THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 2, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the November 18, 2015 Minutes
Additions to the Agenda
Limited Public Comment

1. Board of Commissioners - Resolution Authorizing a Contract with WebQA for a FOIA Management Program
2. Treasurer’s Office - Update on Status of Bank Reconciliations and Audit Recommendations
3. Drain Commissioner - Resolution Rescinding the 2014 Increase in Funding for the Revolving Drain Fund (Fund 802)
4. Ingham County Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with Westshore Services, Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County
5. Probate Court
   a. Resolution Authorizing Statements of Work with Imagesoft and Courtview for Batch Scanning Project
   b. Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters
6. Circuit Court Family Division - Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project
7. Health Department
   a. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2015-2016
   b. Resolution to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees
   c. Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University’s College of Osteopathic Medicine – Tuberculosis Program
   d. Resolution to Authorize a Revised Cooperative Operational Agreement with the Community Health Center Board of Directors
   e. Resolution to Authorize Amendment #1 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health
   f. Resolution to Amend Resolution #15-430 to Amend the Ingham Community Health Center Board Bylaws
g. Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE

8. **Innovation & Technology** - Resolution to Authorize the Purchase, Installation and Configuration of the Primary and Secondary Storage Area Networks from Avalon Technologies

9. **Road Department**
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County in Relation to State Funded Bridge Project Located at Marsh Road Over the Canadian National Railroad
   b. Resolution to Authorize a Bridge Engineering Design Services Contract Extension with the Great Lakes Engineering Group, LLC for the Southbound Okemos Road Bridge Repair Project

10. **Human Resources**
    a. Resolution Approving a Collective Bargaining Agreement with Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25
    b. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual
    c. Resolution Approving the Conversion of Employees in the Ingham County Employees’ Association – Professionals from MERS Division 12 to Division HJ
    d. Resolution Approving Implementation of a Code Red Alert System with Capital City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. – Corrections Non-Supervisory Unit

11. **Controller/Administrator’s Office**
    a. Resolution Authorizing Expansion of Current Mental Health Screening Services in the Ingham County Jail to Include on Call Personnel for Weekends and Holidays
    b. Resolution Authorizing the Controller/Administrator to Make Year End Budget Adjustments
    c. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

12. **Ethics Policy** - Resolution to Authorize an Agreement with Plante and Moran, PLLC to Review County Contracts

13. **Financial Services** - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2016 and Authorizing Letters of Agreement with Bargaining Units

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
FINANCE COMMITTEE
November 18, 2015
Draft Minutes

Members Present: Anthony, Bahar-Cook, Tennis, McGrain, Naeyaert, Schafer (Departed at 6:42), and Tsernoglou

Members Absent: Tennis and McGrain

Others Present: Tim Dolehanty, Rick Terrill, Henry Rojas, and others

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

Approval of the November 4, 2015 Minutes

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE NOVEMBER 4, 2015 FINANCE COMMITTEE MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and McGrain.

Additions to the Agenda

Substitutes –

5. Health Department
   a. Resolution to Extend the Agreement with Michigan State University College of Human Medicine for Pediatric Physician Services

5. Health Department
   b. Resolution to Authorize an Amendment to the Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University

6. Controller/Administrator’s Office
   a. Resolution Authorizing a Contract with Malaneye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation

Limited Public Comment

Commissioner Schafer presented correspondence between him, the Health Department, and Linda Vail, Health Officer.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:
1. **55th District Court**
   a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts
   b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts

2. **Circuit Court/Friend of the Court** - Resolution to Authorize a Lease Extension Agreement for the Friend of the Court Safe Haven Grant Program

3. **Innovation & Technology Department** - Resolution Authorizing an Amendment to Resolution #15-408 to Authorize the Use of Funds from the Community Health Center Fund for the IT Infrastructure of the Forest Community Health Center (FCHC)

4. **Facilities** - Resolution Authorizing a Contract with Len’s Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center

5. **Health Department**
   a. Resolution to Extend the Agreement with Michigan State University College of Human Medicine for Pediatric Physician Services
   b. Resolution to Authorize an Amendment to the Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University
   c. Resolution to Authorize the 2015-2016 Schedule A Addendum to the Blue Cross Blue Shield of Michigan Administrative Services Agreement for Services to Ingham County Jail Inmates


THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and McGrain.

6. **Controller/Administrator’s Office**
   a. Resolution Authorizing a Contract with Malannoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE
TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION.

Commissioner Bahar-Cook expressed concern over giving a contract to a former Controller without a Request for Proposal (RFP).

Tim Dolehanty, Controller/Administrator, stated that he did not know why the contract went out without a bid because he was not on the Human Services Committee.

Commissioner Bahar-Cook stated she would vote no.

There was a discussion regarding the contract.

Chairperson Anthony asked how time sensitive the contracts were.

There was a discussion regarding the time frame for the contracts.

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. BAHAR-COOK, TO TABLE APPROVAL OF THE RESOLUTION AUTHORIZING A CONTRACT WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION.

THE MOTION TO TABLE THE RESOLUTION PASSED UNANIMOUSLY. Absent: Commissioners Tennis and McGrain.

6. Controller/Administrator’s Office
   b. Resolution Approving Various Contracts for the 2016 Budget Year

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2016 BUDGET YEAR.

There was a discussion regarding the dates of the contracts.

Commissioner Bahar-Cook stated that if she kept seeing contracts with exceptions she would vote no.

Chairperson Anthony asked the ballpark cost of Requests for Proposals (RFP).

Mr. Dolehanty stated that the scope of services varied per RFP, but every other cost was static. He further stated that the real cost was in the turnaround time.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioners Tennis and McGrain.

6. Controller/Administrator’s Office
c. Discussion Regarding the Ingham County Ethics Policies and Contracts

Mr. Dolehanty reviewed the County Services Ethics Action Items.

There was a discussion regarding ethics training.

Commissioner Schafer suggested staff presenting the ethics policy to the Board every couple of years.

Commissioner Bahar-Cook stated that there was discrepancy about the Clerk’s Office setting the date for their ethics training.

Commissioner Schafer asked if the County offered pre-bid conferences as part of the purchasing agreement. He further asked if elected department heads had to comply with them.

Mr. Dolehanty stated that all departments must comply with the economic rules the Board sets. He answered that RFPs had pre-bid conferences and quotes did not.

Chairperson Anthony asked why #7 of the County Services Committee Ethics Action Items was included.

Mr. Dolehanty answered that IT employees reported an environment where they feared retaliation from within the department. He stated that IT staff and vendors were contacted to see if there was anything else the County should know about.

Chairperson Anthony suggested revisiting an employee survey.

Chairperson Anthony asked for clarification about whether elected official employees were required to follow the ethics policy.

Mr. Dolehanty stated that the Board controlled the wages of the employees, but the conduct within the office was the purview of the elected official.

Commissioner Bahar-Cook clarified that the Board could stop funding the position of a corrupt employee.

Mr. Dolehanty stated that an elected official could reallocate funds from one position to another if the Board decided to stop funding one.

Commissioner Tsernoglou asked for more information regarding elected official employees.

There was a discussion regarding funding for elected official employees.

Commissioner Bahar-Cook stated that the ethics policy review was a very involved process by the County Services Committee.
Chairperson Anthony suggested centralizing all the policies online.

Mr. Dolehanty stated that they were currently on the website. He further stated that it could be placed in an easier to find place.

Commissioner Schafer stated that the County was well run.

Commissioner Bahar-Cook stated that the County responded very quickly to take actions and take . She acknowledged Commissioner Celentino’s work and leadership in organizing the Board regarding the ethics issue.

Commissioner Schafer departed at 6:42 p.m.

There was a discussion regarding the ethics policy’s stance on gifts.

**Announcements**

Commissioner Bahar-Cook asked Mr. Dolehanty about the status of Clerk Byrum’s space issue.

Mr. Dolehanty answered that there was a meeting between Rick Terrill, Facilities Director, and Jen Shuster, Chief Deputy County Clerk. He further stated that the objective was to hold storage in an environmentally controlled location. He stated that the courthouse did not have the requirements Clerk Byrum environmental control requirements requested and that the only two options were to build a climate controlled spot or go through a private vendor.

Commissioner Bahar-Cook asked why Clerk Byrum wanted the documents stored in the Courthouse.

There was a discussion regarding the documents Clerk Byrum needed to store.

Commissioner Tsernoglou asked why Clerk Byrum wanted the documents stored in the Courthouse.

Mr. Dolehanty answered that there were some records she would like to have immediate access to. He stated that Clerk cited state requirements he was not familiar with.

Commissioner Tsernoglou suggested seeking legal counsel to look into the state requirements.

**Public Comment**

None.

**Adjournment**
The meeting was adjourned at approximately 6:53 p.m.
RESOLUTION ACTION ITEMS:

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

1. **Board of Commissioners - Resolution Authorizing a Contract with WebQA for a FOIA Management Program**

   Changes to the Michigan Freedom of Information Act (FOIA), coupled with a large volume of FOIA requests received by the County, necessitate purchase of a FOIA management program. This web-based program will provide a more efficient and manageable process to receive, complete, manage and track FOIA requests. Funding for the project will come from the 2015 contingency account.

2. **Drain Commissioner – Resolution Rescinding the 2014 Increase in Funding for the Revolving Drain Fund (Fund 802)**

   In August 2014 the Board of Commissioners approved Resolution 14-345 to authorize the transfer of $6 million from the General Fund fund balance to the Revolving Drain Fund to cover certain preliminary work associated with the Groesbeck Park Drain project. The Drain Commissioner recently received bond proceeds for the Groesbeck Park Drain petition and paid $5,621,188.55 to Fund 802, including over $126,000 in interest. A resolution is offered to transfer $6 million from the Revolving Drain Fund back to the General Fund.

3. **Ingham County Office of Homeland Security & Emergency Management – Resolution to Enter into a Contract with Westshore Services, Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County**

   This resolution authorizes another phase of the County wide phased upgrade, replacement, and installation of the emergency alert and warning siren system in Ingham County through Homeland Security Grant funds at a cost of $30,000. This phase will include two sirens for both of the Lansing Township Fire Stations. The remaining phase(s) will include sirens for Onondaga, Dansville, Leroy Township, and Stockbridge subject to the availability of grant funds. (See attached memo for details)

5a. **Probate Court – Resolution Authorizing Statements of Work with Imagesoft and Courtview for Batch Scanning Project**

   This resolution authorizes entering into the contractual Statements of Work (SOWs) with ImageSoft for up to $19,600 and CourtView for up to $24,807 for a total not to exceed $44,407, to be paid from the existing Probate Court’s CIP budget. This enhancement to the Court’s imaging system will allow Deputy Probate Registers to scan documents (using OnBase supported through ImageSoft) and thereby provide for an image of the document and the relevant docket entry to be automatically entered in the case management system (CourtView). (See attached memo for details)
5b. **Probate Court – Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters**

This resolution authorizes entering into contract renewals with attorneys Michael Staake and William Metros for providing attorney services to provide representation in involuntary mental illness cases for a cost of up to $10,000. It further authorizes entering into contract renewals with attorneys Robert Refior and Elias Kafantaris for providing representation in general Probate matters up to $17,000 as well as respondent guardian ad litem (GAL) attorney services up to $72,000. All the contracts are for the time period of January 1, 2016 through December 31, 2016 and the funds are contained within the 2016 Probate Court budget. (See attached memo for details)

6. **Circuit Court Family Division – Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project**

This resolution authorizes entering into a contract renewal with Michigan State University Adolescent Project in the amount of $163,132. The Michigan State University Adolescent Project provides mentoring services for juveniles brought to the attention of the Circuit Court Family Division for delinquency and truancy matters. The time period of the contract is October 1, 2015 through September 30, 2016. Funds are contained in the 2016 Family Division Child Care Fund budget for this purpose. (See attached memo for details)

7a. **Health Department – Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2015-2016**

This resolution authorizes an agreement with the Michigan Department of Environmental Quality (MDEQ) under which the Ingham County Health Department (ICHD) will conduct environmental monitoring and inspections of MDEQ Non-Community programs. The current agreement expired on September 30, 2015. The proposed agreement for 2015-16 includes the following services and funding of $29,616 allocated as follows:

- non-community public water supply program – up to $23,066
- drinking water long-term monitoring – up to $700
- public swimming pools – up to $5, 600
- campground requirements – up to $250

7b. **Health Department – Recommendation to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees**

This resolution authorizes a new, simplified fee structure for environmental health fees that was developed utilizing a Maximus study. The proposed fee schedule ensures Environmental Health will achieve the appropriate level of cost recovery for each service provided.

