4) Provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing at a cost of \$1.40 per timesheet at a cost not to exceed \$7,500 per year.

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

Ingham County Innovation and Technology Department

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

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: August 28, 2014
Re: Replace all remaining Grand Valley Audio controls at the Ingham County Jail

Dear Commissioners,

The Innovation and Technology Department had been requested by the Ingham County Sheriff's Office (ICSO) and the Controller's Office to review the implementation of the Jail Communications and Control system rollout and replace the failing system. The ICSO has voiced several concerns with the Grand Valley system.

In June of 2014 we replaced one of the failing intercom systems that Grand Valley installed at the Ingham County Jail. The pilot test was performed on Post 5. Testing has resulted in very positive feedback from deputies at the post. Since replacing Post 5 two additional posts (Post 1 and Post 4) have lost their ability to listen and talk through the Grand Valley intercom system. The union has meet with the Sheriff's office and have claimed the failure of the audio system on Post 1 and Post 4 are resulting in an officer safety issue.

At the August 19th County Services meeting an emergency resolution to replace Post 1 and Post 4's failed system was submitted and approved. At that time the committee asked if it was the Department's recommendation to replace the remaining posts not on the new audio system. It is the recommendation of the Chief Information Officer and the Jail administration staff that all 9 jail post audio systems be replaced with the Carousel Industries solution. Carousel has indicated that the cost to replace Post 1 and Post 4's system would be \$17,900. To replace all of the posts would be \$76,000.00 and would include interconnecting the systems. This would allow other posts to monitor each other if needed for additional officer and inmate safety during incidents. If we complete each post separately we would incur an additional \$6,000 in cost to tie the system together later.

As mentioned, Post 5 has been operational since July this year. The Jail is divided into 10 posts. Posts are numbered 1 thru 10 with Post 3 currently being closed. Replacement of the audio systems at Post 1 and 4 was approved at the August 19th County Services meeting. If we include the remaining posts (Posts 2, 6, 7, 8, 9 and 10) with Carousel now the cost would be a total of \$76,000. I would like to add a 10% contingency for any unknown issues of \$7,600. Approval of this resolution would allow us to address all the concerns in the jail with the audio monitoring and communications at all of the posts. Since the project was not funded for this fiscal year it would require the use of the Inmate Commissary account fund balance for a total not to exceed \$83,600 which includes the 10% contingency. This would be a total increase to the August 19th resolution of an amount not to exceed \$59,600 as the resolution approved on August 19th was not to exceed \$24,000. This resolution would also allow the Controller's Office and Budget Office to make any budget adjustments required for this resolution.

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 Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE, INSTALLATION AND CONFIGURATION
OF CAROUSEL INDUSTRIES JAIL AUDIO SYSTEM FOR ALL REMAINING JAIL POSTS
AT THE INGHAM COUNTY JAIL**

WHEREAS, it was discovered the Ingham County Sheriff's Office Jail Grand Valley audio system was inadequately designed and has not performed to satisfaction; and

WHEREAS, there have been several issues noted with quality and reliability with the audio equipment in several of the Ingham County Sheriff's Office Jail posts; and

WHEREAS, the audio equipment in the Ingham County Sheriff's Office Jail posts needs to be updated to provide adequate officer and inmate safety; and

WHEREAS, a pilot test system from Carousel Industries was installed in Jail Post 5 in June of this year; and

WHEREAS, Resolution #14-338, passed at the August 26, 2014 Board of Commissioners meeting, approved the emergency replacement of the audio systems in Jail Posts 1 and 4; and

WHEREAS, the failure of the audio system in Jail Posts 1 and 4 will likely occur in the remaining jail posts in the near future; and

WHEREAS, the results of the testing have proven the new system meets and exceeds expectations; and

WHEREAS, it is the recommendation of the Chief Information Officer and Ingham County Sheriff's Office that Carousel Industries replace all remaining jail posts with the Grand Valley audio system as soon as possible to prevent future officer safety concerns; and

WHEREAS, funds are not available in the current Sheriff's Office operational budget.

THEREFORE IT BE RESOLVED, that the Board of Commissioners authorizes the purchase of equipment, installation, and configuration of jail audio systems from Carousel Industries to replace the audio systems in the remaining jail posts (2, 5, 6, 7, 8, 9 and 10).

BE IT FURTHER RESOLVED, the cost of the audio systems, in an amount not to exceed \$59,600, will be paid from the Inmate Commissary Account fund balance.

BE IT FURTHER RESOLVED, that the Controller 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 Carousel Industries consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Mid State Health Network as Substance Abuse Coordinating Agency

DATE: August 29, 2014

On January 1, 2014, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) became a member of the Mid-State Health Network (MSHN). MSHN is the newly created Medicaid Managed Care Organization for mental health, developmental disability, and substance use disorder services (what are often called behavioral health services) covering for the tri-county community and eighteen other counties in the center of state. MSHN and CMH are jointly responsible for assuring that services are available within the tri-county community for Medicaid enrollees with Serious and Persistent Mental Illness, Serious Emotional Disturbances, Developmental Disabilities, and Substance Use Disorders.

MSHN, along with the current Substance Abuse Coordinating Agency for Ingham County, CMH, has requested that payment of PA 2 liquor tax funds be redirected to MSHN as the new Coordinating Agency effective October 1, 2014. This resolution will designate MSHN as the new Substance Abuse Coordinating Agency for Ingham County and authorize an agreement with MSHN for the establishment of a substance use disorder policy board and for the distribution of PA 2 dollars through December 31, 2017.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO DESIGNATE THE MID STATE HEALTH NETWORK (MSHN) AS THE
SUBSTANCE ABUSE COORDINATING AGENCY FOR INGHAM COUNTY
EFFECTIVE OCTOBER 1, 2014**

WHEREAS, Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to administer substance use disorder services subject to the approval of the affected county board or boards of commissioners; and

WHEREAS, the Mid-State Health Network is a Pre-Paid inpatient Health Plan/Regional Entity and new Medicaid Managed Care Organization for Michigan's behavioral health and substance use disorder services for twenty one counties including Ingham County; and

WHEREAS, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) has been Ingham County's Substance Abuse Coordinating Agency since October 1, 2012; and

WHEREAS, On January 1, 2014, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) became a member of the Mid-State Health Network (MSHN); and

WHEREAS, MSHN is the newly created Medicaid Managed Care Organization for mental health, developmental disability, and substance use disorder services (what are often called behavioral health services) covering for the tri-county community and eighteen other counties in the center of state; and

WHEREAS, MSHN will be Ingham County's new Substance Abuse Coordinating Agency.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners designates the Mid-State Health Network (MSHN) as the Coordinating Agency for administering Substance Use Disorder services under Public Act 368 of 1978, as amended, effective October 1, 2014.

BE IT FURTHER RESOLVED, that an interlocal agreement be entered into with MSHN for the establishment of a substance use disorder policy board that includes a provision for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County for the time period of October 1, 2014 through December 31, 2017.

BE IT FURTHER RESOLVED, MSHN will provide Ingham County with substance abuse services and accounting and audit reports consistent with the requirements of the Michigan Department of Treasury, demonstrating its use of funds received from Ingham County from liquor tax revenues, which use shall be in accordance with the requirements of MCL 211.24(e).

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

MEMO

Date: August 26, 2014

To: County Services & Finance Committees

From: Willis Bennett

Re: Resolution authorizing the purchase of one (1) new snow groomer from Kassbohrer All Terrain Vehicles, Inc.

Ingham County partnered with Superparks, LLC for the management and maintenance of the Hawk Island Snowpark. After a two year period, Ingham County made the decision not to continue with Superparks, LLC. Due to the termination of the agreement with Superparks, Parks Department staff will now manage and maintain the Snowpark. With the loss of this agreement, the equipment provided by Superparks will no longer be available.

To properly build and maintain the Snowpark a snow groomer is needed to create and maintain the features of the hill.

The Purchasing Department solicited bids for a snow groomer and along with Park staff, has reviewed the bids and recommends that Kassbohrer All Terrain Vehicles, Inc. be awarded the bid in an amount not to exceed \$185,000.

The Parks Commission approved this resolution at their August 2014 meeting.

As the Parks Department budget does not have adequate funding at this time, we request the funds necessary be advanced to the department and repaid over a ten (10) year period. Based upon the projected operating budget, the long term costs for the snow groomer will be lower by purchasing the equipment vs. renting over the same period.

Please do not hesitate to contact me if you have questions regarding this matter.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: September 4, 2014
 SUBJECT: Snow Grooming Equipment

Project Description:

Ingham County Purchasing Department sought proposals for the purchase of one (1) new snow groomer delivered to Hawk Island County Park in Lansing, Michigan for use on a small snow tubing hill. An option for renting the groomer was also requested.

Proposal Summary:

Vendors contacted: 13 Local: 0
 Vendors responding: 01 Local: 0

In understanding the number of vendors contacted and responding it is important to recognize that the Snow Grooming and Snow Making equipment manufacturers are specialized fields whereby vendors are few and each specializes in a different degree of land area (square feet vs acres) to be covered along with different performance measures for different sports and/or field use (snow hills vs artic exploration).

Vendor Name	Local Preference	Bid Amount
Kassbohrer Company 3045 4 th Avenue East Shakopee MN 55379	No	\$185,000

Local and Other Vendors Not Responding

Snowgroomers.net - Harbor Springs, MI - Our SNO-MASTER groomers are small, tow behind groomers that do not meet your specifications as having a front blade and power tiller.

Track Inc., Bloomington MN - We cannot meet the December 1, 2014 onsite requirement and we do not have an option for rental equipment that would fit your needs.

Yellowstone Track Systems Inc. - West Yellowstone, MT., The County needs to push berms, which means we don't meet your specifications.

Recommendation:

The Evaluation Committee recommends awarding the contract to Kassbohrer All Terrain Vehicles, Inc. in an amount not to exceed \$185,000.

In addition to submitting the only responsive proposal, Kassbohrer Company began manufacturing snow grooming equipment in Germany in 1969 with their first manufacturing facility in the United States in 1979. In 2009 they boast 17,000 vehicles sold to 66 different countries since 1969. The company has set innovation and quality benchmarks along the way including its current success of developing sustainable “green” vehicles.