7c. **Health Department – Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University’s College of Osteopathic Medicine – Tuberculosis Program**

This resolution authorizes an amendment to the agreement with MSU Collage of Osteopathic Medicine – Tuberculosis Program to extend physician services to ICHD tuberculosis patients through December 31, 2018 at a rate of $165.00 per hour for up to 12 hours per month.
7d. Health Department – Resolution to Authorize a Revised Cooperative Operational Agreement with the Community Health Center Board of Directors

This resolution authorizes a revised cooperative operational agreement with the Community Health Center Board of Directors. The Cooperative Operational Agreement has been updated to include language that aligns with the Health Center Board bylaws to meet the requirements of HRSA.

7e. Health Department – Resolution to Authorize Amendment #1 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health

This resolution authorizes Amendment #1 of the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from $4,675,470 to $4,998,301, an increase of $322,831. The increase in the CPBC grant was anticipated and included in the FY16 Board of Commissioners approved budget. The amendment makes the following specific changes in the budget:

Amendment #1
1. Immunization Vaccine Quality Assurance, $35,210
2. Direct Services Children – MCH, $96,000.
3. Immunizations – Children – MCH, $72,071.

7f. Health Department – Resolution to Amend Resolution #15-430 to Amend the Ingham Community Health Center Board Bylaws

This resolution amends the Bylaws of the Community Health Center Board to state that the Community Health Center Board shall approve the application and budget for both 330 Health Center programs and Look-Alikes. The extended deadline for HRSA to receive the amended bylaws is February 5, 2016.

7g. Health Department - Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE

This resolution authorizes the conversion of position #601192, currently a .75 FTE Medical Assistant I (UAW Grade 1) to 1.0 FTE Medical Assistant I. Through Resolution #15-375, Ingham County Health Department (ICHD) accepted $215,200 of Health Center Expanded Services funds from the U.S. Department of Health and Human Services’ Health Resources and Services Administration (HRSA) for the period of September 1, 2015 through August 31, 2016. This award included funds to support the conversion of this position. The employee in this position and the UAW have been contacted and agree to the conversion from a .75 FTE to a 1.0 FTE.
8. **Innovation & Technology Department – Resolution to Authorize the Purchase, Installation and Configuration of the Primary and Secondary Storage Area Networks from Avalon Technologies**

In 2013 the Innovation and Technology (IT) Department replaced a five-year old Storage Area Network (SAN). In 2014 the SAN was expanded to accommodate an upgrade of the 911 Computer Aided Dispatch system. The current SAN configuration is operating at 82.22% capacity. The Secondary/Disaster Recovery (DR) SAN operates at 83.17% capacity. Overall performance impacts begin to suffer when the SAN reaches 80% capacity.

Major projects scheduled over the next 12 to 18 months will increase network storage requirements. Projects include, but are not limited to, Electronic Records Management (EMR) Onbase/Imagesoft implementation for the County Clerk and Circuit Court, introduction of body cameras for the Sheriff’s Office, and the addition of video surveillance cameras at the new Heath Center, Mason Courthouse, and Human Services Building.

Based on the current growth trends and cost effectiveness of quantity buying, the IT Department proposes the purchase an additional 119 Tera Bytes (TB) of storage space for the primary SAN and 110 TB for the Secondary/DR SAN. This additional capacity will place the primary SAN at 11.73% and the Secondary/DR SAN at 11.28% of capacity. Under this recommendation, Avalon Technologies would undertake configuration, installation and support for this expansion at a cost not to exceed $242,134. Funds were allocated for this project in the IT Networking Hardware fund.

9a. **Road Department – Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County in Relation to State Funded Bridge Project Located at Marsh Road over the Canadian National Railroad**

The Road Department received funding from the Local Bridge Program to remove and replace the Marsh Road Bridge superstructure over the Canadian National Railroad. In response the Road Department recommends approval of a resolution to authorize entering into an agreement with the Michigan Department of Transportation for this project at a total estimated cost of $1,645,800. Funding sources consist of $1,563,500 from the state Local Bridge Program funding and $82,300 from the Road Department.

9b. **Road Department – Resolution to Authorize a Bridge Engineering Design Services Contract Extension with the Great Lakes Engineering Group, LLC for the Southbound Okemos Road Bridge Repair Project**

A recent biennial bridge inspection revealed that a number of the southbound Okemos Road Bridge’s beams had deteriorated to the point where the bridge inspection consultant recommended that the outside lane be immediately closed to traffic. Road Department staff closed the lane over the bridge shortly after receiving the recommendation.

The Road Department recommends approval of a resolution to approve a contract extension to the original bridge engineering services, Great Lakes Engineering Group, LLC, for the Okemos Road Bridge repair project. Approval of the resolution would authorize additional professional engineering services at a cost not to exceed $13,500.
10a. Human Resources Department – Resolution Approving a Collective Bargaining Agreement with Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement between Ingham County and Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 for the period January 1, 2016 through December 31, 2017.

10b. Human Resources Department – Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2016 through December 31, 2016. Changes include recognition that the employee health insurance program will be subject to annual modification for plan year 2016, and recognition of a 1% increase in wages.

10c. Human Resources Department – Resolution Approving the Conversion of Employees in the Ingham County Employees’ Association – Professionals from MERS Division 12 to Division HJ

A collective bargaining agreement between Ingham County and the Ingham County Employees’ Association - Professionals covers the period from January 1, 2015 to December 31, 2017. The agreement includes provisions for conversion to a Hybrid Pension Plan provided through the Municipal Employees’ Retirement System (MERS). The Human Resource Department recommends approval of funding for this conversion at a cost of $21,097.

10d. Human Resources Department – Resolution Approving Implementation of a Code Red Alert System with Capital City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. – Corrections Non-Supervisory Unit

Ingham County, the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. have identified ongoing challenges in filling unscheduled overtime assignments. All parties desire to supplement the contract regarding unscheduled overtime through use of a Code Red Alert System. The Human Resources Department recommends approval of a resolution recognizing this change through a Letter of Understanding.

11a. Controller’s Office - Resolution Authorizing Expansion of Current Mental Health Screening Services in the Ingham County Jail to Include on Call Personnel for Weekends and Holidays

This resolution authorizes expansion of current Mental Health Screening services (known as the CATS Program) in the Ingham County Jail to include on call personnel for weekends and holidays. Currently, CMH provides 1.5 FTE employees Monday-Friday; 8:00 a.m. – 4:30 p.m. that provide mental health screening and referral for individuals who are flagged by ICJ staff at booking or during incarceration as having possible suicide risk or mental health symptoms. There are no CMH staff available at ICJ from 5:00 p.m. Friday through Monday morning or on
holidays. This leads to some inmates being held in observation up to 3 days before being seen by a Mental Health professional. Without CMH staff available, the deputies at the Ingham County Jail are left with the burden to determine severity. The Ingham County Sheriff’s Office and CMH Administration worked to develop a proposal for on call Mental Health services that would be available Friday evening through Monday morning; and holidays. The cost for this coverage is $30,000 annually, and is included in the 2016 budget.

11b. **Controller’s Office - Resolution Authorizing the Controller/Administrator to Make Year End Budget Adjustments**

The Budget Office recommends approval of a resolution to authorize the County Controller to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with the Uniform Budgeting and Accounting Act, and to balance the 2015 Budget. The General Fund budget will be adjusted to $80,787,322 for the fourth quarter of 2015. The resolution also amends the Road Department budget to recognize an additional $517,120 in unbudgeted funds from the State of Michigan Motor Vehicle Highway fund, and an additional $115,492 in Federal Aid of which $71,000 will be applied to and increase the drain assessment budget. The remaining $561,612 will decrease the budgeted use of fund balance from $1,753,674 to $1,192,062.

11c. **Controller’s Office - Resolution to Authorize Negotiation of a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority**

The Delhi Charter Township Downtown Development Authority (DDA) seeks to extend the life of the DDA by 10 years. Currently set to expire in 2025, this action would potentially result in capture of additional County revenue to offset DDA expenditures. Unlike traditional tax capture programs, Delhi Township must secure a revenue sharing agreement with Ingham County before any County funds can be captured. A resolution is offered that would direct the Controller and Corporation Counsel to negotiate the terms of a new Revenue Sharing Agreement.

12. **Ethics Policy – Resolution to Authorize an Agreement with Plante and Moran, PLLC to Review County Contracts**

The County Services Committee suggested that the Controller oversee an inventory of recently approved contracts to determine how many were subject to competitive bidding and how many were to result of a cooperative purchase arrangement. The Controller/Administrator was also asked to audit department activity with individual vendors. In addition to these tasks, the County Services Committee asked that Corporation Counsel review internal controls to determine if systematic failures exist, and to suggest ways to correct any such failures.

In order to accomplish these tasks in a timely and effective manner, a proposal was sought from County auditor Plante and Moran, PLLC, to systematically review a representative sample of all agreements with private vendors since July 2013. This timeframe should allow for adequate review of multi-year contracts as well as one-time, single-purpose contracts. In addition, in light of recent discoveries involving the Innovation and Technology (IT) Department, all contracts and agreements that involve that department would be reviewed. Plante and Moran proposed a total cost of $__________ to complete this task.
13. **Financial Services - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2016 and Authorizing Letters of Agreement with Bargaining Units**

After investigation of various plan designs and options for the County’s health care plan for 2016, the Ingham County Health Care Coalition seeks approval of a resolution to maintain the county’s current health care provider, as well as to continue a Health Reimbursement Arrangement (HRA). The Coalition also recommends the County purchase additional services from 44 North including Medtipster for pharmacy generic drugs, Telodoc for 24/7 physician access and a cost transparency program which compares the cost of medical services.

**DISCUSSION ITEM:**

2. **Treasurer’s Office - Update on Status of Bank Reconciliations and Audit Recommendations**
Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH WEBQA FOR A FOIA MANAGEMENT PROGRAM

WHEREAS, due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 and the volume of FOIA requests received by Ingham County, it is necessary to purchase a FOIA Management Program; and

WHEREAS, a web-based FOIA Management Program will provide a more efficient and manageable process to receive, complete, manage and track FOIA requests; and

WHEREAS, this application will serve as a resource for citizens to submit FOIA requests and inquire about the status of their requests on a web-based program; and

WHEREAS, this application will be utilized County-wide to assist in the processing and management of FOIA requests by the Ingham County FOIA Coordinator and FOIA Coordinators within each department, particularly those that receive a large number of requests; and

WHEREAS, the County Purchasing Policy permits foregoing the competitive bidding process where staff determines that utilizing a cooperative contract provides the best value to the County; and

WHEREAS, this purchase will be made piggybacking on the Oakland County, Michigan Contract No. 004527, with an expiration date July 31, 2020, which was the result of a competitive bidding and awarding process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners (Board) hereby authorizes entering into a five-year contract with WebQA, 900 S. Frontage Road, Suite 110, Woodbridge, Illinois, 60517, for the purchase of a web-based FOIA Management program for a total not-to exceed amount of $16,940, which includes a one-time set up cost of $5,000, eight redaction licenses for $2,400, and software licenses for $9,540 for 2016.

BE IT FURTHER RESOLVED, that, if needed, the Board authorizes the purchase of additional on-line and on-site training and redaction licenses at the costs quoted in the Oakland County Master Agreement with WebQA, dated August 1, 2015.

BE IT FURTHER RESOLVED, that the funds will be appropriated from the Contingency Fund.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
MEMO TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

FROM: DRAIN COMMISSIONER PATRICK E. LINDEMANN

RE: REVOLVING DRAIN FUND 802

DATE: NOVEMBER 17, 2015, effective November 25

In August of 2014 I sought and received a $6 million increase in the use of county fund balance for Fund 802, the Revolving Drain Fund. (See Resolution 14-345) I promised the Finance Committee at that time to seek to reduce the use of fund balance when the Groesbeck Park Drain petition project was bonded. (That project has been using about $5.5 million of the money set aside in Fund 802.)

On November 24, I received the bond proceeds for the Groesbeck Park Drain petition and paid $5,621,188.55 to Fund 802, including over $126,000 in interest.

I am happy to request that $6 million be withdrawn from the Revolving Drain Fund (Fund 802), reducing its maximum balance to the 2010 level of $1 million. This is accomplished by the attached Resolution.

The Fund will be used under the same terms and conditions as has been true since 2010. The money is repaid to the fund when permanent bonding is obtained for the drain that borrows the money. The agreed-upon interest benchmark means that the County receives more interest than it would from a bank while the drains pay less than they might from a bank.

My staff or I will attend the December 1 and 2 Committee meetings to answer questions.
Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RESCINDING THE 2014 INCREASE IN FUNDING FOR THE REVOLVING DRAIN FUND (FUND 802)

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund was $1,000,000 in 2010; and

WHEREAS, this amount was increased to $7,000,000 in 2014; and

WHEREAS, the Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners rescind the $6,000,000 increase from the Revolving Drain Fund, making the total available balance again $1,000,000; and

WHEREAS, the Drain Commissioner has agreed to continue to pay interest to the general fund on any funds that are borrowed from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall set the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of $1,000,000.