Advertisement:

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Purchasing Department’s Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) NEW SNOW GROOMER AND REPAYMENT SCHEDULE FOR THE HAWK ISLAND SNOWPARK

WHEREAS, the Ingham County Parks Department built and operates the Snowpark at Hawk Island County Park; and

WHEREAS, due to the termination of the agreement with Superparks, LLC, for the management and maintenance of the Snowpark, Parks Department staff will now manage and maintain the Snowpark; and

WHEREAS, a dedicated snow groomer is necessary to build and maintain the features of the Snowpark; and

WHEREAS, the proposed operating budget for the Snowpark included renting a snow groomer and by purchasing the equipment, a small savings can be attained; and

WHEREAS, the Ingham County Purchasing Department took sealed bids for snow grooming equipment and upon review of bids received, Purchasing and Parks staff recommend the bid be awarded to Kassbohrer All Terrain Vehicles, Inc.; and

WHEREAS, the Parks Commission supported this recommendation by passing Parks Resolution #15-14.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one (1) new snow groomer, from Kassbohrer All Terrain Vehicles, Inc. in an amount not to exceed \$185,000.

BE IT FURTHER RESOLVED, that appropriate funds be approved as an advance from the General Fund to be paid back over ten (10) years by the Parks Department.

BE IT FURTHER RESOLVED, that the Parks Department and Purchasing Department are hereby authorized to execute a purchase order with Kassbohrer All Terrain Vehicles, Inc. for the purchase of one new snow groomer in an amount not to exceed \$185,000.

MEMO

Date: August 26, 2014
To: County Services & Finance Committees
From: Willis Bennett
Re: Resolution authorizing the purchase of two (2) new snow makers from Snow Machines, Inc.

Ingham County partnered with Superparks, LLC for the management and maintenance of the Hawk Island Snowpark. After a two year period, Ingham County made the decision not to continue with Superparks, LLC. Due to the termination of the agreement with Superparks, Parks Department staff will now manage and maintain the Snowpark. With the loss of this agreement, the equipment provided by Superparks will no longer be available.

To properly build and maintain the Snowpark, two additional snow makers are needed to create adequate snow to operate the hill. By having the ability to build snow, the Snowpark can open earlier in the season and remain open longer.

The Purchasing Department solicited bids for snow makers and along with Park staff, has reviewed the bids and recommends that Snow Machines, Inc. be awarded the bid in an amount not to exceed \$39,200.

The Parks Commission approved this resolution at their August 2014 meeting.

As the Parks Department budget does not have adequate funding at this time, we request the funds necessary be advanced to the department and repaid over a ten (10) year period. Based upon the projected operating budget, the long term costs for the snow makers will be lower by purchasing the equipment vs. renting over the same period.

Please do not hesitate to contact me if you have questions regarding this matter.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 4, 2014
SUBJECT: Snow Making Equipment

Project Description:

Ingham County seeks proposals for two (2) new snowmakers to be delivered to Hawk Island County Park in Lansing, Michigan.

Proposal Summary:

Vendors contacted: 10 Local: 0
Vendors responding: 01 Local: 0

In understanding the number of vendors contacted and responding it is important to recognize that the Snow Grooming and Snow Making equipment manufacturers are specialized fields whereby vendors are few and each specializes in a different degree of land area (square feet vs acres) to be covered along with different performance measures for different sports and/or field use (snow hills vs artic exploration).

Table with 3 columns: Vendor Name, Local Preference, Bid Amount. Row 1: Snow Makers Inc., 1512 Rockwell Dr., Midland MI 48642, No, \$39,200

Local and Other Vendors Not Responding

MND America, Colorado, not a local vendor

Reason: At this time we respond with No Bid Submitted. It would not be possible for us to deliver within the time limit set forth in the contract. Please consider our company for any future bids for snowmaking and outdoor recreation products.

Recommendation:

The Evaluation Committee recommends awarding the contract to Snow Makers Inc. in an amount not to exceed \$39,200.

In addition to submitting the only responsive proposal, Snow Makers Inc. has been in business since 1974 and has served over 800 resorts around the world from very simple to complex projects.

Advertisement:

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Purchasing Department's Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) NEW SNOW MAKERS AND
REPAYMENT SCHEDULE FOR THE HAWK ISLAND SNOWPARK**

WHEREAS, the Ingham County Parks Department built and operates the Snowpark at Hawk Island County Park; and

WHEREAS, due to the termination of the agreement with Superparks, LLC, for the management and maintenance of the Snowpark, Parks Department staff will now manage and maintain the Snowpark; and

WHEREAS, additional dedicated snow makers are necessary to build and maintain the features of the Snowpark; and

WHEREAS, the proposed operating budget for the Snowpark included renting snow makers and by purchasing the equipment, a small savings can be attained; and

WHEREAS, the Ingham County Purchasing Department took sealed bids for snow making equipment and upon review of bids received, Purchasing and Parks staff recommend that the bid be awarded to Snow Machines, Inc.; and

WHEREAS, the Parks Commission supported this recommendation by passing Parks Resolution #16-14.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of two (2) new snow makers from Snow Machines, Inc. in an amount not to exceed \$39,200.

BE IT FURTHER RESOLVED, that appropriate funds be approved as an advance from the General Fund to be paid back over ten (10) years by the Parks Department.

BE IT FURTHER RESOLVED, that the Parks Department and Purchasing Department are hereby authorized to execute a purchase order with Snow Machines, Inc. for the purchase of two new snow makers in an amount not to exceed \$39,200.

Agenda Item 6

To: County Services and Finance Committees

From: Stacy Byers, Ingham County Farmland and Open Space Preservation Board

Date: 9/11/2014

RE: Resolution approving the Statement of Work between the United States and Ingham County to accept \$220,196.00 for two properties.

This resolution approves entering into an agreement between the United States of America and the County of Ingham for the purchase of Permanent Conservation Easement Deeds on two of the top ranked properties of the 2013 Ingham County Farmland and Open Space Preservation Board application cycle. Four properties were submitted for matching funds consideration, two were awarded funds under ACEP-ALE Statement of Work.

There will be future costs associated with proceeding with negotiations on the two properties, including, but not limited to, appraisal, survey, title commitment and insurance costs. These costs are allocated through the established County budget process.

	<u>Acres</u>	<u>Easement Total</u>	<u>Federal</u>	<u>County</u>	<u>Landowner</u>
Fogle Property	77.8	\$466,605.00	\$181,976.00	\$204,629.00	\$0.00
Haynes	77.6	\$98,000.00	\$38,220.00	\$59,780.00	\$0.00

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE STATEMENT OF WORK BETWEEN THE UNITED STATES AND INGHAM COUNTY TO ACCEPT \$220,196.00 FOR TWO PROPERTIES

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of Development Rights Ordinance in July 2004 and amended by resolution 10-99; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2013 and submitted 4 properties to the Federal Farm and Ranchland Protection Program, for consideration of matching funds; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase the Permanent Conservation Easement Deeds on the top ranked properties from the 2013 application cycle; and

WHEREAS, the USDA-NRCS wishes to enter into a 2014 Statement of Work for, the Haynes and Fogle properties, and agrees to provide \$220,196.00 of matching funds.

	<u>Acres</u>	<u>Easement Total</u>	<u>Federal</u>	<u>County</u>	<u>Landowner</u>
Fogle Property	77.8	\$466,605.00	\$181,976.00	\$204,629.00	\$0.00
Haynes	77.6	\$98,000.00	\$38,220.00	\$59,780.00	\$0.00

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2014 Statement of Work, acting by and through the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) on behalf of the Commodity Credit Corporation (CCC), and Ingham County for the implementation of the Agriculture Conservation Easement Program-Agriculture Lands Easements (ACEP-ALE).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign the 2014 Statement of Work after review and approval by County Attorney.

MEMORANDUM

TO: PPZ Advisory Board, County Services and Finance Committees
FROM: Sherrie Graham, Zoo Director
DATE: September 4, 2014
SUBJECT: Change of fees for charitable events at Potter Park Zoo

We are proposing a flat per person fee of \$4 for the participants in charitable events at Potter Park Zoo. This fee will cover our expenses and increase the perceived value of holding a charitable event at Potter Park Zoo.

During the Potter Park Zoo season, running from April 1st to October 31st the Park receives approximately 10 requests for pavilion reservations from non-profit groups. Most of these reservations are for the purpose of holding fundraising or promotional activities solely for the benefit of their individual charitable cause. These events have an average attendance of approximately 1,000 guests, with some events being much larger. In years past, these groups have reserved the pavilions and received free entry to the zoo for their guests. By continuing this policy the loss of revenue to the zoo is considerable. One example of the lost revenue would be the 2013 Capital Area Down Syndrome Buddy Walk with an average attendance of 2,000 people. If we consider an admission rate of \$4 there is a loss of \$8,000 on one event alone. In the 2014 season we have scheduled the following charitable events so far:

MS Walk	1000 guests
Rainbow Connection Walk	300 guests
Lansing Community College Zoo Day	1824 guests
Race to a Million Walk	200 guests
Tomorrows Child Jungle Jubilee	100 guests
Sparrow Run/Walk	100 guests
Community Mental Health	<u>2500 guests</u>
	6024 total guests

At the \$4 proposed admission rate this is a revenue loss of \$24,096 for the 2014 season, so far.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CHANGE OF FEES FOR THE
CHARITABLE EVENTS AT POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo wishes to establish a change of fees for charitable events which would cover the operational expenses of the zoo during these events; and

WHEREAS, the Potter Park Zoo has become an independent department within Ingham County and in the past has always mirrored the Parks Department fees; and

WHEREAS, the Potter Park Zoo charges for the use of the Pavilion rental only and entry fees to the zoo were waived; and

WHEREAS, the pavilion rental fees that are currently being charged will remain unchanged.

THEREFORE BE IT RESOLVED, the Potter Park Zoo Board authorizes the Potter Park Zoo charitable events fees to be charged a rate of \$4.00 per person.

BE IT FURTHER RESOLVED, the charitable event fees will become effective upon approval of the Board of Commissioners.

MEMORANDUM

TO: Law and Courts and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: August 25, 2014
SUBJECT: Emergency gate operator replacement at the Jail

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law and Courts and Finance Committees.

The gate operator at the Ingham County Jail failed and was in need of immediate replacement in order to provide adequate security at the Jail. The gate operator was old and deteriorated, it was more cost efficient to have it replaced as opposed to using costly replacement parts to make necessary repairs. A purchase order has been issued to Overhead Door Company of Lansing for a total cost of \$5,380.00.

Due to the urgency of the replacement, the Facilities Department is requesting a line item transfer of \$5,380.00 from account 245-31199-976000-4FC05 for warmers at the Jail, which has a balance of \$17,043.47, into account 245-30199-931000-4FC28 for Jail gate operator. The project for Jail warmers is complete.

Due to the dollar amount (more than \$5,000 and less than \$25,000), this transfer request requires approval by the Law and Courts and Finance Committees.

Upon approval of the requested line item transfer, funds for this purchase are available in Line Item 245-30199-931000-4FC28 for Jail gate operator.

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 3, 2014

SUBJECT: **RESOLUTION AUTHORIZING A PURCHASE ORDER FOR TWO MEN AND A TRUCK TO TRANSPORT THE CONTENTS OF THE SPARROW AND ST. LAWRENCE CLINICS TO THE RIVER OAK SITE**

The resolution before you authorizes a purchase order for Two Men and a Truck to transport the contents from both the Sparrow Clinic and St. Lawrence Clinic current locations to the River Oak site.

The Sparrow and St. Lawrence clinics are being moved from their current locations and consolidated at the River Oak site, contents from their offices and their supply rooms must be transported to the new facility. Contents from both locations, as listed on each estimate detail sheet, will be included in the purchase order.

After careful review of the bids, the Purchasing and Facilities Departments both agree that a purchase order is issued to Two Men and a Truck, a local company who submitted the lowest bid of \$7,917.75.

Funding for this move is available within the approved CIP Line Item 511-61553-977000-02014.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: September 4, 2014
SUBJECT: Proposal Summary for Moving Services

Project Description:

The Ingham County Purchasing Department sought quotes for moving services for the Sparrow and St. Lawrence Clinics, 1100 W. Saginaw Street to the River Oak location, 1115 S. Pennsylvania Avenue.

Proposal Summary:

Vendors contacted: 3 Local: 2
Vendors responding: 3 Local: 2

Table with 3 columns: Company, Cost, Local Preference. Rows include Two Men and A Truck, B & J Moving & Storage Inc., and Stevens Worldwide Van Lines.

Recommendation:

The Evaluation Committee recommends awarding a contract to Two Men and A Truck, a local vendor, in an amount not to exceed \$7,917.75. In addition to submitting the lowest responsive proposal, Two Men and A Truck is licensed and insured, and has other relevant experience working on projects of similar size and scope.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A PURCHASE ORDER FOR TWO MEN AND A TRUCK TO
TRANSPORT THE CONTENTS OF THE SPARROW AND ST. LAWRENCE CLINICS
TO THE RIVER OAK SITE**

WHEREAS, the Sparrow and St. Lawrence clinics are being moved from their current locations and consolidated at the River Oak site; and

WHEREAS, contents from their offices and their supply rooms must be transported to the new facility; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a purchase order is issued to Two Men and a Truck who submitted the lowest responsive and responsible bid of \$7,917.75; and

WHEREAS, contents from both locations, as listed on each estimate detail sheet, will be included in the purchase order; and

WHEREAS, funds for this move are available in the approved CIP Line Item 511-61553-977000-02014.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a purchase order to Two Men and a Truck, 1200 Keystone Avenue, Lansing, Michigan 48911, to transport contents from both the Sparrow and St. Lawrence clinics current locations to the River Oak site for a not to exceed total cost of \$7, 917.75.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 2, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR A SPACE UTILIZATION STUDY OF THE INGHAM COUNTY COURTHOUSE, HILLIARD BUILDING, ROAD DEPARTMENT, GRADY PORTER/VETERAN'S MEMORIAL COURTHOUSE AND THE HUMAN SERVICES BUILDING**

The resolution before you authorizes awarding a contract to DLZ Michigan, Inc. to provide professional consulting services for a space utilization study of several Ingham County Buildings.

The space utilization study will be used by the county to plan and execute facility upgrades, determine the best usage of existing space, make appropriate recommendations regarding space utilization, determine future space needs and plan for new structures, if appropriate.

The County expects that significant cost savings and efficiencies will be gained through implementation of the consultant's recommendations.

The Purchasing Department solicited proposals from qualified, experienced vendors and although their bid of \$74,900.00 was not the lowest, both the Purchasing and Facilities Departments agree that a contract be awarded to DLZ Michigan, Inc. They are the most qualified, having more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards.

The Facilities Department would like to request a line item transfer of \$24,900.00 from Line Item 245-90110-931000-4FC09 for Annex Building repairs which has a balance of \$143,696.85, into Line Item 245-23399-818000 for space needs study which has a balance of \$50,000.00.

Upon approval of the line item transfer, funds will be available within Line Item 245-23399-818000 which will have a balance of \$74,900.00 for space needs study.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: September 4, 2014
 SUBJECT: Professional Consulting Services for a Space Utilization Study

Project Description:

Ingham County Purchasing Department sought proposals from qualified and experienced consulting firms and individuals specializing in building space planning for the purpose of entering into a contract to conduct a space utilization study of select County facilities.

Proposal Summary:

Vendors contacted: 94 Local: 24
 Pre-Bid Attendance: 08 Local: 02
 Vendors responding: 05 Local: 02

Vendor Name & Address	Total	Local Pref
Plante Moran Cresa, East Lansing, MI	\$46,500	Yes
DLZ Michigan Inc, Lansing MI	\$74,900	Yes
WTA Architects, Saginaw MI	\$121,567	No
Straub, Pettitt, Yaste, Clawson MI	\$160,000	No
Management Partners, Cincinnati OH	\$189,900	No

Local and Other Vendors Not Responding

Fishbeck, Thompson, Carr & Huber, Inc., a local vendor.

Reason: Current commitments.

KL Design Group, LLC, a local vendor.

Reason: Current work load.

Hobbs & Black Architects, a local vendor.

Reason: Current work load.

Recommendation: The evaluation committee conducted individual meetings with Plante Moran Cresa and DLZ Michigan, the local and low bidders. The meetings provided an opportunity to review each proposal submitted and discuss how each vendor would meet the needs of the County.

While both firms are impressive, the Committee’s decision was influenced by DLZ’s full-service, in-house, technical staff (e.g. structural, electrical and mechanical), methodology and experience along with their familiarity with the County’s buildings.

Although DLZ is not the lowest bidder, the Evaluation Committee recommends awarding the contract to DLZ Michigan Inc. in an amount not to exceed \$74,900 for reasons stated above.

Advertisement: The RFP was advertised in the Lansing State Journal, the New Citizens Press, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR A SPACE UTILIZATION STUDY OF THE INGHAM COUNTY COURTHOUSE, HILLIARD BUILDING, ROAD DEPARTMENT, GRADY PORTER/VETERAN'S MEMORIAL COURTHOUSE AND THE HUMAN SERVICES BUILDING

WHEREAS, the scope of services for this project will include an organizational needs analysis of all departments, facilities space utilization assessment and recommendations, including an architectural design layout of the potential relocation facilities; and

WHEREAS, the County expects that significant cost savings and efficiencies will be gained through implementation of the consultant's recommendations; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and although DLZ Michigan, Inc. did not submit the lowest bid, they are the most qualified having more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards; and

WHEREAS, both the Purchasing and Facilities Departments recommend that a contract be awarded to DLZ Michigan, Inc., a local vendor, for a not to exceed cost of \$74,900.00; and

WHEREAS, the Facilities Department would like to request a line item transfer of \$24,900.00 from Line Item 245-90110-931000-4FC09 for Annex Building repairs which has a balance of \$143,696.85, into Line Item 245-23399-818000 for space needs study which has a balance of \$50,000.00; and

WHEREAS, upon approval of the line item transfer, funds are available within Line Item #245-23399-818000 which will have a balance of \$74,900.00 for space needs study.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, Michigan 48911 to provide professional consulting services for a space utilization study of the Ingham County Courthouse, Hilliard Building, Road Department, Grady Porter/Veteran's Memorial Courthouse and the Human Services Building for a not to exceed cost of \$74,900.00.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 29, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO MOLNAR ROOFING COMPANY INC. FOR THE REPLACEMENT OF THE HILLIARD BUILDING ROOF**

The resolution before you authorizes awarding a contract to Molnar Roofing Company Inc., for the replacement of the Hilliard Building roof. The roof is old, deteriorated, and in need of replacement.

After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Molnar Roofing Company, Inc. who submitted the lowest responsive and responsible bid of \$188,392.00 to replace the Hilliard Building roof.

The Facilities Department would like to ask for a \$5,318.00 contingency for any unseen circumstances that may arise with this type of project.

This project will be completed for a not to exceed cost of \$193,710.00 which includes a \$5,318.00 contingency.

Funds for the roof replacement are available in the approved CIP Line Item #245-90210-976000-4FC08 which has a balance of \$193,710.00 for Hilliard Building roof replacement.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 4, 2014
SUBJECT: Hilliard Roof Replacement

Project Description:

Ingham County Purchasing Department sought proposals from experienced and qualified roofing contractors for the Hilliard Building Roof Replacement project in Mason, Michigan. The scope of work includes:

- Base Bid: Roof Restoration of Roof Section A (Coating) and Roof Replacement of Roof Section B (Cold Applied)
Alternate No.1 (Deduct): Roof Replacement of Roof Section B (Hot Applied)
Alternate No.2 (Add): Roof Replacement of Roof Section C/D/E (Cold Applied)
Alternate No.3 (Add): Roof Replacement of Roof Section C/D/E (Hot Applied)

Ingham County retained DLZ Michigan Inc. as a consultant for this project.

Proposal Summary:

Vendors contacted: 75 Local: 13
Pre-bid Attendance 06 Local: 01
Vendors responding: 04 Local: 01

Table with 6 columns: VENDOR NAME, LOCAL PREF, BASE BID TOTAL, ALTERNATE 1 - Deduct, ALTERNATE 2 + Add, ALTERNATE 3 + Add. Rows include Wm. Molnar Roofing Inc., Schena Roofing & Sm Co Inc., Brown & Sons Roofing Co., and Bornor Restoration Inc.

Local and Other Vendors Not Responding

Architectural Building Restoration Inc., Lowell, MI
Reason: Does not do this type of roof.

Recommendation: The results of the proposal evaluations and post bid interviews found W.M. Molnar Roofing, the low bidder, confident that all required work was included in their bid. They had observed the existing working conditions prior to preparing their bid, verified the County’s schedule could be met and have worked with the roofing manufacturer on projects of the same scale. W.M. Molnar Roofing confirmed their base bid price included prevailing wages.

DLZ recommend, and the Ingham County Evaluation Committee concurred, awarding the contract to Wm. Molnar Roofing Inc. in an amount not to exceed \$188,392. The not to exceed cost is the sum of the base bid \$148,393 plus acceptance of Alternate #2, \$39,999.

Wm. Molnar Roofing Inc., a Wayne County vendor is licensed, bonded and insured.