2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.

3. The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").

4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.

5. The interest rate will be the determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one-year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.
6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the $707,500 in cash provided under Resolution 10-159 will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.
Agenda Item 4

TO: Law & Courts Committee
    Finance Committee

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and Emergency Management

DATE: October 29, 2015

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH WESTSHORE SERVICES, INC. FOR THE PURPOSE OF ADDING AND UPGRADING OUTDOOR WARNING SIRENS IN INGHAM COUNTY.

This resolution is for the approval to utilize FY2014 Homeland Security Grant Program Funding as part of an ongoing project to upgrade, replace, and install outdoor warning sirens in Ingham County. The Outdoor warning siren project has been done in phases.

Specifically, Grant funding will be used to purchase two sirens to replace older, mechanical one-way outdoor warning sirens in Ingham County. This project serves to upgrade the emergency alert and warning siren system in Ingham County. Most of Ingham County is already using the newer two-way digital sirens, and these two will be added to the network. This phase will include two sirens for each of the Lansing Township Fire Stations. The last phase will include sirens for Onondaga, Dansville, Leroy Township, and Stockbridge.

The siren system is controlled jointly with the City of Lansing, with the Ingham County 911 Center serving as the primary activation point- with backups at the Lansing Emergency Operations Center and Ingham County Emergency Operations Center. This will also include upgrading the existing controller at the Ingham County Emergency Operations Center. All radio equipment is in compliance with FCC requirements. The Ingham County Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority.

The Michigan State Police Emergency Management and Homeland Security Division have approved the funding proposal.
TO: Law & Courts and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: November 17, 2015
SUBJECT: Two (2) Outdoor Warning Siren

The Purchasing Department supports the recommendation from the Homeland Local Planning Team to purchase and install two 9-1-1 warning sirens for the two (2) Lansing Township Fire Stations from West Shore Services, Inc. at a cost not to exceed $30,000.

West Shore Services is the sole source vendor in the State of Michigan for this equipment as evidenced by the attached, June 30, 2011 letter from Federal Signal Safety and Security Systems, the manufacturer of the sirens.
June 30, 2011

Ingham County Sheriff’s Office
Attn: Robert Ott
630 North Cedar Street
Mason, MI 48854

Mr. Ott,

The purpose of this letter is to inform you West Shore Services is the only Authorized Reseller of Federal Signal Outdoor Warning products for Public Safety agencies in the State of Michigan.

Federal Signal Alert and Notification Systems, a division of Federal Signal Corporation, is the sole manufacturer and distributor of the Alert and Notification equipment proposed in the quotations that have been submitted by our Manufacturer Representative, West Shore Services.

The Federal two-way digital equipment provided to Ingham County by West Shore Services is compatible with the existing two-way alert/notification systems in the county.

If I can answer additional questions or provide you with any information about the FWS product line, please feel free to contact me directly. In addition, you can find information about our products on our website at http://www.federalwarningsystems.com

Regards,

[Signature]

Chris Lopez
Sales Manager
Alert & Notification Division
Federal Signal Corporation
(609) 509-5094
clopez@federalsignal.com
Agenda Item 4

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH WESTSHORE SERVICES, INC. FOR THE PURPOSE OF ADDING AND UPGRADING OUTDOOR WARNING SIRENS IN INGHAM COUNTY

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2014 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority; and

WHEREAS, the grant funding will be used to purchase two sirens to replace older mechanical one-way outdoor warning sirens at each of the Lansing Township Fire Stations in Ingham County; and

WHEREAS, this project serves to upgrade the emergency alert and warning siren system in Ingham County that has been completed in phases; and

WHEREAS, the siren system is controlled jointly with the City of Lansing, with the Ingham County 911 Center serving as the primary activation point- with backups at the Ingham County Emergency Operations Center and City of Lansing Emergency Operations Center; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is $30,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Westshore Services, Inc. and utilizing $30,000 from the FY2014 Emergency Management Program Funding to upgrade and purchase two outdoor warning sirens.

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

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

FROM: George M. Strander
Probate Court Administrator & Probate Register

DATE: November 17, 2015

RE: Technology Statement of Works (SOWs)

The Probate Court continues to develop its imaging system. The most recent desired
development would allow Deputy Probate Registers to scan documents (using OnBase supported
through ImageSoft) and thereby provide for an image of the document and the relevant docket
entry to be automatically entered in our case management system (CourtView). This “batch
scanning” operation would be available for a healthy percentage of our filings (namely those on
Supreme Court approved forms with legible case numbers), and thus would increase efficiency.

We have received statements of work (SOWs) from both ImageSoft and CourtView totaling
$19,600 and $24,807, respectively. [See attachment.] I have reviewed the SOWs with the
vendors and am satisfied they meet our needs. We have sufficient funding in our Capital
Improvement Project (CIP) budget.

The Probate Court requests authorization to enter into the SOWs and for the funds that are
contained in our CIP account be authorized to pay them.
WHEREAS, the Probate Court continues to develop its imaging system; and

WHEREAS, the most recent desired development would allow Deputy Probate Registers to scan documents (using OnBase supported through ImageSoft) and thereby provide for an image of the document and the relevant docket entry to be automatically entered in our case management system (CourtView); and

WHEREAS, this “batch scanning” operation would be available for a significant percentage of Probate Court filings (namely those on Supreme Court approved forms with legible case numbers), and thus would increase efficiency; and

WHEREAS, the Court has received Statements of Work (SOWs) from both ImageSoft and CourtView totaling $19,600 and $24,807, respectively; and

WHEREAS, the SOWs appear appropriate to satisfy the Court’s needs; and

WHEREAS, the Probate Court has sufficient funding in its Capital Improvement Project (CIP) budget to pay for the SOWs.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the SOWs with ImageSoft for up to $19,600 and CourtView for up to $24,807 for a total not to exceed $44,407, to be paid from the Court’s CIP budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary Statement of Work (SOW) contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Law and Courts Committee
    Finance Committee

FROM: George M. Strander
    Probate Court Administrator & Probate Register

DATE: November 17, 2015

RE: Contracts

For many years the Probate Court has contracted with local attorneys to provide respondent legal representation services in involuntary mental illness matters and general Probate matters as well as respondent guardian ad litem (GAL) services. The compensation to the attorneys providing MI attorney services ($10,000 per year), providing general Probate attorney services ($17,000 per year), and providing GAL services ($72,000) has remained unchanged over several years, and so the real compensation after cost-of-living increases has gone down.

Attorneys Michael Staake and William Metros have provided MI attorney services for several years and we would like them to continue doing so in 2016. Attorneys Robert Refior and Elias Kafantaris have provided general Probate attorney and GAL services for several years and we would like them to continue doing so in 2016.

For the 2016 GF budget, the Probate Court requested and received from the Board of Commissioners additional funds so as to increase each above contract amount by 3%. This translates into a $2,970 total increase over all three contracts: $300 for MI attorney services, with the new total of $10,300; $510 for general Probate attorney services, with the new total of $17,510; and $2160 for GAL services, with a new total of $74,160).

We are requesting authorization to use the budgeted funds to enter into contracts with the aforementioned attorneys for the same services as covered in earlier years but at the slightly increased contract amounts.
WHEREAS, for many years the Probate Court has contracted with local attorneys to provide respondent legal representation services in involuntary mental illness (MI) matters and general Probate matters as well as respondent guardian ad litem (GAL) services; and

WHEREAS, the compensation to the attorneys providing MI attorney services ($10,000 per year), providing general Probate attorney services ($17,000 per year), and providing GAL services ($72,000) has remained unchanged over several years, and so the real compensation after cost-of-living increases has gone down; and

WHEREAS, attorneys Michael Staake and William Metros have provided MI attorney services for several years and the Probate Court would like them to continue doing so in 2016; and attorneys Robert Refior and Elias Kafantaris have provided general Probate attorney and GAL services for several years and the Probate Court would like them to continue doing so in 2016; and

WHEREAS, for the 2016 GF budget, the Probate Court requested and received from the Board of Commissioners additional funds so as to increase each above contract amount by 3%, which translates into a $2,970 total increase over all three contracts ($300 for MI attorney services, with the new total of $10,300; $510 for general Probate attorney services, with the new total of $17,510; and $2160 for GAL services, with a new total of $74,160).

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into contracts with, attorneys Michael Staake and William Metros for providing representation in involuntary mental illness attorney services up to $10,000 for the time period of January 1, 2016 through December 31, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contracts with attorneys Robert Refior and Elias Kafantaris for providing representation in general Probate matters up to $17,000 as well as respondent guardian ad litem (GAL) attorney services up to $72,000 for the time period of January 1, 2016 through December 31, 2016.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 6

To:         Law and Courts and Finance Committees  
From:      Maureen Winslow  
Date:      November 17, 2015  
Subject:   Resolution Authorizing Entering into a Contract with MSU for the MSU Adolescent Project

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

The contract amount will be the same amount approved in the 2016 budget, $163,132, which is 1.5% more than the 2015 budget amount. This additional amount was requested due to an increase in costs to run the program. The MSU Adolescent Project is included in the County’s Child Care Fund Budget.
Agenda Item 6

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

INGLEHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, due to increased costs of the program, the amount requested and approved in the 2016 budget is $163,132, a 1.5% increase from the 2015 budget but still slightly less than the budgeted amount several years ago prior to county wide budget reductions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Michigan State University Adolescent Project at the amount of $163,132, the approved amount in the 2016 budget, for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 7a

TO: Human Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 13, 2015

SUBJECT: Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2015-16

This is a resolution to authorize an agreement with the Michigan Department of Environmental Quality (MDEQ) under which the Ingham County Health Department (ICHD) will conduct environmental monitoring and inspections of MDEQ Non-Community programs. MDEQ began to contract with Ingham County after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2015.

The proposed agreement for 2015-16 includes the following services and funding of $29,616 allocated as follows:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM – up to $23,066
ICHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHD will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

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

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

CAMPGROUND REQUIREMENTS – up to $250
ICHD will inspect all campgrounds licensed by the MDEQ located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.
I recommend that the Board of Commissioners authorize the agreement with the Michigan Department of Environmental Quality for the period of October 1, 2015 through September 30, 2016.

c: Eric Thelen w/attachment
   Debbie Edokpolo w/attachment
Introduc...n of the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR 2015-2016

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that MDEQ shall reimburse ICHD up to $29,616 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to $23,066
- Drinking Water Long-Term Monitoring – up to $700
- Public Swimming Pools – up to $5,600
- Campground Requirements – up to $250

BE IT FURTHER RESOLVED, that the funding was anticipated in ICHD’s 2016 budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Each year, Ingham County passes a resolution to set fees for various county services as part of the budget process. Resolution #15-193 authorized these fees for FY 2016. At the time this resolution was passed, Maximus Consulting Services, Inc. was evaluating the Ingham County Health Department’s (ICHD) Environmental Health (EH) division in order to provide a cost of services analysis. This evaluation was authorized by Resolution #14-416.

Prior to this study, EH had been operating under their existing fee schedule for more than 10 years with no change in fee structures. Because the Maximus cost study for Environmental Health services was in progress when Resolution #15-193 was passed, its fees were not included.

A new, simplified fee structure was developed utilizing the Maximus study. The proposed fee schedule ensures EH will achieve the appropriate level of cost recovery for each service provided.

I recommend that the Board of Commissioners adopt the attached amendment to Resolution #15-193 to update EH service fees.

c: Debbie Edokpolo w/attachment
    Rod McNeill w/attachment
    Eric Thelen w/attachment
Introducing the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-193 TO INCLUDE INGHAM COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH FEES

WHEREAS, each year, Ingham County passes a resolution to set fees for various county services as part of the budget process; and

WHEREAS, Resolution #15-193 authorized these fees for FY 2016; and

WHEREAS, at the time this resolution was passed, Maximus Consulting Services, Inc. was evaluating the Ingham County Health Department’s (ICHD) Environmental Health (EH) division in order to provide a cost of services analysis authorized by Resolution #14-416; and

WHEREAS, in Resolution #14-416 the Board of Commissioners authorized an agreement with Maximus Consulting Services, Inc. to provide a cost of service analysis for the Ingham County Health Department’s (ICHD) Environmental Health (EH) division; and

WHEREAS, at the time Resolution #15-193 was passed the Maximus cost study for Environmental Health services was ongoing so their fees were not included; and

WHEREAS, Maximus has since completed their cost study of EH service fees and EH has created a new, simplified fee structure and proposed fee schedule based on the Maximus recommendations; and

WHEREAS, the Health Officer recommends that the Board of Commissioners adopt the attached amendment to Resolution #15-193 to update EH service fees.

THEREFORE BE IT RESOLVED, that the Board of Commissioners amends Resolution #15-193 to add the attached ICHD EH service fee increases, decreases, and new fees effective December 9, 2015.
<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Maximus calculated Cost 2014</th>
<th>Target Percent</th>
<th>2016 Proposed Fee</th>
<th>Units</th>
<th>FY 16 Projected Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOOD SERVICE SANITATION PROGRAM</strong></td>
<td><strong>Food Service Establishment License Fee</strong></td>
<td>$585</td>
<td>80%</td>
<td>$470.00</td>
<td>360</td>
<td>$165,200.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - License Fee *</td>
<td>$1,214</td>
<td>80%</td>
<td>$970.00</td>
<td>6</td>
<td>$5,820.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - Full Plan Review</td>
<td>$545</td>
<td>80%</td>
<td>$436.00</td>
<td>26</td>
<td>$13,580.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - New Owner/Minimal plan review</td>
<td>$774</td>
<td>80%</td>
<td>$620.00</td>
<td>2</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - License Fee *</td>
<td>$808</td>
<td>80%</td>
<td>$646.00</td>
<td>407</td>
<td>$262,545.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - Full Plan Review</td>
<td>$1,859</td>
<td>80%</td>
<td>$1,487.00</td>
<td>26</td>
<td>$33,750.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - New Owner/Minimal plan review</td>
<td>$950</td>
<td>80%</td>
<td>$760.00</td>
<td>12</td>
<td>$9,120.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - License Fee *</td>
<td>$1,145</td>
<td>80%</td>
<td>$916.00</td>
<td>172</td>
<td>$157,360.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - Full Plan Review</td>
<td>$2,429</td>
<td>80%</td>
<td>$1,943.00</td>
<td>26</td>
<td>$50,570.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - New Owner/Minimal plan review</td>
<td>$1,462</td>
<td>80%</td>
<td>$1,170.00</td>
<td>2</td>
<td>$2,340.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Mobile - License Fee *</td>
<td>$453</td>
<td>80%</td>
<td>$360.00</td>
<td>3</td>
<td>$108.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Mobile - Full Plan Review</td>
<td>$821</td>
<td>80%</td>
<td>$657.00</td>
<td>1</td>
<td>$465.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Mobile - New Owner/Evaluation</td>
<td>$516</td>
<td>80%</td>
<td>$412.00</td>
<td>1</td>
<td>$412.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>STFU - License Fee * (state mandated fee)</td>
<td>$453</td>
<td>34%</td>
<td>$152.00</td>
<td>150</td>
<td>$23,104.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>STFU - Full Plan Review</td>
<td>$821</td>
<td>80%</td>
<td>$657.00</td>
<td>25</td>
<td>$16,375.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Temporary Food License</td>
<td>$375</td>
<td>50%</td>
<td>$185.00</td>
<td>111</td>
<td>$21,045.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Seasonal Facilities - License Fee *</td>
<td>$350</td>
<td>50%</td>
<td>$225.00</td>
<td>43</td>
<td>$11,825.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>* Includes State of Michigan fee of $25 for fixed food licenses and $8 for temporary licenses</td>
<td>n/a</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Other Food Service Fees** |  |  |  |  |  |  |
| Env. Health | Late Fee for Food License effective 1st day after April 30th | $135.00 | 0 | $0.00 | 0 | 0.00 |
| Env. Health | Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the $195 license) | $105.00 | 0 | $0.00 | 0 | 0.00 |
| Env. Health | Inspection fee for STFU | $392 | 24% | $90.00 | 92 | $8,289.00 |
| Env. Health | Vending License | $453 | 20% | $90.00 | 60 | $6,000.00 |
| Env. Health | Construction/Remodeling that begins without approved plans (**) | $986 | 80% | $789.00 | 2 | $1,580.00 |
| Env. Health | Food Service plan review re-evaluation or re-submission | $500.00 | 1 | $500.00 | 1 | 500.00 |
| Env. Health | Enforcement Food Service Program Fees |  |  |  |  |  |
| Env. Health | Informal Hearing Fee (**) | $1,292 | 80% | $1,033.00 | 3 | $3,100.00 |
| Env. Health | Formal Hearing Fee (**) | $1,292 | 80% | $1,033.00 | 1 | $1,033.00 |
| Env. Health | Follow Up inspection to assess compliance for critical violations (**) | $524 | 80% | $419.00 | 15 | $2,250.00 |
| Env. Health | Fee for new owner operating without new license | $510 | 80% | $408.00 | 3 | $1,224.00 |
| Env. Health | (**) = Fine |  |  |  |  |  |

| **WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL PROGRAM** |  |  |  |  |  |  |
| Env. Health | Well - permit to construct or alter a private residential , type II, or type III well | $426 | 90% | $383.00 | 95 | $37,730.00 |
| Env. Health | Septic - new or repair permit for residential or commercial | $846 | 90% | $759.00 | 115 | $97,750.00 |
| Env. Health | Combed - well & septic | $1,186 | 90% | $1,068.00 | 57 | $63,600.00 |
| Env. Health | Septic - new/repair septic tank only | $391 | 90% | $352.00 | 25 | $8,800.00 |
| Env. Health | Well - Sanitary survey, public non community Type II - transient well | $475 | 90% | $427.00 | 14 | $6,020.00 |
| Env. Health | Well - Sanitary survey, public non community Type II non - transient Well | $550 | 90% | $495.00 | 5 | $2,475.00 |
| Env. Health | Septic Evaluation - application for residential or commercial lot & soil evaluation | $430 | 90% | $387.00 | 25 | $9,750.00 |
| Env. Health | Septic Evaluation - plan review for engineered system | $346 | 90% | $311.00 | 61 | $18,971.00 |

<p>| <strong>RENTAL ART FACILITY PROGRAM</strong> |  |  |  |  |  |  |
| Env. Health | License renewal | $414 | 80% | $331.00 | 15 | $4,965.00 |
| Env. Health | Full plan review | $538 | 80% | $430.00 | 4 | $1,720.00 |</p>
<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Maximus calculated Cost 2014</th>
<th>Target Percent</th>
<th>2016 Proposed Fee</th>
<th>Units</th>
<th>FY 16 Projected Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMPGROUNDS INSPECTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Permanent Campground</td>
<td>$417</td>
<td>100%</td>
<td>$415.00</td>
<td>9</td>
<td>$3,735.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Temporary Campground</td>
<td>$188</td>
<td>100%</td>
<td>$185.00</td>
<td>2</td>
<td>$370.00</td>
</tr>
<tr>
<td><strong>MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Point of Sale - Application/Administrative processing fee</td>
<td>$293</td>
<td>market</td>
<td>$250.00</td>
<td>510</td>
<td>$127,500.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Point of Sale - On-site evaluation of well &amp; septic</td>
<td>$584</td>
<td>market</td>
<td>$450.00</td>
<td>16</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Point of Sale - Waste treatment evaluation</td>
<td>$350</td>
<td>market</td>
<td>$350.00</td>
<td>2</td>
<td>$700.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Point of Sale - Well evaluation</td>
<td>$250</td>
<td>market</td>
<td>$250.00</td>
<td>6</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Point of Sale - Inspector annual renewal fee</td>
<td>$200</td>
<td>market</td>
<td>$200.00</td>
<td>17</td>
<td>$3,400.00</td>
</tr>
<tr>
<td><strong>CHILD CARE AND ADULT FOSTER CARE INSPECTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Full inspection, water system, sewage disposal, building and grounds</td>
<td>$294</td>
<td>100%</td>
<td>$280.00</td>
<td>82</td>
<td>$22,960.00</td>
</tr>
<tr>
<td><strong>POOLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Pool Inspection</td>
<td>$176</td>
<td>100%</td>
<td>$175.00</td>
<td>175</td>
<td>$30,825.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Additional pool at the same location</td>
<td>$100</td>
<td>100%</td>
<td>$100.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Re-inspection fee after violation</td>
<td>$200</td>
<td>100%</td>
<td>$200.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOBACCO &amp; E-CIGARETTE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarettes sales license - East Lansing</td>
<td>$374</td>
<td>76%</td>
<td>$290.00</td>
<td>27</td>
<td>$7,830.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarettes sales license - Not East Lansing</td>
<td>$374</td>
<td>90%</td>
<td>$335.00</td>
<td>239</td>
<td>$80,065.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette Change of Ownership Fee - East Lansing</td>
<td>$150</td>
<td>100%</td>
<td>$150.00</td>
<td>5</td>
<td>$650.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette Change of Ownership Fee - Not East Lansing</td>
<td>$150</td>
<td>100%</td>
<td>$150.00</td>
<td>9</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette sales license vending machine</td>
<td>$335</td>
<td>100%</td>
<td>$335.00</td>
<td>1</td>
<td>$335.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Temporary Tobacco License - Sampling Permit</td>
<td>$130</td>
<td>100%</td>
<td>$130.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Late Fee and/or failure to report change of ownership (**)</td>
<td>$200</td>
<td>100%</td>
<td>$200.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td><strong>POLUTION PREVENTION PROGRAM (PP)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee</td>
<td>$70</td>
<td>100%</td>
<td>$70.00</td>
<td>131</td>
<td>$8,170.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee</td>
<td>$145</td>
<td>100%</td>
<td>$145.00</td>
<td>90</td>
<td>$13,050.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee</td>
<td>$145</td>
<td>100%</td>
<td>$145.00</td>
<td>213</td>
<td>$30,885.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee</td>
<td>$235</td>
<td>100%</td>
<td>$235.00</td>
<td>81</td>
<td>$19,035.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee</td>
<td>$220</td>
<td>100%</td>
<td>$220.00</td>
<td>107</td>
<td>$23,540.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee</td>
<td>$350</td>
<td>100%</td>
<td>$350.00</td>
<td>21</td>
<td>$7,350.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Use hourly rate for Plan Review &amp; Consultation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MISC FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Hourly rate for services not specified in the fee schedule</td>
<td>$100</td>
<td>100%</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Late fee for all licenses not specified above, effective 30 days after due date</td>
<td>$130</td>
<td>100%</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Sanitary Code appeal fee</td>
<td>$130</td>
<td>100%</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Env. Health</td>
<td>Returned check fee</td>
<td>$50</td>
<td>100%</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: 11/12/15

RE: Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University’s College of Osteopathic Medicine – Tuberculosis Program

This resolution authorizes an amendment to the agreement with Michigan State University’s College of Osteopathic Medicine (MSU COM) – Tuberculosis Program for infectious disease physician services.

The Ingham County Health Department (ICHD) is obligated under the Public Health Code 333.5115 (4), 333.5301 (1) and 333.5307 to ensure the provision of treatment for patients with active tuberculosis within its jurisdictions. ICHD has a current services agreement with MSU COM that provides specialty physician services to patients with active tuberculosis at ICHD’s Tuberculosis Clinic located at River Oak Health Center.

The current services agreement expires on December 31, 2015. MSU COM would like to extend the current services agreement with ICHD for specialty physician services to patients with active tuberculosis through December 31, 2018 at a rate of $165.00 per hour for up to 12 hours per month.

I recommend that the Ingham County Board of Commissioners authorize an amendment to the agreement with MSU COM – Tuberculosis Program to extend physician services to ICHD tuberculosis patients through December 31, 2018 at a rate of $165.00 per hour for up to 12 hours per month.

cc: Debbie Edokpolo w/attachment
    Eric Thelen w/attachment
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE INFECTIOUS DISEASE PHYSICIAN SERVICES AGREEMENT WITH MICHIGAN STATE UNIVERSITY’S COLLEGE OF OSTEOPATHIC MEDICINE – TUBERCULOSIS PROGRAM

WHEREAS, the Ingham County Health Department (ICHD) is obligated under the Public Health Code 333.5115 (4), 333.5301 (1) and 333.5307 to ensure the provision of treatment for patients with active tuberculosis within its jurisdictions; and

WHEREAS, ICHD has an existing agreement with the MSU COM to provide services to patients with active tuberculosis at ICHD’s tuberculosis clinic located at River Oak Health Center; and

WHEREAS, the current services agreement expires on December 31, 2015; and

WHEREAS, MSU COM would like to extend the current services agreement with ICHD for specialty physician services to patients with active tuberculosis through December 31, 2018 at $165.00 dollars per hour; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this amendment to the agreement; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an amendment to the agreement with MSU COM – Tuberculosis Program to extend physician services to ICHD tuberculosis patients through December 31, 2018 at a rate of $165 per hour for up to 12 hours per month.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension of the agreement with MSU COM to provide physician specialty services to patients with active tuberculosis.

BE IT FURTHER RESOLVED, that the period of the agreement shall be extended through December 31, 2018 at a rate of $165.00 per hour for up to 12 hours per month.

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 Chairpersons 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.
This is a resolution to authorize a revised Cooperative Operational Agreement with the Community Health Center Board of Directors.