Advertisement:

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO MOLNAR ROOFING COMPANY, INC.
FOR THE REPLACEMENT OF THE HILLIARD BUILDING ROOF**

WHEREAS, the Hilliard Building roof is old, deteriorating, and is in need of replacement; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Molnar Roofing Company, Inc. who submitted the lowest responsive and responsible bid of \$188,392.00 to replace the Hilliard Building roof; and

WHEREAS, the Facilities Department would like to ask for a \$5,318.00 contingency for any unseen circumstances that may arise with this type of project; and

WHEREAS, this project will be completed for a not to exceed cost of \$193,710.00 which includes a \$5,318.00 contingency; and

WHEREAS, funds for the roof replacement are available in the approved CIP Line Item# 245-90210-976000-4FC08 which has a balance of \$193,710.00 for the Hilliard Building roof replacement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Molnar Roofing Company Inc., 12455 Hale Street, Riverview, Michigan 48193 for the replacement of the Hilliard Building roof for a not to exceed cost of \$193,710.00 which includes a \$5,318.00 contingency.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 4, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO MICHIGAN PAVING AND MATERIALS CO. TO PROVIDE ASPHALT PARKING LOT REPLACEMENT AT THE HUMAN SERVICES BUILDING**

The resolution before you authorizes awarding a contract to Michigan Paving and Materials Company to provide asphalt parking lot replacement at the Human Services Building.

The scope of this project is to replace the southwest corner of the Human Services Building parking lot which has deteriorated over time, as well as expand the Southeast corner employee lot an additional 20-25 parking spaces to accommodate employees and guests of the Human Services Building.

After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Michigan Paving and Materials Company who submitted the lowest responsive and responsible bid in the amount of \$214,910.75; and

The Facilities Department would like to ask for a \$10,000.00 contingency for any unseen circumstances that may arise with this type of project.

This project will be completed for a not to exceed total of \$224,910.75 which includes a \$10,000.00 contingency.

The funds for this project are available in the approved CIP Line Item 631-23304-931000-4FC15 which has a balance of \$234,380.00 for the Human Services Building parking lot replacement.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: September 4, 2014
 SUBJECT: Asphalt Reconstruction Services at the Human Services Building

Project Description:

Ingham County Purchasing Department sought proposals from experienced and qualified asphalt and excavation vendors for the Asphalt Parking Lot Replacement at the Human Services Building (HSB) Project.

Proposal Summary:

Vendors contacted: 39 Local: 05
 Pre-Bid attendance 05 Local: 01
 Vendors responding: 02 Local: 01

VENDOR NAME	LOCAL PREF	BID TOTAL	REVISED BID
Michigan Paving & Materials, Lansing MI - Clinton County	No	\$235,476.50	\$214,910.75
Rieth-Riley, Mason MI	Yes	\$244,997.52	No Bid

Revised Bid

The scope of work changed in order to stay within budget. Each responding vendor was given the opportunity to review the reduction in the scope of work and submit a revised bid.

Reith-Riley, a local vendor, chose not to rebid; furthermore, they declined the opportunity to utilize the 10% local purchasing preference at the time of original bid on this project.

Recommendation:

Michigan Paving & Materials submitted the lowest responsive proposal, and the only revised proposal. They are a Clinton County vendor that is licensed, bonded and insured.

The company has years of experience working on projects of similar size and scope, as well as, highly trained employees with a focus on both the environment and safety.

The Evaluation Committee recommends awarding the contract to Michigan Paving & Materials in an amount not to exceed \$224,910.75, which is inclusive of the \$10,000.00 contingency for any unseen circumstances.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO MICHIGAN PAVING AND MATERIALS
COMPANY TO PROVIDE ASPHALT PARKING LOT REPLACEMENT
AT THE HUMAN SERVICES BUILDING**

WHEREAS, the Human Services Buildings southwest corner lot is in need of replacement due to deterioration over time; and

WHEREAS, the Facilities Department would also like to expand the southeast corner employee lot an additional 20-25 parking spaces to accommodate employees and guests of the Human Services Building; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Michigan Paving and Materials Company who submitted the lowest responsive and responsible bid in the amount of \$214,910.75; and

WHEREAS, the Facilities Department would like to ask for a \$10,000.00 contingency for any unseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-931000-4FC15 which has a balance of \$234,380.00 for the HSB parking lot replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Michigan Paving and Materials Company, 16777 Wood Road, Lansing, Michigan 48906 to provide asphalt parking lot replacement in the southwest corner of the Human Services Building and to provide an additional 20-25 parking spaces in the southeast corner employee lot, for a not to exceed cost of \$224,910.75 which includes a \$10,000.00 contingency.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 3, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO AUTOMATIC EQUIPMENT SALES & SERVICE, INC. TO INSTALL ADA COMPLIANT DOORS AT THE HILLIARD BUILDING AND 55th DISTRICT COURT**

The resolution before you authorizes awarding a contract to Automatic Equipment Sales & Service, Inc. to install ADA compliant doors at the Hilliard Building and 55th District Court.

After careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Automatic Equipment Sales & Service, Inc. to install ADA compliant doors at the Hilliard Building and at 55th District Court for a total not to exceed cost of \$11,304.00.

Funding for the project is available within the approved CIP Line Item 245-23399-931000-3FC02 which has a balance of \$12,000.00 for ADA compliant doors.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: September 4, 2014
 SUBJECT: Proposal Summary for Automatic Door Openers

Project Description:

The Ingham County Purchasing Department sought quotes to provide and install automatic door openers at the 55th District Court and the Hilliard Buildings.

Proposal Summary:

Vendors contacted: 3 Local: 2
 Vendors responding: 3 Local: 2

Company	Cost	Local Preference
Automatic Equipment Sales & Service, Inc. 5110 West River Drive NE Comstock Park MI 49321 (616) 784-9645	\$11,304.00 Parts & Installation	No
Metal Frames, Inc. 1404 Rensen Street Lansing MI 48910 (517) 394-6244	\$15,796.00 Parts & Installation	Yes
Henderson Glass Inc. 1761 Grand River Okemos MI 48864 (517) 349-6029	\$15,181.96 Parts Only	Yes

Recommendation:

The Evaluation Committee recommends awarding a contract to Automatic Equipment Sales & Service Inc. Automatic Equipment Sales & Service Inc. submitted the lowest responsive proposal and is a registered vendor.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO AUTOMATIC EQUIPMENT SALES & SERVICE,
INC. TO INSTALL ADA COMPLIANT DOORS AT THE HILLIARD BUILDING
AND 55th DISTRICT COURT**

WHEREAS, the Hilliard Building and 55th District Court are not compliant with ADA standards therefore installation of new ADA compliant doors is necessary; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Automatic Equipment Sales & Service, Inc. who submitted the lowest responsive and responsible bid of \$11,304.00 to install ADA compliant doors at the Hilliard Building and 55th District Court; and

WHEREAS, this project will be completed for a total not to exceed cost of \$11,304.00; and

WHEREAS, funds for the doors are available in the approved CIP Line Item# 245-23399-931000-3FC02 which has a balance of \$12,000.00 for ADA compliant doors.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Automatic Equipment Sales & Service, Inc., 5110 West River Drive N.E., Comstock Park, Michigan 49321 to install ADA compliant doors at the Hilliard Building and 55th District Court for a total not to exceed cost of \$11,304.00.

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

MEMORANDUM

TO: Human Services Committee
 County Services Committee
 Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: September 2, 2014

RE: Resolution to Authorize a 2014-2015 AmeriCorps*VISTA Continuation Grant

This is a recommendation to authorize an agreement with the Corporation for National and Community Services (CNCS) to operate Year Two of the AmeriCorps*VISTA project in Ingham County.

AmeriCorps*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The Corporation for National and Community Service (CNCS) has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps*VISTA Program grant of \$15,000 for the 2014-2015 fiscal year to be utilized to partially cover the \$65,617 (salary and fringe) for the full-time coordinator.

Match totaling \$89,310 is being provided by the following Sources: Host site match, \$44,852, match dollars offered by Ingham County MSU Extension \$22,182, and match from the VISTA Deferred Revenue Cost Share Fund \$22,276.

Out of this \$89,310 match, Ingham County is required to support three (3) VISTA members at \$11,676 each (total of \$35,028), provide \$50,617 for salary and fringe for full time coordinator, and \$3,665 for travel, supplies and phone.

The grant requires a match.

	Amount	Percent
Grant	\$ 15,000	15%
Match	\$ 89,310	85%*
Total	\$104,310	

*Grant guidelines direct applicants to hold the CNCS member support at \$11,676 per member.

A total of 15 FTE AmeriCorps*VISTA members will be placed in host sites selected through an RFP process. The AmeriCorps Specialist-*VISTA (position #601463) will be increased to 1 FTE.

Our pool of VISTA members will support projects that target low-income populations and will provide greatly needed capacity-building at a low cost for our community- and faith-based organizations. The list of those agencies is attached.

CNCS will make member support payments and education awards totaling \$286,308 direct to VISTA members.

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the National Corporation for Community Service for the second year of this AmeriCorps*VISTA Program.

Attachment

c: Joel Murr w/attachment
 Eric Thelen w/attachment
 Isaias Solis w/attachment

AmeriCorps*VISTA Project

Community- and faith-based organizations who are selected via a competitive RFP process (as of 09/01/14) to receive a VISTA member are:

1. Power of We Consortium- AmeriCorps*VISTA Leader
2. Capital Area College Access Network – College Access Support Coordinator
-For further information on Capital Area College Access Network, visit <http://www.micollegeaccess.org/directory/lcan/cap-college-access-network>
3. Capital Area Community Services, Head Start Preschools – Health Advocate
-For further information on CACS, Head Start Preschools, visit <http://www.cacsheadstart.org/>
4. Center for Financial Health – Financial Literacy Coordinator
-For further information on Center for Financial Health, visit <http://www.centerforfinancialhealth.org/>
5. City of Lansing, Mayor’s Office – Mayor’s Youth Council Advisor
-For further information, visit http://www.lansingmi.gov/Mayors_Office
6. City of Lansing, Office of Financial Empowerment – Community Outreach and Development Specialist
-For further information on the Office of Financial Empowerment, visit <http://www.lansingmi.gov/OFE>
7. Cristo Rey Community Center – Youth Program Curriculum Developer and Volunteer Coordinator
-For further information on Cristo Rey Community Center, visit <http://www.cristo-rey.com/>
8. Eaton Regional Education Service Agency (RESA), Prevention Program Services – College Program Outreach Coordinator
-For further information on Eaton Regional Education Service Agency, visit <http://www.eatonresa.org/>
9. Edgewood Village – Programs Support Specialist
-For further information on Edgewood Village, visit <http://www.edgewoodvillage.net/>
10. Elder Law of Michigan – Financial Literacy Resources Developer
-For further information on Elder Law of Michigan, visit <http://www.elderlawofmi.org/>
11. Greater Lansing Housing Coalition – Program Assistant
-For further information on Greater Lansing Housing Coalition, visit <http://www.glhc.org/index.php>
12. Information Technology Empowerment Center (ITEC) – Outreach Coordinator
-For further information on Information Technology Empowerment Center, visit <http://www.iteclansing.org/>
13. MSU Center for Service Learning and Civic Engagement – Community Financial Literacy Program Coordinator
-For further information on Michigan State University for Service Learning and Civic Engagement, visit <http://www.servicelearning.msu.edu/>
14. NorthWest Initiative – Financial Asset Navigator
-For further information on NorthWest Initiative, visit <http://nwlansing.org/>
15. REACH Studio Art Center – Outreach Coordinator
-For further information on REACH Studio Art Center, visit <http://www.reachstudioart.org/>
16. Refugee Development Center – Cultural Competency and Outreach Program Developer
-For further information on Refugee Development Center, visit <http://www.refugeedevelopmentcenter.org/>

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2014-2015 AMERICORPS*VISTA CONTINUATION GRANT

WHEREAS, the Ingham County Health Department on behalf of the Power of We Consortium was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2012; and

WHEREAS, annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10,307, #10-396); and

WHEREAS, the Corporation for National and Community Services (CNCS) provided a new three year funding cycle which the first year of such funding was accepted by resolution #13-380; and

WHEREAS, the Corporation for National and Community Services (CNCS) has provided Ingham County second year continuation funding with up to fifteen (15) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, VISTA members provide expanded capacity to community-based organizations that are engaged in work that helps meet Ingham County's long-term goals of fostering economic well-being, assisting in meeting basic needs and fostering appropriate youth development; and

WHEREAS, a mechanism has been established for collecting cost share from each VISTA host site for the purpose of paying for cost-shared members in future years (Resolution #06-333); and

WHEREAS, the Health Department has successfully collected required funds from host sites to cover the costs of AmeriCorps*VISTA members; and

WHEREAS, funding for this project was anticipated in the Health Department's budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps*VISTA continuation grant of \$15,000, and authorizes a grant agreement with the Corporation for National and Community Services for the time period of September 21, 2014 through September 19, 2015.

BE IT FURTHER RESOLVED, that a non-federal match of \$89,310 is authorized, obtained through cash contributions (totaling \$44,852) of up to \$4,544 from each of the AmeriCorps*VISTA host sites, as selected through a Request for Proposal process, match from Ingham County MSU Extension totaling \$22,182, and match from VISTA Deferred Revenue Cost Share Fund (Resolution #06-333) totaling \$22,276.

BE IT FURTHER RESOLVED, that the AmeriCorps Specialist-VISTA position (#601463) shall be increased to 1.0 FTE for the duration of the grant.

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

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 11, 2014

RE: Resolution to Increase Supervisor Position for the Nurse Family Partnership Program to Full-time

This is a recommendation to increase the staffing allocation for the Nurse Family Partnership (NFP) program from a .50 FTE to a 1.0 FTE NFP Supervisor position. The Health Department's NFP program has been operationalized since 2012, and funds are included in the Comprehensive Planning, Budgeting, and Contracting Agreement with the Michigan Department of Community Health (MDCH).

NFP provides home visiting services for first time at risk mothers living in Ingham County. Mothers must enroll in services prior to their 28th week of pregnancy, and highly trained Public Health Nurses provide services until the child turns two years old. NFP is a nationally recognized, evidence based model supported by the Maternal, Infant Early Childhood Home Visiting Initiative (MIECHV).

The Ingham County NFP program has been recognized across the state for its positive outcomes for families. This high quality program requires additional supervisory time in order to demonstrate these positive effects. In addition to individual meetings with staff, the NFP supervisor must also provide weekly team meetings and case conferencing, in order to maintain program fidelity. Additionally, the program now participates in a number of quality improvement initiatives, which require a significant amount of time to access data and run reports.

MDCH will again provide ICHD with support to the NFP program, which currently supports the work of four Public Health Nurses and .50 FTE Supervisor. Funds to support the .50 FTE increase in staff will be utilized from existing funding in the 2015 budget in the amount of \$57,723.00.

I recommend that the Board of Commissioners adopt the attached resolution to increase the NFP Supervisor position to full-time.

c: Regina Traylor w/attachment
Eric Thelen w/attachment
Jane Noice w/attachment
Debbie Edokpolo w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN INCREASE IN THE STAFF TIME ALLOCATION
FOR THE NURSE FAMILY PARTNERSHIP SUPERVISOR**

WHEREAS, the Ingham County Health Department (ICHD) has implemented the Nurse Family Partnership (NFP) program since April 2012; a nationally recognized, evidence based home visiting program that serves first time pregnant mothers; and

WHEREAS, the Ingham County NFP program has been recognized across the state as a model program, with the highest percentage of enrolled families and positive health outcomes for women and children; and

WHEREAS, Resolution #12-106 authorized an amendment to the Comprehensive Planning, Budgeting, and Contracting Agreement with the Michigan Department of Community Health (MDCH) to support NFP, which established four Public Health Nursing position at the PHN/3 Grade Level; and

WHEREAS, by Resolution #12-143, Resolution #12-106 was amended to include that an existing Public Health Nurse would provide program coordination, resulting in the reclassification to a Senior Public Health Nurse, Grade 4 level at .50 FTE; and

WHEREAS, the Public Health Nurse in position #601144 assumed the duties of the Senior Public Health Nurse/NFP Supervisor, resulting in the position being paid at two rates (PHN II/Grade 3 and Senior Public Health Nurse/PHN Grade 4); and

WHEREAS, the current CPBC agreement with MDCH funds 4.0 FTE Public Health Nurse (PHN) positions and a .50 FTE NFP supervisor position; and

WHEREAS, the NFP program requires the PHNs to participate in a weekly two-hour reflective supervision with the NFP supervisor; and

WHEREAS, NFP model fidelity also requires the staff to participate in weekly team meetings and case conferencing opportunities; and

WHEREAS, the Ingham County NFP program now participates in Michigan's Home Visiting Collaborative Improvement and Innovation Network to Reduce Infant Mortality (CoIIN), a federal quality improvement initiative that requires significant data collection and summarization; and a continuous Quality Improvement project with the Michigan Public Health Institute (MPHI); and

WHEREAS, the Maternal Child Health Division (MCH) of the Health Department is requesting an increase in staff allocation of the NFP supervisor from .50 FTE to 1.0 FTE to better address the additional responsibilities that the program requires; and

WHEREAS, the funds to support the .50 FTE increase in staff will be utilized from existing funding in the 2015 budget in the amount of \$57,723.00; and

WHEREAS, the Health Officer recommends that position #601144 be classified as a Senior Public Health Nurse/NFP (PHN/Grade 4) 1.0 FTE for the duration of the grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a .50 FTE increase in staff allocation (position #601144) to the Nurse Family Partnership program, providing a total 1.0 FTE NFP supervisor position.

BE IT FURTHER RESOLVED, that the staffing allocation will begin October 1, 2014 through September 31, 2015.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: September 4, 2014

RE: Resolution to Accepting Funds from CMH-CEI, R.E. Olds Foundation, and Michigan Power to Thrive and Authorize an Agreement with the Lansing Center

The Power of We Consortium (PWC) is holding its first community summit, which will bring together Mid-Michigan's leaders and community members—fellow advocates, activists, policymakers, foundation officials, and organizational leaders—to advance and put into action its common agenda. This is an opportunity to share in a common vision and generate action to strengthen our education system, expand economic opportunities, and address our community's infrastructure and transportation needs, all with a lens for equity and inclusion for all residents.

Community Mental Health of Clinton-Eaton-Ingham Counties, the R.E. Olds Foundation, and Michigan Power to Thrive have awarded the Ingham County Health Department on behalf of the Power of We, funds to cover the cost of the summit in its entirety in the following amounts: \$5,000 from CMH-CEI, \$2,000 from R.E. Olds, and \$1,500 from Michigan Power to Thrive. The expense for the summit at the Lansing Center is \$8,145.

Attached is an itemized expense list for the community summit at the Lansing Center.

I recommend that the Board of Commissioners adopt the attached resolution to accept this funding from Community Mental Health of Clinton-Eaton-Ingham Counties, the R.E. Olds Foundation, and Michigan Power to Thrive and to authorize an agreement with the Lansing Center to host the event for no more than \$8,500.

Attachment

c: Joel Murr w/attachment
Eric Thelen w/attachment
Isaias Solis w/attachment

LANSING CENTER - INVOICE - OUT OF POCKET EXPENSES

Event: Ingham County Health Department
Date: October 11, 2014
Location: Hall B; Banquet Rooms 7,8; Meeting Rms 201, Gov
Hours: 8am-5pm
Box Office: N/A
Attendance: 300

ESTIMATE ONLY
 Estimate prepared with details of daily activity provided to date. Labor and equipment are subject to change as details and changes are made.

Cost estimate prepared: Penny Saddler 6.19.2014

Qty	Equipment/Service	Item Amount	Total Amount	
ROOM RENTAL EXPENSES				
	Hall B; Bqt 7,8; Room 201; Governors Room	\$1,575.00	\$1,575.00	
			\$ -	
			\$ -	
	Total Rental Charge		\$ 1,575.00	\$ -
OPERATIONAL & AUDIO VISUAL EXPENSES				
2	Screens 6'x8'	\$20.00	\$40.00	
1	Screen 12'x12'	\$80.00	\$80.00	
	Complimentary stage 32'x16'			
	Parking @ \$6.00 per vehicle per entry	TBD	TBD	
	Wi-fi (Basic)	\$300.00	\$300.00	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
	Total Operational & AV Equipment Estimate		\$420.00	\$ -
SECURITY EXPENSES				
	N/A		\$ -	
			\$ -	
	Total Security Estimate		\$ -	\$ -
BOX OFFICE EXPENSES				
	N/A		\$ -	
			\$ -	
			\$ -	
			\$ -	
	Total Box Office Estimate		\$ -	\$ -
TECH SERVICES/FACILITY LABOR EXPENSES				
			\$ -	
			\$ -	
			\$ -	

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDS FROM COMMUNITY MENTAL HEALTH OF CLINTON-EATON-INGHAM COUNTIES, R.E. OLDS FOUNDATION, AND MICHIGAN POWER TO THRIVE TO SUPPORT THE POWER OF WE CONSORTIUM'S 2014 SUMMIT AND TO ENTER INTO AN AGREEMENT WITH THE LANSING CENTER TO HOST THE EVENT

WHEREAS, the Ingham County Health Department on behalf of the Power of We Consortium has received \$5,000 from Community Mental Health of Clinton-Eaton-Ingham Counties; \$2,000 from the R.E. Olds Foundation and \$1,500 from Michigan Power to Thrive to fund the Power of We Consortium's 2014 Summit; and

WHEREAS, the purpose of this funding is to support the 2014 Power of We Consortium's Community Summit at the Lansing Center; and

WHEREAS, the Power of We Consortium is holding a community summit which will bring together Mid-Michigan's leaders and community members—fellow advocates, activists, policymakers, foundation officials, and organizational leaders—to advance and put into action a common vision to strengthen our education system, expand economic opportunities, and address our community's infrastructure and transportation needs, all with a lens for equity and inclusion for all residents; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the funding from Community Mental health of Clinton-Eaton-Ingham Counties, the R.E. Olds Foundation, and Michigan Power to Thrive to support the Power of We Community Summit.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of \$8,500 in funding from Community Mental Health of Clinton-Eaton-Ingham Counties, the R.E. Olds Foundation, and Michigan Power to Thrive to support the Power of We Consortium's 2014 Community Summit and to enter into an agreement with the Lansing Center to host the event for no more than \$8,500.