Per Resolution #13-481, the Ingham County Board of Commissioners authorized the current Cooperative Agreement with the Community Health Center Board of Directors through November 30, 2015. A Short-Form Authorization extended this agreement through December 31, 2015.

As a health center program grantee of the U.S. Department of Health and Human Services’ Health Resources and Services Administration (HRSA), Ingham County Health Department (ICHD) is required by Section 330 of the Public Health Service (PHS) Act to maintain a governing board that is representative of the demographics of the patients served such as race, ethnicity, and sex. As a public entity, ICHD may fulfill this requirement with a co-applicant board. The Health Center Board must meet all the selection and composition requirements and perform all the responsibilities expected of governing boards except that the public entity retains the responsibility of establishing fiscal and personnel policies.

When there are two boards, each board’s responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood. Per section 330(k)(3)(H) of the PHS Act and 42 CFR Part 51c.304, at a minimum, the health center governing board must:

- Hold monthly meetings;
- Approve the health center grant application and budget;
- Select/dismiss and conduct a performance evaluation of the health center CEO;
- Select services to be provided and the health center hours of operations;
- Measure and evaluate the organization’s progress in meeting its annual and long-term programmatic and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, ongoing review of the organization’s mission and bylaws, evaluating patient satisfaction, and monitoring organizational assets and performance, and
- Establish general policies for the health center.
Since ICHD has a separate Health Center Board, it must meet this requirement through a Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Community Health Center Board of Directors to remain compliant with the PHS Act. The most recent Cooperative Operational Agreement will expire December 31, 2015.

The Cooperative Operational Agreement has been updated to include language that aligns with the Health Center Board bylaws to meet the requirements of HRSA.

I recommend that the Ingham County Board of Commissioners authorize the Cooperative Operational Agreement for the term of January 1, 2016 through December 31, 2017.

c: Eric Thelen, w/ attachment  
   Barbara Watts Mastin, w/attachment
COOPERATIVE OPERATIONAL AGREEMENT

THIS AGREEMENT is entered into this day of ____, 2013 by the INGHAM COUNTY BOARD OF COMMISSIONERS ("Board of Commissioners"), the INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS ("Community Health Center Board"), and the INGHAM COUNTY HEALTH DEPARTMENT ("Health Department") to provide for operation, administration and provision of primary care services in Ingham County, Michigan. Implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department.

WHEREAS, the Board of Commissioners is empowered by Public Act 368 of 1978 to establish a "county health department to protect and promote the health" of county residents; and

WHEREAS, the Community Health Center Board was established with the purpose of monitoring the Health Department’s implementation of the grant in Ingham County; and

WHEREAS, the Board of Commissioners desires to make application with the Community Health Center Board for a Section 330 of the Public Health Service Act (42 U.S.C. 254c et seq. as now or hereafter amended) Grant, if applicable, for operating a Federally Qualified Health Center from the U.S. Department of Health and Human Services, Health Resources and Services Administration, Federal Bureau of Primary Health Care ("HHS" or "granting authority"); and

WHEREAS, the Board of Commissioners also desires to make application with the Community Health Center Board for operation of a Federally Qualified Health Center Look-Alike Entity; and

WHEREAS, pursuant to such funding by the HHS, the Board of Commissioners and the Community Health Center Board must set forth the responsibilities of each party; and

WHEREAS, the Board of Commissioners wishes to give support to the Community Health Center Board, and recognizes the powers, privileges, and functions of each party as contained herein.

NOW THEREFORE, the Board of Commissioners, the Community Health Center Board and the Health Department hereby agree:

(1) **Community Health Center Board Purpose:** The Community Health Center Board shall approve the annual Section 330 Health Center grant application and oversee monitor the Health Department’s implementation of the Section 330 grant. The Community Health Center Board shall approve the Federally Qualified Health Center Look-Alike Entity annual application. The Community Health Center Board will monitor the operation of the network of Community Health Centers operated by the Health Department in accordance with the terms of this Agreement and the Bylaws as adopted by the Board of Commissioners and the Community Health Center Board. The Bylaws are incorporated herein by reference and attached as Exhibit A. The Community Health Center Board will provide
guidance and will assist the Board of Commissioners and the Health Department to implement health services for Ingham County residents through a network of Community Health Centers operated by the Health Department. These services shall represent a significant effort by the County to assure that low-income Ingham 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. These services shall provide assurance that low-income Ingham County residents have access to an organized system of healthcare, and shall assure that County residents have adequate access to categorical public health programs, including family planning, sexually transmitted infection diagnosis and treatment, breast and cervical cancer control, 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, low income and under-served and other underserved populations.

(2) **Community Health Center Board Appointments**: The Community Health Center Board shall present recommend nominations for vacancies on each vacant seat on the Community Health Center Board to the Board of Commissioners for consideration and appointment. Both the Community Health Center Board and the Board of Commissioners shall work to maintain the same ratio of consumer members, provider members, and consumer-at-large members as set out in the Board Composition section of the Community Health Center Board Bylaws and required by Section 330 of the Public Health Services Act policies and guidelines. In the process of preparing a list of nominees to forward to the Board of Commissioners for consideration, the Community Health Center Board shall solicit nominations from the community serviced by the centers, community organizations, and health organizations.

(3) **Joint Application**: The Board of Commissioners and the Community Health Center Board will take such actions as are required to make application for grants under Section 330 of the Public Health Services Act and application for Federally Qualified Health Center Look-Alike status. They shall also take the steps necessary to name Ingham County and the Community Health Center Board as co-applicants in these actions. 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.

(4) **Operation of the Center**:

a. The Community Health Center Board will work with the Board of Commissioners and the Health Department to assure that the Community Health Centers are operated in accordance with the terms and conditions of the HHS Notice of Grant Award and any modifications thereof, and specifically in accordance with the requirements of 42 CFR Part 51c subpart C and with the Federally Qualified Health Center Look-Alike Entity requirements.
b. All Community Health Center personnel shall be employees of Ingham County and shall be subject to be bound by all Ingham County policies and procedures, including personnel policies and procedures as set forth in Paragraph (6), below. Ingham County shall be responsible for the payment of wages, fringe benefits, workers' compensation, and unemployment compensation for Community Health Center personnel.

c. Title to all assets obtained with Section 330 grant funds shall be vested in Ingham County for the use and benefit of the Community Health Centers which will be managed through an established enterprise fund.

d. The Community Health Center Board shall work with the Board of Commissioners to establish such policies for health care delivery, including those dealing with the scope and availability and types of services, location and hours of services, and quality of care audit procedures, as are consistent with the grant application, Notice of Grant Award, applicable Federal, state and local regulations, and related Board of Commissioners’ directives.

e. Section 330 grant funds shall be disbursed by the Health Department in accordance with the federally approved budget. No disbursement shall be made other than as set forth in the budget without review and approval by the Community Health Center Board and the Board of Commissioners. The parties understand and agree that the Section 330 funds shall be used solely for the purposes allowed by the grant agreement. Any Section 330 grant funds remaining after the end of the fiscal year shall be disbursed at the direction of the granting authority.

f. The Community Health Center Board shall make its records available for inspection at all reasonable times upon request of the Board of Commissioners or its duly authorized agent or representative. Community Health Center Board minutes shall be publicly available at the Board of Commissioners office and posted online.

(5) **Executive Director**: The Health Department’s Deputy Health Officer/Executive Director 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, with the concurrence of the Ingham County Health Officer, 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 with contribution by the Ingham County Health Officer, to be conducted in accordance with HHS’ Health Resources and Services Administration’s Bureau of Primary Health Care’s Program Requirements and Ingham County personnel policies. The U.S. Department of Health and Human Services, Federal Bureau of Primary Health Care Program.
expectations and Ingham County personnel policies.

(6) Personnel Policies: Personnel policies and procedures of the Community Health Centers shall be those adopted by the Board of Commissioners for Ingham County employees, and shall include all collective bargaining agreements negotiated with agents legally representing the employees and applicable collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. The Community Health Center Board may make recommendations to the Board of Commissioners regarding the terms and conditions of those agreements as might benefit the operation of the Community Health Centers.

(7) Budgeting, Travel, Purchasing, Information Technology Policies: Budget, Travel, Purchasing & Information Technology policies and procedures of the Community Health Center shall be those adopted by the Board of Commissioners. The Community Health Center Board may make recommendations to the Board of Commissioners regarding any policy as might benefit the operation of the Community Health Center. In the case of implementation of county policies which may inhibit Community Health Center functioning in accordance with grant requirements, the Community Health Center may request appeal of such policies (e.g., out of state travel prohibition).

(8) Financial Reports and Audits: The Health Department staff shall be responsible for maintaining such financial records and making such reports as are required by HHS in the administration of the Section 330 grant and a Federally Qualified Health Center Look-Alike Entity. The Health Department staff shall provide the Community Health Center Board and the Board of Commissioners with copies of all reports filed with any government agency.

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. The Board of Commissioners shall provide for independent audits of the Community Health Centers in accordance with the requirements of the Section 330(e) and 330(h) grants and Federally Qualified Health Center Look-Alike Entity requirements. The Community Health Center Board shall ensure access to all financial records and documents necessary for the audits to be performed.

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 Care that the Community Health Centers shall operate within the adopted budget. The Health Department staff shall regularly report to the Community Health Center Board (or appropriate committee) of the financial performance of the Community Health Centers to allow the Community Health Center Board to verify compliance with grant requirements and budgets and to evaluate the overall financial and quality performance of the Network.
(9)(10) Financial Strategic Plan and Budget: The Executive Director and the Health Department's Chief Financial Officer shall prepare a budget and financial strategic plan for each fiscal year, in accordance with Ingham County policies and procedures. The Community Health Center Board shall annually review the strategic plan and budget prepared by the Health Department for the operation of the Community Health Centers. After review and recommendation by the Community Health Center Board’s Finance Committee, the Community Health Center Board shall advise the Board of Commissioners regarding this strategic plan and budget. The Community Health Center Board shall review and approve the annual Section 330 grant budget, inclusive of section 330 grant funds, and recommend this budget to the Board of Commissioners, after review and recommendation by the Community Health Center Board’s Finance Committee. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant 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’s Finance Committee.

(10)(9) Annual Budget Adoption: Ingham County has established an enterprise fund (Community Health Center Network Fund/511 Fund) to record all of the financial activity of the Community Health Centers. This enterprise fund operates in a manner similar to private business, in this case, incorporating all revenues earned, costs incurred and/or net income related to the operation of the Community Health Centers. This Enterprise Fund shall be specifically referenced in the annual County General Appropriations resolution, addressing, at a minimum, any exceptions to County policies required for the effective and efficient operation of the Community Health Centers and administration of the HHS grants administered by HRSA, Michigan Department of Community Health’s Michigan Department of Health and Human Services school-based health centers grants, and other grants included in the annual budget.

(11) Amendments to the Budget: Ingham County Budget policies and procedures will be utilized for all amendments to the jointly adopted Community Health Centers’ budget. The current policy provides for limited budget amendments via administrative approval. Amendments requiring approval of the full Board of Commissioners shall also require approval of the Community Health Center Board. Community Health Center Board approval shall either be obtained prior to the submission of the adjustment to the Board of Commissioners or the action of the Board of Commissioners shall be contingent upon the concurrence of the Community Health Center Board.

(12) Fee Schedule Policy: As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for services provided by the Community Health Centers and shall recommend policies for discounting charges (i.e. sliding fee scale) based on the patient’s ability to pay for services rendered by the
Community Health Centers patient/family income. The Board of Commissioners shall enact a fee schedule and discounting policies (i.e. sliding fee scale), in accordance with the authority provided in the Michigan Public Health Code, MCL 333.2444.

(13) **Quality Assurance**: The Community Health Center Board shall work with the Board of Commissioners and the Health Department to ensure that a system and process is in place to assure quality primary care services in the Community Health Centers. The Community Health Center Board shall oversee a program of quality improvement directed at assuring the high quality of health care services delivered to the public and the legal and contractual compliance of the operation of the Community Health Centers.

(14) **Grievance Procedure**: The Community Health Center Board shall adopt procedures for resolving patient grievances.

(15) **Agreement Period and Termination**: The services to be provided by the Community Health Center Board shall become effective and performance thereon shall commence on the 1st day of January, 2016 February, 2014, and shall continue in effect through the 31st day of December November, 2017, at which time this Agreement expires, unless terminated earlier by the parties.

Notwithstanding any other provision in this Agreement to the contrary, if the Community Health Center Board and the Board of Commissioners no longer receive funding under Section 330 of the Public Health Services Act or any successor to the substitute Act(s), this Agreement shall terminate.

Any party may terminate this Agreement upon sixty (60) days written notice to the other parties. Notice shall be provided as set forth in Paragraph 20. A copy of any notice of termination shall be provided to the HHS as the granting authority.

(16) **Sole Agreement**: This Agreement and the attached Bylaws contain the entire Agreement of the parties and their rights, duties, and their obligations to each other. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations or agreements, either written or verbal between the parties.

(17) **Disputes**: The Community Health Center Board and the Board of Commissioners will use their best efforts to carry out the terms of this Agreement in a spirit of cooperation and will resolve by negotiation any disputes occurring hereunder.

(18) **Modifications of Agreement**: Modifications, amendments or waivers of any provision of this Agreement may be made only by written mutual consent of the parties, signed by their duly authorized representatives.

(19) **Nondiscrimination**: The parties shall adhere to all applicable Federal, state and local laws and regulations prohibiting discrimination. The parties shall not discriminate against an employee or applicant for employment with respect to
hire, tenure, terms and conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, height, weight, marital status, political affiliation or beliefs, or disabilities which are unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of this Agreement.

(20) **Confidentiality and Health Insurance Portability and Accountability Act:** All personal health information assembled, obtained, constructed, or prepared pursuant to or as a consequence of this Agreement or the Section 330 grant are subject to all Federal and Michigan laws and regulations governing the disclosure of public and medical records subject to certain exemptions from disclosure under the circumstances expressly authorized by the above laws and regulations.

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) is pertinent to the services that the Community Health Centers provide, the Community Health Center Board assures that it is in compliance with the HIPAA requirements.

(21) **Assignment:** The Board of Commissioners and the Community Health Center Board shall not assign or transfer any of its rights or obligations under this Agreement unless previously agreed to in writing by the granting authority.

(22) **Applicable Law:** This Agreement shall be construed in accordance with laws of the State of Michigan.

(23) **Notice:** Any notice provided for hereunder shall be in writing and shall be deemed given by (I) personal delivery upon written receipt of the party to whom it is addressed or (II) upon its deposit in the United States Mail, first class postage prepaid and addressed,

If to the Board of Commissioners:
Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, Michigan 48854

If to the Community Health Center Board:
Chairperson
Ingham Community Health Center Board P.O. Box 30161 5656 South Cedar Street
Lansing, Michigan 48909 Lansing, MI 48911

If to the Ingham County Health Department:
Health Officer
P. O. Box 30161
Lansing, Michigan 48909

If to the Granting Authority:
Waiver of Breach: Waiver, by any party to this Agreement, of any breach of any provision hereof by any other party shall not operate or be construed as a waiver by such party of any subsequent breach, whether such breach shall be of the same provision or different provision.

Severability: If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remaining provisions of this Agreement, and the application of such provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

Disregarding Titles: The titles of the sections contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.

Review of Co-Applicant Agreement. The Community Health Center Board, Board of Commissioners, and Health Department will meet minimally once each year to ensure the terms of this agreement are being met and to identify any needed resources.

Assignment: The Community Health Center Board shall not assign its duties and/or obligations under this Agreement.

Benefit and Binding Effect: This Agreement shall inure to the benefit of and be binding upon the parties hereto, their legal representatives, heirs, successors and assigns.

Certification of Authority to Sign Agreement: The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

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

WITNESSED BY:
COUNTY OF INGHAM

By: Brian McGrain Deb Nolan,
Chairperson Board of Commissioners
INGHAM COUNTY COMMUNITY HEALTH CENTER BOARD

Date: ____________________________  By: ____________________________

Jon Villasurda, Tom Curtis, Chairperson
Community Health Center Board

INGHAM COUNTY HEALTH DEPARTMENT

Date: ____________________________  By: ____________________________

Renée Branch Canady, Linda Vail, Health Officer
Health Department

APPROVED AS TO FORM FOR COUNTY OF INGHAM COHL,
STOKER & TOSKEY, P.C.

By: ____________________________
Timothy M. Perrone
RESOLUTION TO AUTHORIZE A REVISED COOPERATIVE OPERATIONAL AGREEMENT WITH THE COMMUNITY HEALTH CENTER BOARD OF DIRECTORS

WHEREAS, Resolution #13-481 the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Community Health Center Board of Directors was extended through November 30, 2015 and a Short Form was authorized to extend the agreement through December 31, 2015; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services’ Health Resources and Services Administration (HRSA), Ingham County Health Department (ICHD) is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of individuals, a majority who are being served by the center and, who as a group, represent the individuals being served by the center in terms of demographic factors such as race, ethnicity and sex; and

WHEREAS, as a public entity, ICHD may fulfill this requirement with a co-applicant board; and

WHEREAS, when two boards exist, each board’s responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood; and

WHEREAS, the Health Center Board’s functions must, at a minimum, include the following:

- Hold monthly meetings;
- Approval of the health center grant application and budget;
- Selection/dismissal and performance evaluation of the health center CEO;
- Selection of services to be provided and the health center hours of operations;
- Measuring and evaluating the organization’s progress in meeting its annual and long-term programmatic and financial goals and developing plans for the long-range viability of the organization by engaging in strategic planning, ongoing review of the organization’s mission and bylaws, evaluating patient satisfaction, and monitoring organizational assets and performance; and
- Establishment of general policies for the health center.

WHEREAS, ICHD fulfills the requirement through a Cooperative Operational Agreement between the Community Health Center Board of Directors; and

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ends December 31, 2015; and

WHEREAS, changes to the current Cooperative Operational Agreement are necessary; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a revised Cooperative Operational Agreement and extend it through December 31, 2017.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the revised Cooperative Operational Agreement with Community Health Center Board of Directors.

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.
TO: Human Services Committee  
Finance Committee  

FROM:  Linda S. Vail, MPA, Health Officer  

DATE:  November 16, 2015  

RE:  Resolution to Authorize Amendment 1 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health  

This resolution authorizes Amendment #1 of the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County Health Department (ICHD) to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2015-2016 Agreement in Resolution #15-413.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from $4,675,470 to $4,998,301, an increase of 322,831. The increase in the CPBC grant was anticipated and included in the FY16 Board of Commissioners approved budget. The amendment makes the following specific changes in the budget:

Amendment # 1  
1. Immunization Vaccine Quality Assurance, $35,210  
2. Direct Services Children – MCH, $96,000.  
3. Immunizations – Children – MCH, $72,071.  

I recommend that the Board of Commissioners authorize the amendment to the 2015-2016 Comprehensive Agreement with the MDCH.  

c: Eric Thelen w/attachment  
Debbie Edokpolo w/attachment
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDCH and Ingham County Health Department (ICHD) have entered into a 2015-2016 Agreement authorized in Resolution #15-413; and

WHEREAS, the MDCH has proposed amendment #1 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, ICHD had anticipated and included the grant increase in the FY16 Board of Commissioners approved budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the Amendment to the 2015-2016 Comprehensive Agreement with MDCH.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2015-2016 Comprehensive Agreement with MDCH.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $4,675,470 to $4,998,301, an increase of $322,831.

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

- Immunization Vaccine Quality Assurance, $35,210
- Direct Services Children – MCH, $96,000
- Immunizations – Children – MCH, $72,071
- Immunizations – Women – MCH, 40,540
- Immunizations – ELPHS, $79,010

BE IT FURTHER RESOLVED, that the Health Officer, is authorized to submit Amendment #1 of the 2015-2016 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

BE IT FUTURE RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County as to form by the County Attorney.
TO: Human Services Committee  
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 20, 2015

SUBJECT: Resolution to Amend Resolution #15-430 to Amend the Ingham Community Health Center Board Bylaws

This resolution is to amend Resolution #15-430 to amend the Ingham Community Health Center Board Bylaws.

Currently, under Article 10, Section C of the bylaws, it states that 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 Finance Committee. The United States Health and Human Services Health Resources and Services Administration (HRSA) is requiring that these be changed to be in compliance with their Health Center Program Requirements. This change would amend the bylaws to state that the Community Health Center Board shall approve the application and budget for both 330 Health Center programs and Look-Alikes. The extended deadline for HRSA to receive the amended bylaws is February 5, 2016.

I recommend that the Ingham County Board of Commissioners authorize the amendment to the Ingham Community Health Center Board Bylaws.

c: Eric Thelen, w/ attachment  
    Barbara Watts Mastin, w/attachment
WHEREAS, the Ingham County Health Department (ICHD) operates Ingham Community Health Centers (ICH), which provide primary health care services to more than 20,000 medically underserved individuals annually; and

WHEREAS, the Federally Qualified Health Center 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 Health Resources and Services Administration (HRSA) has provided guidance that this 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 ICH Board must have established Bylaws in order to ensure compliance with federal stature and programmatic requirements as stipulated by Section 330 of the Public Health Services Act; and

WHEREAS, currently the Bylaws state under Article 10, Item C, that the ICH 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 ICH Finance Committee; and

WHEREAS, HRSA is requiring the ICH Board amend their bylaws to state the ICH Board must approve the annual Section 330 and Look-Alike health center grant applications and budgets; and

WHEREAS, HRSA has extended the deadline to have this completed to February 5, 2016; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this amendment to the ICH Board of Directors Bylaws.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopt the amendment to the Bylaws developed by the ICH Board of Directors.

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.
TO: Human Services Committee  
County Services Committee  
Finance Committee  

FROM: Linda S. Vail, MPA, Health Officer  

DATE: November 5, 2015  

SUBJECT: Resolution Authorizing Status Change for Position #601192  

This resolution authorizes the conversion of position #601192, currently a .75 FTE Medical Assistant I (UAW Grade 1) to 1.0 FTE Medical Assistant I.  

Through Resolution #15-375, Ingham County Health Department (ICHD) accepted $215,200 of Health Center Expanded Services funds from the U.S. Department of Health and Human Services’ Health Resources and Services Administration (HRSA) for the period of September 1, 2015 through August 31, 2016. This award included funds to support the conversion of this position.  

The employee in this position and the UAW have been contacted and agree to the conversion from a .75 FTE to a 1.0 FTE.  

The Ingham Community Health Center Board has reviewed this conversion and supports the proposed status change of the position.  

I recommend that the Ingham County Board of Commissioners authorize the conversion of position #60119, currently a .75 FTE Medical Assistant I (UAW Grade 1) to a 1.0 FTE Medical Assistant I.  

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE STATUS CHANGE OF A MEDICAL ASSISTANT FROM .75 FTE TO 1.0 FTE

WHEREAS, position #601192, Medical Assistant I is a .75 FTE position (UAW Grade 1); and

WHEREAS, the Ingham County Health Department received additional expanded services funds to support increasing the position to 1.0 FTE; and

WHEREAS, the employee in this position has been contacted and agrees to the conversion from a .75 FTE to a 1.0 FTE; and

WHEREAS, the UAW has been notified about this status change; and

WHEREAS, the Ingham Community Health Center Board has reviewed this conversion and supports the proposed status change of position #601192 Medical Assistant I (UAW Grade 1) from a .75 FTE to a 1.0 FTE; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed status change of position #601192 Medical Assistant I (UAW Grade 1) from a .75 FTE to a 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of position #601192 Medical Assistant I (UAW Grade 1) from a .75 FTE to a 1.0 FTE.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and approved position list consistent with this resolution.
To: County Services and Finance Committees  
From: Vince Foess, CIO (interim)  
Date: September 17, 2015  
Re: Ingham County Storage Area Network (SAN) expansion  

Dear Commissioners,

In 2013 the Innovation and Technology Department released RFP 28-13 seeking a replacement for the County’s 5 plus year old Storage Area Network (SAN). In 2014 the SAN was expanded to accommodate an upgrade of the 911 Computer Aided Dispatch system. Currently SAN configuration has a total of 172.47 Tera Bytes (TB) of space with 30.66 TB free putting the SAN at 82.22% full. The Secondary / Disaster Recovery (DR) SAN has 156.46 TB with 26.34 TB free putting it at 83.17% full. Overall performance impacts begin to suffer when the SAN reaches 80% capacity.

We have three major projects in the coming 12-18 months that will increase the storage requirements on the network. These are the Electronic Records Managements (EMR) Onbase/Imagesoft implementation for the County Clerk and Circuit Court, the introduction of Body Camera’s for the Sheriff’s Office, and the addition of more video surveillance cameras at the new Heath Center, Mason Court House, and Human Services Building.

Based on the current growth rate of our data and cost effectiveness of quantity buying we are proposing to purchase an additional 119 TB of storage space for the primary SAN and 110 TB for the Secondary/DR SAN. This will place us at 11.73% and 11.28% of the SAN’s maximum capacity.

The original SAN and subsequent upgrades were purchased from DELL via the vendor Avalon Technologies. We request authorization to purchase this additional storage from DELL/Avalon under a cooperative contract through Midwestern Higher Education Commission (MHEC) Contract #MHEC-07012015.