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 Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 4, 2014

RE: Resolution to Accept a Capital Grant Award from the U.S. Department of Health and Human Services - Health Resources and Services Administration for Patient Centered Medical Home Facilities Improvement

Attached is a resolution to accept a capital grant award from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Facilities Improvement in the amount of \$250,000.

The Health Department's Community Health Care Services submitted a proposal to the Affordable Care Act Patient Centered Medical Home Facilities Improvements Grant Program to support renovations at Cedar Community Health Center located on the second floor of the Human Services Building 5303 S. Cedar Street.

Following the move of Adult Health and Dental Services to the new location, 2316 S. Cedar Street (Former McLaren Building), space will be available to move Well Child and Healthy Smiles to the Cedar Community Health Center. The renovations funded through this award will support the Patient Centered Medical Home (PCMH) model of care for the consolidated women and children's health services at Cedar Community Health Center by:

- Removing/moving walls to reconfigure the clinical space for improved team work flow and care-coordination
- Creating a large shared waiting area that is especially accommodating for pregnant women and children
- Enhance patient access to co-located ancillary services (WIC, Immunizations, and Public Health Services)

In addition, we are requesting authorization for a subcontract agreement with Capital Link, for the consultation services of Cindy Barr, RN, EADC, on capital project PCMH clinical environment design and construction implementation.

I recommend that the Ingham County Board of Commissioners accept the Affordable Care Act Patient Centered Medical Home Facilities Improvement Grant award in the amount \$250,000 from the U.S. Department of Health and Human Services Health Resources and Services Administration for the period of September 1, 2014 through August 31, 2016.

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A CAPITAL GRANT AWARD FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR PATIENT CENTERED MEDICAL HOME FACILITIES IMPROVEMENT

WHEREAS, the Health Department's Community Health Care Services submitted a proposal to the Affordable Care Act Patient Centered Medical Home Facilities Improvements Grant Program through the U.S. Department of Health and Human Services Health Resources and Services Administration; and

WHEREAS, the grant application proposed capital improvements to support renovations to the Cedar Community Health Center, located on the second floor of the Human Services Building at 5303 S. Cedar Street, to support a Patient Centered Medical Home (PCMH) model of care; and

WHEREAS, the U.S. Department of Health and Human Services Health Resources and Services Administration has awarded \$250,000 to the Health Department for the period of September 1, 2014 through August 31, 2016 for the proposed capital improvements; and

WHEREAS, the Ingham Community Health Center Board supports the acceptance of this award; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept this award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts a grant award of \$250,000 from the Affordable Care Act Patient Centered Medical Home Facilities Improvements Grant Program through the U.S. Department of Health and Human Services Health Resources and Services Administration.

BE IT FURTHER RESOLVED, that the period of the award shall be from September 1, 2014 through August 31, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to enter an agreement with Capital Link, for \$20,000 for the period of September 1, 2014 through August 31, 2016 for consultation services regarding PCMH capital project clinical environment design and construction implementation.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 4, 2014

RE: Resolution to Authorize the Provision of Group Liability Coverage to Community Health Center Providers

Attached is a resolution to authorize Ingham County to enter into an agreement with The Doctors Company to provide group liability coverage to the Health Department's Community Health Center providers.

Ingham County currently pays for individual professional liability/malpractice coverage for each of its providers within the Community Health Centers. It was determined that it would be beneficial to change the coverage to a group policy purchased by the County. The County requested proposals from several companies.

Ingham County and the Health Department reviewed the proposals with the assistance of the County's liability insurance provider (MMRMA and their consultant). The assistance provided by MMRMA was invaluable to this process.

MMRMA recommended that the County purchase an occurrence based policy in the amount of \$2,000,000 per occurrence/\$5,000,000 aggregate coverage. They also noted that they thought the Doctor's Company provided the package which was the most beneficial to the County at a cost of \$87,066.

Dr. Erik Wert and Dr. Luis Valle had been hired prior to the decision to change the manner in which we purchase insurance. Since they were both coming from a claims based policy they will have a gap in coverage unless tail insurance is provided. Since both Doctors were hired prior to the discovery of this issue, the County felt compelled to provide this coverage on their behalf. The cost of this coverage will be no more than \$28,000. The Health Department has implemented additional hiring procedures to insure this does not occur in the future.

I recommend that the Ingham County Board of Commissioners approve the attached resolution to enter into an agreement to provide group professional liability/malpractice insurance coverage to the Community Health Center providers and purchase tail coverage for Doctors Wert and Valle.

cc: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PROVISION OF GROUP MEDICAL PROFESSIONAL
LIABILITT/MALPRACTICE INSURANCE COVERAGE TO
COMMUNITY HEALTH CENTER PROVIDERS**

WHEREAS, it is essential that the County has adequate professional liability/malpractice insurance in place for all County employed physicians and dentist; and

WHEREAS, the County of Ingham currently provides individual liability coverage to its providers within the Ingham Community Health Centers; and

WHEREAS, the County and the Health Department have reviewed group versus individual liability coverage policies, and determined that a group coverage policy is the most favorable to the County; and

WHEREAS, the County and the Health Department have reviewed two group liability coverage bids; and

WHEREAS, with the assistance of the County's liability insurance provider, MMRMA, it was determined that the package provided by The Doctor's Company was the most beneficial to the County; and

WHEREAS, it was determined that tail insurance coverage was needed for newly hired physicians, Dr. Erik Wert and Dr. Luis Valle, to insure that they do not have a gap in coverage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to enter into an agreement with The Doctors Company to provide an Occurrence Based Group Provider Liability Policy of \$2 million per occurrence/\$5 million aggregate coverage with no deductible to providers within Ingham Community Health Centers.

BE IT FURTHER RESOLVED, that the Occurrence Group Provider Liability Policy agreement shall be for the amount of \$87,066 for the term of October 1, 2014 through September 30, 2015 and shall renew annually.

BE IT FURTHER RESOLVED, that the County shall pay the Tail Coverage premium for Dr. Wert and Dr. Valle to their current insurance provider at a cost not to exceed of \$28,000.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 4, 2014

RE: Resolution to Accept Additional Funding From the U.S. Department of Health and Human Services for the Patient Centered Medical Home Recognition - Health Center Cluster Award

Attached is a resolution to accept an increase of \$91,483.00 to the Health Center Cluster Program base award. In Resolution #11-316, the Health Department received a grant award from the U.S. Department of Health and Human Services.

U.S. Department of Health and Human Services - Health Resources and Services Administration has awarded this increase in annual base funding for the Health Department's Health Center Cluster Program in response to Sparrow and St. Lawrence Health Centers obtaining Patient Centered Medical Home (PCMH) recognition. The award provides an increase of \$91,483 for the period of November 1, 2013 through October 31, 2014 (Fiscal Year 2014). The increased funding will be reflected in ongoing annual base funding awards through remainder of the grant period, which ends October 31, 2015.

The increased award is in accordance with statutory requirements and the Health Centers continued recognition as a Patient Centered Medical Home status. These additional federal funds may be reallocated by the Health Department as necessary and appropriate to meet budgetary needs of the Health Center Cluster project.

I recommend that the Ingham County Board of Commissioners accept the additional funding of \$91,483 from the U.S. Department of Health and Human Services for PCMH recognition.

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT BASE FUNDING INCREASE TO THE HEALTH CENTER CLUSTER
AWARD FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
FOR PATIENT CENTERED MEDICAL HOME RECOGNITION**

WHEREAS, in Resolution #11-316, the Health Department's Community Health Centers received Health Center Cluster Program funds, as established through Section 330 of the Public Health Service Act, for the operation of its Federally Qualified Health Centers; and

WHEREAS, Sparrow and St. Lawrence Health Centers have achieved Patient Centered Medical Home (PCMH) Status recognition through the National Committee for Quality Assurance; and

WHEREAS, the U.S. Department of Health and Human Services has awarded an increase to the Health Department's Health Center Cluster Program ongoing annual base funding award in accordance with statutory requirements and continued recognition as a Patient Center Medical Home; and

WHEREAS, the award provides an increase of \$91,483 for the period of November 1, 2013 through October 31, 2014; and

WHEREAS, this increase in federal funds shall be reflected in ongoing Health Center Cluster Program annual base funding awards through remainder of the grant period, which ends October 31, 2015; and

WHEREAS, the Ingham Community Health Center Board supports the acceptance of the increased base funding award for the current budget period; and

WHEREAS, the Health Officer recommends that Ingham County Board of Commissioners authorize the acceptance of the increased base funding award for the current budget period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of an increase of \$91,483 to the Health Center Cluster Program base award for the period November 1, 2013 through October 31, 2014 from the U.S. Department of Human Services Health Resources and Services Administration.

BE IT FURTHER RESOLVED, that this increase in federal funds shall be reflected in ongoing Health Center Cluster Program annual base funding awards through remainder of the grant period, which ends October 31, 2015, in accordance with statutory requirements and continued recognition as a Patient Centered Medical Home.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 4, 2014

RE: Resolution to Amend to the Ingham Community Health Center Board Bylaws

Attached is a resolution to amend to the Ingham Community Health Center Board Bylaws.

The Ingham Community Health Center Board must have established Bylaws in order to ensure compliance with federal statute and programmatic requirements as stipulated by Section 330 of the Public Health Services Act. The Health Center Board has reviewed and updated the current Bylaws and is requesting approval from the Ingham County Board of Commissioners.

I recommend that the Ingham County Board of Commissioners authorize the Ingham Community Health Center Board Bylaws as amended.

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Attachments: Ingham Community Health Center Board Bylaws

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT AMENDMENTS TO THE
INGHAM COMMUNITY HEALTH CENTER BOARD BYLAWS**

WHEREAS, the Ingham County Health Department's Community Health Services operates a network of community health centers (Ingham Community Health Centers), which provides primary health care services to more than 20,000 medically underserved individuals annually; and

WHEREAS, the Health Department operates ten health centers that are designated through the Centers of Medicare and Medicaid Services as Federally Qualified Health Centers (FQHC); and

WHEREAS, Congress has enacted preferential payment policy for FQHCs that helps ensure adequate reimbursement for care provided to Medicare and Medicaid beneficiaries, thus allowing federal and other grant funds to be used to provide care to the uninsured; and

WHEREAS, the FQHC program as established through Section 330 of the Public Health Services Act requires a governing board with a majority of members who are patients of the health center; and

WHEREAS, the U.S. Department of Health and Human Services has provided guidance that this governance requirement can be filled by a public entity FQHC through a co-applicant Community Health Center Board and a Board of Commissioners; and

WHEREAS, the Community Health Center Board must have established Bylaws in order to ensure compliance with federal statute and programmatic requirements as stipulated by Section 330 of the Public Health Services Act; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the Ingham Community Health Center Board's amended Bylaws as presented.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Bylaws changes as developed by the Ingham Community Health Center Board of Directors.

Sept. 2, 2014

INGHAM COMMUNITY HEALTH CENTER

BOARD BYLAWS

BYLAWS

INGHAM COMMUNITY HEALTH CENTER BOARD

ARTICLE I - NAME

The name of this Board shall be the Ingham Community Health Center Board of Directors hereinafter "Community Health Center Board."

ARTICLE II - PURPOSE

The Community Health Center Board will assist the Ingham County Board of Commissioners (hereinafter "Board of Commissioners") and the Ingham County Health Department (hereinafter "Health Department"), a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents through a network of Community Health Centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have access to an organized system of health care, and to assure that County residents have adequate access to categorical public health programs and services, including family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC, and immunizations. The Community Health Center Board, the Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall participate in the planning of and serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Federal Bureau of Primary Health Care, under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center and for operation of a Federally Qualified Health Center Look-Alike Entity. The Community Health Center Board shall monitor the Health Department's implementation of the Grant.

ARTICLE III - OBJECTIVES

1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.

2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.
3. To assure that the Community Health Centers provide high quality primary care services.
4. To develop an integrated primary care program with other community health resources, including ongoing public health services.
5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.
6. To support Ingham County in its efforts to make categorical public health services (such as family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC and immunizations) available to the general population and especially to at-risk populations, including women in childbearing years, children, minorities, and other underserved populations.

ARTICLE IV - AUTHORITY OF INGHAM COUNTY BOARD OF COMMISSIONERS

The Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et seq. The Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11(l). The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law, MCL 46.11(m). Pursuant to statute, the Board of Commissioners is required to provide for a county Health Department to serve the needs of the community. MCL 333.2413.

The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant, for grants under Section 330 of the Public Health Services Act.

ARTICLE V - SIZE AND COMPOSITION

A. Size

The Community Health Center Board shall consist of no less than thirteen (13) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers.

B. Composition

1. A majority of the Community Health Center Board members shall be individuals who are or will be served by the Community Health Centers and who, as a group, represent the individuals being served or to be served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors.
2. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.
3. The remaining Community Health Center Board members shall be representatives of the community, in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social service agencies within the community. Geographic factors also to be considered.
4. No less than one (1), but no more than two (2) Community Health Center Board members shall be Board of Commissioners' members.
5. No Community Health Center Board member shall be an employee of the Community Health Centers or the spouse or child, parent, brother or sister by blood or marriage of such an employee.
6. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.
7. The Executive Director shall provide logistical and managerial assistance to the Community Health Center Board.

ARTICLE VI - MEMBERSHIP AND TERMS OF OFFICE

A. Board Appointments

On an as-needed basis, the Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center Board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees recommended by the Community Health Center Board. The Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members, provider members, and consumers-at-large as set out in Article V above.

B. Terms of Office

Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office.

C. Removal

Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which designated staff was not notified in advance of the meeting.

D. Vacancies and Resignations

Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as subsequent appointments are made. In the process of filling vacancies, the Community Health Center Board shall extend their best efforts to maintain the Community Health Center Board's composition of consumer members, provider members, and consumers-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of her/his predecessor in office.

All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to effective date, in accordance with the established Submission of Resignation policy set forth by the Community Health Center Board.

E. Compensation

Members of the Community Health Center Board shall serve without compensation for membership. Members will be provided with a gas or bus card of a designated amount to cover transportation to and from monthly committee and monthly Community Health Center Board meetings. Requirements to receive this transportation assistance will follow the established Expense Reimbursement policy. Members may be reimbursed for reasonable expenses, such as transportation or parking for attendance at trainings actually incurred related to their service on the Community Health Center Board when such expenses are funded in the budget and authorized by the Community Health Center Board. Authorization is required before expenses are incurred.

ARTICLE VII - MEETINGS AND VOTING

A. Annual Meeting

The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.

B. Regular and Special Meetings

Regular Meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976). The agenda of each meeting will be distributed to the members no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

Special meetings may be called by the Chairperson or by four (4) members of the Health Center Board, at such time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976).

C. Notice of Special Meetings

Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (2) days prior by facsimile, correspondence or hand delivery in person. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

D. Quorum

A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions.

E. Voting

All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these bylaws.

ARTICLE VIII - OFFICERS AND STAFF ASSISTANCE

A. Officers

The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.

B. Election and Terms of Office

The officers shall be elected by the Community Health Center Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Community Health Center Board and shall serve until the first annual meeting thereafter.

C. Removal

Any officer elected by the Community Health Center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

D. Vacancy

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect an officer.

E. Chairperson

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board. The Chairperson shall seek input for committee assignments at a Community Health Center Board meeting as necessary. The Chairperson shall arbitrate jurisdictional disputes between Community Health Center Board Committees. The Chairperson shall be kept advised of the affairs of the Health Centers and ensure that all directives and policies are carried into effect. The Chairperson shall perform other duties as may be assigned by the Community Health Center Board.

F. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

G. Secretary

The Secretary shall keep the minutes of all meetings of the Community Health Center Board. The Secretary shall give notices of all meetings of the Community Health Center Board in accordance with the provisions of these Bylaws or as required by statute or resolution. The Secretary shall perform other duties as assigned by the Community Health Center Board.

H. Executive Director for Community Health Care Services

The Executive Director for Community Health Care Services shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director for Community Health Care Services in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board shall participate in the annual performance evaluation of the Executive Director for Community Health Care Services, to be conducted in accordance with U.S. Department of Health and Human Services Bureau of Primary Health Care Program expectations and Ingham County personnel policies.

I. Staff Assistance

The Executive Director for Community Health Care Services shall ensure that secretarial assistance, and Community Health Center or Ingham County staff assistance, if appropriate, is provided to the Community Health Center Board and Committee meetings and to the Chairperson in the performance of his/her Community Health Center Board authorized duties, as may be reasonably requested.

ARTICLE IX - COMMITTEES

A. Ad-hoc Committees

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Health Centers. The Chairperson, with the consent of a majority of Community Health Center Board members, shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature. An annual ad-hoc committee may be established for the purpose of the annual Executive Director evaluation.

B. Standing Committees

The Chairperson of the Community Health Center Board shall appoint members from among Community Health Center Board members, with the concurrence of a majority of Community Health Center Board members, to the following standing committees:

1. A Finance Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board Members, shall develop the recommended Community Health Center network budget. The budget must be jointly approved by the Community Health Center Board and the Board of

Commissioners. The Community Health Center Board in collaboration with the Board of Commissioners must approve any major change in the budget.

2. A Planning and Development Committee composed of no less than four (4) and no more than 49% of all Community Health Center Board Members, shall be responsible for developing the goals and objectives of the Community Health Center network for monitoring and evaluating their implementation and progress, and for reviewing the Community Health Center Board's Bylaws. Additionally, this Committee will monitor local, state, and federal issues regularly informing the Board of these issues. An annual Community Board of Directors work plan will be established, reviewed, and modified as needed annually.

3. A Quality and Access Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board Members, shall be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures (retained by Board of Commissioners). This Committee recommends the approval of the annual quality assurance/quality improvement plan to the full Community Health Center Board, and monitors the plan's implementation and results.

4. A Membership and Advocacy Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board Members, shall be responsible for the recruitment of new Community Health Center Board Members in accordance with established Community Health Center Board policies. This committee shall be responsible for the training and orientation of new Community Health Center Board Members. This committee shall also be assigned with preparing a roster of nominees for election of officers at the annual meeting.

The functions of the standing committees are advisory in nature. Any action or decision must be approved by the Community Health Center Board. No committee or individual member may decide any matter or action without specific Community Health Center Board approval. The Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly guidelines as presented in the annual work plan.

C. General Committee Procedures

1. Term: Each standing committee members shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee Chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.

2. Meeting Procedure: Every meeting of a standing committee of the Community Health Center Board shall be called by its Chairperson or by a majority (51% or more) of committee members. At the first meeting of a standing committee, a regular meeting schedule shall be established. In the event that a special meeting is necessary, committee members shall be notified of the time,

place, and purpose of the special committee meeting at least two (2) business days prior by facsimile, correspondence or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of the committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976).

3. Membership: Only Community Health Center Board members may be assigned to standing committees of the Community Health Center Board. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.

4. Voting: When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community Health Center Board committees are advisory in nature and all actions shall be forwarded for review and action to the full Community Health Center Board.

ARTICLE X -- RESPONSIBILITIES OF THE COMMUNITY HEALTH CENTER BOARD

A. Personnel Policies and Procedures

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Board of Commissioners.

B. Executive Director for Community Health Care Services

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director, in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Executive Director shall be an employee of Ingham County.

The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer. The performance evaluation shall be conducted in accordance with Federal Bureau of Primary Health Care expectations and Ingham County personnel policies.

C. Financial Management

The Community Health Center Board shall annually review the budget prepared by the Ingham County Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Finance Committee. The Community Health Center Board shall advise the Board of Commissioners regarding this budget. The Community Health Center Board shall review and approve the annual Section 330 grant budget and recommend this budget to the Board of Commissioners, after review and recommendation by the Community Health Center Board Finance Committee, at the time set forth in Article IX.B.2. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 budget submitted to the Federal Bureau of Primary Health Care. The Community Health Center Board shall review and approve any budget requirements to maintain the Federally Qualified Health Center Look-Alike status and recommend such budget to the Board of Commissioners, after review and recommendation by the Community Health Center Board Finance Committee.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the Federal Bureau of Primary Health Care that the Community Health Centers shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family income.

Audits, as required by law for the 330 grant agreement and for Federally Qualified Health Center Look-Alike Entities, shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits.

D. Evaluate Health Center Activities

The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall review patient complaints.