The funding would come from the Ingham County Innovation and Technology Network Maintenance Fund. There is a request in the FY 2016 budget for this SAN expansion, however, in order to address the more immediate need for storage, we would use the available funds in FY15 to cover this expense and defer other less urgent planned purchases until 2016.

Thank you.
Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE, INSTALLATION AND CONFIGURATION OF THE PRIMARY AND SECONDARY STORAGE AREA NETWORKS FROM AVALON TECHNOLOGIES

WHEREAS, the Ingham County primary and secondary Storage Area Network (SAN) has surpassed 80 percent utilization; and

WHEREAS, the SAN storage use has increased and is expected to continue to increase every month with the storage of electronic records and video recording; and

WHEREAS, the current total SAN space on the primary and secondary SAN’s are 172 and 156 Tera Bytes; and

WHEREAS, the additional storage purchase will increase the primary and secondary SAN space to 261.81 and 207.12 Tera Bytes of storage; and

WHEREAS, Avalon Technologies was awarded the SAN bid in 2013 from RFP 28-13 and under a cooperative contract for this purchase is the vendor of choice for purchasing and installation of the expansion to the County’s primary and secondary Disaster Recovery SAN; and

WHEREAS, the total cost for hardware, software, support, and installation is $242,134.00 from Avalon Technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase, configuration, installation and support for an expansion of the primary and secondary SAN from Avalon Technologies for a total amount of $242,134, with funds to be allocated from the Innovation and Technology Department’s Networking Hardware fund.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
The Ingham County Road Department (ICRD) received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad. The bridge is located near Haslett, just north of Haslett High School. The superstructure replacement was recommended by our bridge inspection consultant based on their 2013 biennial bridge inspection report.

The superstructure replacement project generally involves replacement of all the bridge elements above the abutments and piers, which involves new beams, concrete deck, railings, and guardrail. The construction is proposed to be performed using half-width construction, which involves building the bridge superstructure a half at a time while maintaining traffic on the other half. Construction is scheduled to coincide with Haslett’s school summer break starting in June 2016.

The estimated costs for the project are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Local Bridge Funding</td>
<td>$1,563,500</td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$ 82,300</td>
</tr>
<tr>
<td>Total</td>
<td>$1,645,800</td>
</tr>
</tbody>
</table>

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

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

Approval of the attached resolution is recommended.
WHEREAS, the Ingham County Road Department received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad, per a recommendation by our bridge inspection consultant; and

WHEREAS, the superstructure replacement construction is scheduled to coincide with Haslett’s school summer break starting in June 2016; and

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

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with state and federal funding requirements; and

The estimated costs for the project are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Local Bridge Funding</td>
<td>$1,563,500</td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$  82,300</td>
</tr>
<tr>
<td></td>
<td>$1,645,800</td>
</tr>
</tbody>
</table>

WHEREAS, the Road Department match is included in the 2016 Road Department budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreement #15-5501 with the State of Michigan/MDOT to effect rehabilitation work on the Marsh Road Bridge over the Canadian National Railroad for a total estimated cost of $1,645,800 consisting of $1,563,500 of state Local Bridge Program funding and $82,300 of Road Department funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
TO: County Services and Finance Committees
FROM: Robert Peterson, Director of Engineering
Road Department
DATE: November 18, 2015
SUBJECT: Southbound Okemos Road Bridge Engineering Services Contract Extension

A recent biennial bridge inspection revealed that a number of the southbound Okemos Road Bridge’s beams had deteriorated to the point where the bridge inspection consultant recommended that the outside lane be immediately closed to traffic. Road Department staff closed the lane over the bridge shortly after receiving the recommendation.

Since the bridge carries a large amount of traffic and is along the main artery connecting I-96 and M-43 (Grand River Avenue), we intend to repair the beams as soon as possible and open the bridge to normal traffic. Road Department staff is pursuing funding for the repairs, but we would also like to have the bridge repair design services performed by our current bridge inspection consultant during the same timeframe.

We have negotiated a fair cost with our bridge consultant to put together bidding documents for the southbound Okemos Road Bridge repairs. The additional engineering design services amount to $13,500.00, which can be absorbed by the Road Department consultant budget.

The reason for this memo and resolution is to request acceptance of a contract extension to the original bridge engineering services contract with Great Lakes Engineering Group, LLC. for the Okemos Road Bridge repair project. And authorize the payment of $13,500.00 to be drawn from the Road Department’s consultant services budget line item to pay for the additional professional engineering services.

Approval of the attached resolution is requested.
ADOPTED - MARCH 10, 2015
AGENDA ITEM NO. 12

INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT WITH GREAT LAKES ENGINEERING GROUP, LLC

RESOLUTION # 15 - 75

WHEREAS, the Ingham County Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, the Road Department bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Ingham County Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals; and

WHEREAS, the Road Department and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Rowe Professional Services Company of Flint, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan, based on its unit price proposal dated February 3, 2015, for 2015 & 2016 biennial bridge inspections and as-needed services.

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

COUNTY SERVICES:  Yeas:  Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays:  None    Absent:  None    Approved 3/3/15

FINANCE:  Yeas:  Anthony, Bahar-Cook, Tennis, Tsernoglou, Schafer, Case Naeyaert
Nays:  None    Absent:  McGrain    Approved 3/4/15
WHEREAS, pursuant to Resolution No. 15-075, the County has contracted with Great Lakes Engineering Group, LLC to provide professional engineering services to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, during performance of the work, a recent bridge inspection revealed that a number of the southbound Okemos Road bridge’s beams had deteriorated to the point where the bridge inspector recommended that the outside lane be immediately closed to traffic; and

WHEREAS, the Road Department is pursuing funding to repair the deteriorated beams as soon as possible to ensure that all lanes crossing the structure can be open to serve the public; and

WHEREAS, the Road Department negotiated a scope of work and cost to put together bidding documents for the southbound Okemos Road Bridge repairs that is not to exceed $13,500.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract extension with the Great Lakes Engineering Group, LLC to design the southbound Okemos Road Bridge repair project and authorizes the payment of $13,500.00 to be drawn from the Road Department’s consultant services budget line item to pay for their additional professional engineering services.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract amendment documents necessary to implement this resolution upon approval as to form by the County Attorney.
November 17, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 – Collective Bargaining Agreement

On Thursday, November 12, 2015, AFSCME put before their members for vote a proposed tentative agreement negotiated on November 6, 2015. The AFSCME members approved the agreement. Highlights of the agreement include the following:

- **Contract Duration (Article 19):** through December 31, 2017

- **Salary Schedule (Appendix A):**
  - 2016 – Effective the first full pay period following January 1, 2016, add a 1% wage increase to the 2015 wage schedule.
  - 2017 – Effective the first full pay period following January 1, 2017, add a 1% wage increase to the 2016 wage schedule and a one issue reopener for either party.
  - A one-time lump sum payment of $250.00 (not on the wage scale and less applicable payroll withholdings) paid by separate run in January 2016.

- **Dental Insurance and Vision Insurance (Article 13 – Wages and Benefits):**
  - 2016 Plan Year - Employees shall receive the plan options as recommended by the Health Care Coalition and approved by the Board of Commissioners.

- **Leave Time (Article 15):**
  - Employees upon Thirteen or more years of service shall earn leave time credits according to the revised accrual schedule.

- **General (Article 16):**
  - Employer shall provide for all highway worker classification employees. Excluding Highway Worker 7 and Mechanics, an annual work related clothing allowance in the amount not to exceed $200.00 per calendar year.
WHEREAS, an agreement has been reached between representatives of Ingham County and Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 for the period January 1, 2016 through December 31, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING MODIFICATIONS TO THE 2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the 2015 Managerial and Confidential Employee Personnel Manual will expire on December 31, 2015; and

WHEREAS, there are recommended updates to the 2016 Managerial/Confidential Employee Personnel Manual; and

WHEREAS, the provisions of the manual have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners hereby approves the following update to the 2016 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section E. Health Insurance Program: Subject to annual modification for plan year 2016.

2. Change in Appendix D - Compensation Levels: Effective the first full pay-period following January 1, 2016, the wages will be increased by 1%.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2016 and shall expire on December 31, 2016.
Novemaber 3, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Re: Ingham County Employees’ Association - Conversion from MERS Defined Benefit Pension Plan (DB), Division 12 to Hybrid Pension Plan, Division HJ

Hybrid Pension Plans were introduced for new hires through negotiations for successor agreements subsequent to December 31, 2011. The plan document for the Hybrid Plan provided full-time employees, hired before adoption of the Plan, the option to convert to the Hybrid Plan in accordance with the terms of the Plan, pursuant to Municipal Employees’ retirement System (MERS) requirements, and MERS Uniform Hybrid Program Resolution as adopted by the Board of Commissioners.

After implementation of the collective bargaining agreements, existing employees in a couple of bargaining units made inquiries about converting from defined benefit plans to hybrid plans. The inquiries initiated the first step in the conversion education process. MERS required the County to offer general employee educational sessions to assess interest in the conversion process across all divisions. This was done in November 2014.

Subsequent to the initial education sessions, the Ingham County Employees’ Association – Professional Unit was the only division that expressed interest in moving forward with the potential conversion process. In February 2015, an interest list was developed by ICEA and MERS provided unaudited preliminary calculations of the cost based on the members listed.

The conversion must be offered to all employees in the division and MERS provided an actuarial valuation. ICEA and the County split the cost of the initial actuarial valuation for the division.

In June 2015, educational sessions were offered again to explain the defined benefit conversion process. MERS created informational packets for each member eligible to convert, providing specific information on the current value of their defined benefit plan and the projected conversion value of the hybrid plan. A conversion window was opened and two employees (Laura Bartley and Dana Watson) elected to complete the process.

MERS finalized the calculations for the conversion process of the two ICEA employees. The County understood the need to contribute an additional amount to ensure that the employee’s account was converted at 80% of the Present Value. The conversion leaves an unfunded liability for both the DB division 12 and the DB portion of Hybrid division HJ. Funding the present value liability is recommended but it is the County’s option. For the Division 12 DB liability, to get to 80% funded based on 2014 liability for these 2 individuals the estimated amount would be $5,687.72. In order to fund the Present Value of their pension under the DB portion of Hybrid, the County would need to submit $15,410.

With the concurrence of the County Controller, I am requesting approval the resolution and funding of the conversion, at a cost of $21,097.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE CONVERSION OF EMPLOYEES IN THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION – PROFESSIONALS FROM MERS DIVISION 12 TO DIVISION HJ

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Ingham County Employees’ Association - Professionals for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the agreement included provision of a Hybrid Pension Plan provided through the Municipal Employees’ Retirement System (MERS); and

WHEREAS, full-time employees may convert to the Hybrid Plan, at their option, in accordance with the terms of the Plan, pursuant to MERS requirements, and MERS Uniform Hybrid Program Resolution as adopted by the County Board of Commissioners; and

WHEREAS, two employees desired to execute that option and they have completed the MERS Hybrid Retirement Benefit Plan Election Form; and

WHEREAS, MERS conducted a projection study and cost valuation and discussed with Ingham County the conversion cost of the two employees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner hereby approves the funding of the conversion at a cost of $21,097.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners authorizes the County Controller/Administrator to make the necessary MERS contribution consistent with this resolution.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING IMPLEMENTATION OF A CODE RED ALERT SYSTEM WITH CAPITAL CITY LODGE NO. 141, FRATERNAL ORDER OF POLICE, LABOR PROGRAM INC. – CORRECTIONS NON-SUPERVISORY UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties have identified a hardship in filling unscheduled overtime assignments; and

WHEREAS, the parties wish to supplement the contract regarding unscheduled overtime and the use of a Code Red Alert System; and

WHEREAS, a Letter of Understanding addressing the use of a Code Red Alert System through December 31, 2016 has been prepared between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal Order of Police, Labor Program, Inc.; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding between Ingham County and the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal Order of Police, Labor Program, Inc.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that said Letter of Understanding between Ingham County, the Ingham Sheriff, and Capitol City Lodge #141 Fraternal Order of Police Labor Program Inc., Corrections Non-Supervisory Union is incorporated by reference and attached to this resolution.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LODGE #141
FRATERNAL ORDER OF POLICE LABOR PROGRAM INC.
CORRECTIONS NON-SUPERVISORY UNIT

CODE RED ALERT SYSTEM

WHEREAS, the COUNTY OF INGHAM and the INGHAM COUNTY SHERIFF (hereinafter referred to as the "Employer") and Capitol City Lodge #141, Fraternal Order of Police labor Program Inc., (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Corrections Non-Supervisory employees unit from January 1, 2015, through December 31, 2017; and

WHEREAS, the Parties wish to supplement the contract regarding unscheduled overtime and the use of a Code Red Alert system for unit employees.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as to the following unscheduled overtime process:

1. Overtime will be offered by seniority to Corrections Deputies working the shift.

2. Overtime will then be offered to Corrections Deputies as listed through the CODE RED ALERT system.
   a. Corrections Deputies, Corrections Command officers, and all Law Enforcement Deputies and Command Officers shall be entered into the CODE RED ALERT system. Contact phone numbers will be entered into the system for text message and phone call notification.
   b. Deputies changing their contact number shall notify their supervisor and the Executive Assistant to the Sheriff and any changes shall be made to the system.