E. Compliance With Laws

The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

F. Health Care Policy

The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

G. Grants

The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

H. Administrative Assistance

The Executive Director shall provide the administrative assistance necessary to fulfill the Community Health Center Board's responsibilities.

I. Conflict of Interest

No employee, officer or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or agent or any member of his or her immediate family, his or her partner or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees and agents of the recipient shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

ARTICLE XI -- FISCAL YEAR

The fiscal year of the Community Health Center Board shall be from October 1 through September 30.

ARTICLE XII -- ORDER OF BUSINESS

The order of business of the Community Health Center Board at its regular and annual meetings, unless changed by a majority vote of its members, shall be as follows:

Regular Meeting

1. Call to Order and Roll Call

2. Approval of Agenda
3. Public Comment
4. Consent Agenda
 - Minutes
 - Committee Action Items
 - Written Reports:
 - Executive Director
 - Medical Director
 - Dental Director
6. Old business
7. New business
8. Public Comment
9. Adjournment

Annual Meeting

1. Call to Order and Roll Call
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
 - Minutes
 - Committee Action Items
 - Written Reports:
 - Executive Director
 - Medical Director
 - Dental Director
5. Chairperson's Annual Report
6. Election of Community Health Center Board Officers
7. Old Business
8. New Business
9. Public Comment
10. Adjournment

ARTICLE XIII -- AMENDMENTS

These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director, and Board of Commissioner's Chairperson.

ARTICLE XIV -- PROXY

An absent Community Health Center Board member shall not be allowed to vote by proxy.

ARTICLE XV -- PARLIAMENTARY AUTHORITY

The Parliamentary Authority of the Community Health Center Board shall be *Mason's Manual of Legislative Procedure*.

CONCLUSION

To the extent that any of the Community Health Center Board Bylaws are contrary to statutory requirements or Board of Commissioners' authorization, they shall be of no force or effect.

Community Health Center Board Chairperson _____ Date _____

Ingham County Board of Commissioner's Chairperson _____ Date _____

Ingham Community Health Centers Executive Director _____ Date _____

INGHAM COUNTY

Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: The Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: August 25, 2014
RE: City of Lansing Pension and OPEB Transfer for 9-1-1 Employees

As you are aware, the City of Lansing and Ingham County have been working on finalizing the transfer of funds for the 9-1-1 employees for both pension and retiree health insurance (OPEB). Attached are two resolutions which resolve both issues.

The first resolution finalizes the issue concerning the pension. The County hired an outside actuary to perform an independent review of the report prepared by the City's pension actuary. The result of this review determined that the amount to be transferred for the actuarial accrued liability for the impacted employees equals \$1,070,858. Since the City transferred \$968,348 on December 31, 2013, the remaining balance to be transferred is \$102,510. The City will be transferring this amount as soon as this resolution is approved.

In addition, the reciprocal retirement act requires that the Board of Commissioners accept this liability. This is also accomplished by the resolution.

The second resolution deals with the retiree health insurance (OPEB). The amount was determined by a joint effort between Angie Bennett, City of Lansing Finance Director, and myself. We agreed on a calculation method and assumptions which were fair to both sides. Using this methodology, it was determined that the total amount of the transfer equaled \$684,129.

There was an issue concerning the source of funds for this transfer. The City has these funds under trust in a Voluntary Employee Benefit Association Trust (VEBA). The Internal Revenue Service has very stringent requirements concerning the transfer of money out of a VEBA. Both the City Attorney and the County's Benefit Attorney have reviewed the situation and determined that these funds could not be transferred from the City's VEBA into the County's Non-VEBA trust. This means that the City needed to find a different funding source for this liability. Once this was discovered, the County offered the City the option of a multi-year payment plan.

It was determined that the City would pay the County \$228,043 per year over a three year period. The payments will be due each October beginning in 2014 and the County will deposit the funds into their Retiree Health Insurance Trust.

We believe that the approval of these two resolutions will complete all financial transactions between the City and the County resulting from the transfer of employees for the consolidated 9-1-1 Center.

If you have any questions or wish to discuss, please let me know.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF MERS RETIREMENT FUNDS
FOR 9-1-1 EMPLOYEES – RECIPROCAL RETIREMENT ACT**

WHEREAS, on or about September 14, 2010, the City of Lansing and Ingham County entered into an Agreement (the “Agreement”) for the establishment and operation of a consolidated 9-1-1 Dispatch Center; and

WHEREAS, pursuant to the Agreement, it was envisioned that certain City employees who worked as 9-1-1 operators in the City’s Emergency Communications Division would be provided the opportunity to continue employment as Ingham County employees, would be placed in no worse position regarding retirement benefits than if they had continued as City of Lansing employees, and would continue to receive eligibility for City of Lansing retiree health benefits; and

WHEREAS, Section 6(1) of the Reciprocal Retirement Act, MCL 38.1106(1) authorizes an agreement to transfer the credited service towards retirement of a member from his or her preceding reciprocal unit (in this instance, the City of Lansing) to his or her succeeding reciprocal unit (in this instance, Ingham County); and

WHEREAS, the Agreement provided as follows:

The City’s Retirement System shall transfer to the County designated MERS plan(s) the trust pension assets equal to the funded value of the actuarially accrued liabilities as determined in the most recent actuarial valuation for those former City employees employed by the County. The County will assume remaining unfunded accrued liabilities for those former City employees employed by the County. The City shall provide such further and/or additional information or resolutions as may be required by MERS or the County. The County will establish with MERS such pension plan or plans providing former City employees employed by The County with such pension benefits as negotiated with the appropriate recognized union or as designated by the County and shall provide for prior service credit. However, the County recognizes that the accrued benefits for service credit accrued by former City employees employed by the County while employed by the City shall not be diminished. Future 9-1-1 Employees shall be placed in such plan as is negotiated with the applicable union or as established by the County.

WHEREAS, the actuarial accrued liability (“AAL”) for each City of Lansing employee that has elected to transfer to employment with the County has been calculated by Boomershine Consulting Group as of November 25, 2013; and

WHEREAS, County officials had an independent review of the Boomershine Consulting Groups’s calculations and which validated the calculation in the amount of \$1,070,858.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the transfer of credited service for all employees included in Appendix A and the funds designated for each transferred employee from the City of Lansing to Ingham County for credit towards the transferred employee’s retirement in the Municipal Employees Retirement System (“MERS”) account established by Ingham County pursuant to the Agreement.

BE IT FURTHER RESOLVED, that the County will agree to accept the \$1,070,858 as payment on the AAL of the transferred employees which includes the \$968,348 paid by the City on December 31, 2013 and \$102,510 which will be paid after passage of this resolution.

BE IT FURTHER RESOLVED, that the provisions of this resolution apply to each of the transferred employees referenced on Appendix A individually and are not dependent upon application to all of the transferred employees.

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

APPENDIX A

City of Lansing Employee's Retirement System

As of June 27, 2012

Current Listing of employees transferred to Ingham County

Last Name	First Name
Baert (Stephens)	Angela
Booker	Bobbie
Buren Priebe (Girard)	Amada
Calkins	Therese
Cameron	Andrew
Clickner	James
Davidson	Barbara J.
Demers	Catherine
Feier (Carranco)	Kyla
Fell	Kristen
Felton	Lynette
Forbis	Jessica
French	Danielle
Gaskill	Cassandra
Gross	Trisha
Harris	Melissa
Harvey	Stacy
Henrys	Kacie
Howland	Elizabeth
Jordan	Julia
Longo	Terri
Longoria (Johchkeere) (Larner)	Sherry
Merillat	Vicki
Miller	Kim
Murphy	Danielle
Murphy	Marci
Sahr (Harrison)	Lisa
Spottek	Diana
Thurston	Andrew
Treanor	Theresa
Wykowski	Victoria
Wykowski	Julie

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF RETIREE HEALTH INSURANCE FUNDS
FOR 9-1-1 EMPLOYEES FROM THE CITY OF LANSING**

WHEREAS, on or about September 14, 2010, the City of Lansing and Ingham County entered into an Agreement (the "Legacy Agreement") for the establishment and operation of a consolidated 9-1-1 Dispatch Center; and

WHEREAS, the City of Lansing had been contributing to a Voluntary Employee Benefit Association Trust (VEBA) for retiree health insurance benefits for many years and has been including this expense in the amount reimbursed by the County; and

WHEREAS, the Legacy Agreement required that the City transferred the 9-1-1 employees portion of this fund to the County; and

WHEREAS, it was determined that the amount of the required transfer equals \$684,129; and

WHEREAS, it was found that Internal Revenue Service has very stringent requirements concerning the transferring of funds from a VEBA so the City and County needed to determine other options concerning the payment of these funds; and

WHEREAS, the administration of the City and County have reviewed all the options and are recommending that the City pay this amount to the County over a three year period in the annual installment amount of \$228,043 due in October of each year; and

WHEREAS, the County will need to contribute this amount to the Ingham County Retiree Health Insurance Trust under the management of Morgan Stanley.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners agrees to accept the \$684,129 in three equal installments from the City of Lansing paid to the County over a three year period in the annual installment amount of \$228,043 due in October of 2014, 2015, and 2016 each year and that this amount will be contributed to the County's Retiree Health Insurance Trust.

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

RECEIVED
AUG 21 2014

AGENDA ITEM # 11

DELHI CHARTER TOWNSHIP

NOTICE OF HEARING

**APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
BY SCITEX, LLC**

**TO THE DELHI TOWNSHIP ASSESSOR AND THE LEGISLATIVE BODY OF EACH
TAXING UNIT THAT LEVIES AD VALOREM PROPERTY TAXES WITHIN THE
TOWNSHIP:**

**SCITEX, LLC
DELHI TOWNSHIP ASSESSOR
CATA
CAPITAL AREA DISTRICT LIBRARY
CAPITAL CITY AIRPORT AUTHORITY
HOLT BOARD OF EDUCATION
INGHAM COUNTY BOARD OF COMMISSIONERS
INGHAM INTERMEDIATE SCHOOL BOARD
LANSING COMMUNITY COLLEGE BOARD OF TRUSTEES
STATE TAX COMMISSION**

PLEASE TAKE NOTICE, that Delhi Charter Township received an Application for Industrial Facilities Exemption Certificate from SCITEX, LLC. A complete copy of the Application and attachments may be obtained upon request from the Delhi Township Community Development Department by calling 517-694-8281 or by e-mail at: tracy.miller@delhitownship.com.

PLEASE TAKE FURTHER NOTICE, that the Township Board of Delhi Charter Township shall afford an opportunity for hearing on the referenced Application on the 16th day of September 2014, at 7:45p.m., held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan, in the Charter Township of Delhi, Ingham County.

Evan Hope, Township Clerk