3. After a CODE RED ALERT message is broadcast, interested Corrections Deputies are to call into the Command Officer on duty if they wish to volunteer to work the overtime assignment within 30 minutes.
   a. The first Corrections Deputy who calls in within the 30 minutes will be granted the overtime assignment.
   b. If no Corrections Deputy calls in then it goes to the first Corrections Command Officer who calls in.
   c. If no response by Corrections Deputies or Corrections Command Corrections is received within 30 minutes, then a second CODE RED ALERT shall go out to the Law Enforcement and Law Enforcement Command units. The overtime shall be given to the first person to call in from either Law Enforcement Unit.
4. The Deputy or Command Officer who will work the overtime assignment will be so notified by the
Command Officer. The Deputy or Command Officer receiving the assignment will report for duty
within 1 hour from the confirming notification.

5. Corrections or Law Enforcement Deputies or Command Officers reporting for duty under the CODE
RED ALERT will receive a $50 RED ALERT bonus in addition to wages and overtime for hours
worked.

6. If the CODE RED ALERT system is not operational, Corrections Command will only be responsible
for calling those employees who normally work the hours of the overtime opening.

   a. Overtime from 0645 - 1900 will be offered to Day shift.

   b. Overtime from 1845 - 0700 will be offered to Night shift.

7. If the overtime is not filled voluntarily, it will be assigned to a Deputy currently working or coming
into work, based on the least amount of overtime hours worked.

8. All the other terms and condition specified in the parties' collective bargaining agreement shall remain
in full force and effect, except as stated above.

This Letter of Understanding will be effective through December 31, 2016, at which time the CODE RED
ALERT system in response to unscheduled overtime shall expire. Any modification of this Agreement
must be in writing and signed by the parties hereto.

COUNTY OF INGHAM

Brian McGrain, Chairperson    Date

CAPITOL CITY LODGE #141,
Fraternal Order of Police Labor Program Inc.

Tom Krug, Executive Director    Date

SHERIFF OF INGHAM COUNTY

Sheriff Gene Wriggelsworth    Date

Steven T. Lett, Attorney    Date

Jack Bonner    Date
TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: November 13, 2015
RE: Expansion of Mental Health Screening Services in the Jail

This resolution authorizes expansion of current Mental Health Screening services (known as the CATS Program) in the Ingham County Jail to include on call personnel for weekends and holidays. Currently, CMH provides 1.5 FTE employees Monday-Friday; 8:00 a.m. – 4:30 p.m. that provide mental health screening and referral for individuals who are flagged by ICJ staff at booking or during incarceration as having possible suicide risk or mental health symptoms. There are no CMH staff available at ICJ from 5:00 p.m. Friday through Monday morning or on holidays. This leads to some inmates being held in observation up to 3 days before being seen by a Mental Health professional. Without CMH staff available, the deputies at the Ingham County Jail are left with the burden to determine severity.

The Ingham County Sherriff’s Office and CMH Administration worked to develop a proposal for on call Mental Health services that would be available Friday evening through Monday morning; and holidays. The cost for this coverage is $30,000 annually, and is included in the 2016 budget.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING EXPANSION OF CURRENT MENTAL HEALTH SCREENING SERVICES IN THE INGHAM COUNTY JAIL TO INCLUDE ON CALL PERSONNEL FOR WEEKENDS AND HOLIDAYS

WHEREAS, currently CMH provides 1.5 FTE employees Monday-Friday; 8:00 a.m. – 4:30 p.m. that provide mental health screening and referral for individuals who are flagged by ICJ staff at booking or during incarceration as having possible suicide risk or mental health symptoms; and

WHEREAS, there are no CMH staff available at ICJ from 5:00 p.m. Friday through Monday morning or on holidays. This leads to some inmates being held in observation up to 3 days before being seen by a Mental Health professional; and

WHEREAS, without CMH staff available, the deputies at the Ingham County Jail are left with the burden to determine severity; and

WHEREAS, the Ingham County Sheriff’s Office and CMH Administration worked to develop a proposal for on call Mental Health services that would be available Friday evening through Monday morning; and holidays.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed $30,000 with CMH to expand mental health screening and referral for individuals at the Ingham County Jail from 5:00 p.m. Friday through Monday morning or on holidays for a time period of January 1, 2016 to December 31, 2016.

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.
November 17, 2015

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2015 Budget. The General Fund budget will be adjusted to the amount of $80,787,322 for the fourth quarter of 2015.

This resolution will also amend the Road Department budget to recognize an additional $517,120 in unbudgeted funds from the State of Michigan Motor Vehicle Highway (MVH) fund and an additional $115,492 in Federal Aid. $71,000 of these funds will be used to increase the drain assessment budget. The remaining $561,612 will decrease the budgeted use of fund balance from $1,753,674 to $1,192,062.

Also included is an update of contingency fund spending so far this year. The current contingency amount is $44,884. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $317,183.

Should you have any questions or require any additional information, please don’t hesitate to contact me.
### 2015 Contingency

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$317,183</td>
</tr>
<tr>
<td>R14-483: Digital Aerial Imagery</td>
<td>(15,000)</td>
</tr>
<tr>
<td>R14-494: District Court Enforcement/Court Officer</td>
<td>(33,876)</td>
</tr>
<tr>
<td>R15-104: Oasis Supervised Visitation and Safe Exchange Center</td>
<td>(40,000)</td>
</tr>
<tr>
<td>R15-229: Assessment/Study Sheriff, LPD, 55&lt;sup&gt;th&lt;/sup&gt; and 54A District Courts</td>
<td>(127,985)</td>
</tr>
<tr>
<td>R15-384: 911 Center Facilitation Services</td>
<td>(6,500)</td>
</tr>
<tr>
<td>R15-400: Strategic Planning Facilitator</td>
<td>(49,990)</td>
</tr>
<tr>
<td>R15-404: 3&lt;sup&gt;rd&lt;/sup&gt; Quarter Adjustment</td>
<td>1,052</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td><strong>$44,884</strong></td>
</tr>
</tbody>
</table>
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE CONTROLLER/ADMINISTRATOR TO MAKE YEAR END BUDGET ADJUSTMENTS

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

WHEREAS, the Board of Commissioners annually authorizes the Controller/Administrator to make necessary year end transfers to comply with state statute; and

WHEREAS, the Road Department has received an additional $517,120 in unbudgeted funds from the State of Michigan Motor Vehicle Highway (MVH) fund, and $115,492 in Federal Aid funds, and these funds will be used to increase the drain assessment budget and to decrease the budgeted use of fund balance.

THEREFORE BE IT RESOLVED, that the Controller/Administrator is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2015 Ingham County General Fund budget at $80,787,322.

BE IT FURTHER RESOLVED, that the Road Department budget is amended to recognize $517,120 in additional MVH funds, to recognize $115,492 in additional Federal Aid funds, to increase the drain assessment budget by $71,000, and to decrease the budgeted use of fund balance from $1,753,674 to $1,192,062.
TO: County Services Committee and Finance Committee  
FROM: Timothy J. Dolehanty, Controller/Administrator  
DATE: December 1, 2015  
SUBJECT: Delhi Charter Township Downtown Development Plan Amendment

The Delhi Charter Township Downtown Development Authority (DDA) seeks to extend the life of the DDA by 10 years. Currently set to expire in 2025, this action would potentially result in capture of additional County revenue to offset DDA expenditures. However, unlike traditional tax capture programs, Delhi Township must secure a revenue sharing agreement with Ingham County before any County funds can be captured.

New projects proposed in the DDA plan amendment center mostly on improvements to the Cedar Street corridor between Willoughby Road and Harper Road. A description of some projects is offered in a correspondence from the DDA dated October 23, 2015 (attached). Total capture amounts by year under the current and proposed plans are provided below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Current Plan</th>
<th>Proposed Plan</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$ 1,047,334</td>
<td>$ 1,047,334</td>
<td>$ 0</td>
</tr>
<tr>
<td>2016</td>
<td>$ 660,837</td>
<td>$ 660,837</td>
<td>$ 0</td>
</tr>
<tr>
<td>2017</td>
<td>$ 670,749</td>
<td>$ 670,749</td>
<td>$ 0</td>
</tr>
<tr>
<td>2018</td>
<td>$ 680,811</td>
<td>$ 680,811</td>
<td>$ 0</td>
</tr>
<tr>
<td>2019</td>
<td>$ 691,023</td>
<td>$ 691,023</td>
<td>$ 0</td>
</tr>
<tr>
<td>2020</td>
<td>$ 701,388</td>
<td>$ 701,388</td>
<td>$ 0</td>
</tr>
<tr>
<td>2021</td>
<td>$ 444,943</td>
<td>$ 711,909</td>
<td>$ 266,966</td>
</tr>
<tr>
<td>2022</td>
<td>$ 451,617</td>
<td>$ 722,588</td>
<td>$ 270,970</td>
</tr>
<tr>
<td>2023</td>
<td>$ 458,391</td>
<td>$ 733,426</td>
<td>$ 275,035</td>
</tr>
<tr>
<td>2024</td>
<td>$ 465,267</td>
<td>$ 744,428</td>
<td>$ 279,160</td>
</tr>
<tr>
<td>2025</td>
<td>$ 472,246</td>
<td>$ 755,594</td>
<td>$ 283,348</td>
</tr>
<tr>
<td>2026</td>
<td>$ 0</td>
<td>$ 766,928</td>
<td>$ 766,928</td>
</tr>
<tr>
<td>2027</td>
<td>$ 0</td>
<td>$ 778,432</td>
<td>$ 778,432</td>
</tr>
<tr>
<td>2028</td>
<td>$ 0</td>
<td>$ 790,108</td>
<td>$ 790,108</td>
</tr>
<tr>
<td>2029</td>
<td>$ 0</td>
<td>$ 801,960</td>
<td>$ 801,960</td>
</tr>
<tr>
<td>2030</td>
<td>$ 0</td>
<td>$ 813,990</td>
<td>$ 813,990</td>
</tr>
<tr>
<td>2031</td>
<td>$ 0</td>
<td>$ 826,199</td>
<td>$ 826,199</td>
</tr>
<tr>
<td>2032</td>
<td>$ 0</td>
<td>$ 838,592</td>
<td>$ 838,592</td>
</tr>
<tr>
<td>2033</td>
<td>$ 0</td>
<td>$ 851,171</td>
<td>$ 851,171</td>
</tr>
<tr>
<td>2034</td>
<td>$ 0</td>
<td>$ 863,939</td>
<td>$ 863,939</td>
</tr>
<tr>
<td>2035</td>
<td>$ 0</td>
<td>$ 876,898</td>
<td>$ 876,898</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 6,744,607</td>
<td>$ 16,328,304</td>
<td>$ 9,583,697</td>
</tr>
</tbody>
</table>
Figures in the preceding table assume an annual growth taxable value growth rate of 1.5%. Capture amounts include county operating millage and all special voted millages.

The Michigan Association of Counties (MAC) offered a seven-point plan for amending tax capture statutes to better serve county governments. If not addressed under the current model, these points can be incorporated into any new revenue sharing agreement.

**Allow for County opt-out when TIF plan expires**
The revenue sharing model adopted by Delhi Township requires County approval of an interlocal agreement before any capture occurs, thereby meeting this objective.

**Assure determination of need is met on renewal**
DDA officials confirmed that many properties along the Cedar Street corridor that fall within established DDA boundaries are in a state of deterioration.

**Reserve a seat at the table for all “investors”**
MAC promotes appointing a representative of the Board of Commissioners (a major investor) to the DDA Board. Township officials were resistant to this suggestion stating they would then be inundated with similar requests from all “investors” (i.e. CATA, CADL, etc.).

**Reset base year taxable value upon renewal**
A reset of base year taxable value in this instance would probably result in the DDA seeking 100% capture, thereby defeating the purpose of the suggested reset.

**Discontinue collection of special millages**
MAC argues that voters approve special millage requests believing that all new taxes will be directed to a stated purpose (zoo, trails and parks, juvenile justice, etc.). Township officials acknowledge they do not capture any part of a special township fire millage, but do capture funds from all special county millages.

**Enforce automatic return of surplus funds**
All funds capture by the DDA offset current expenses or have been earmarked for specific projects or bond payments.

**Require modified tax billing**
Tax bills sent to property owners should indicate amounts captured for DDA purposes.
October 23, 2015

Ingham County Board of Commissioners
PO Box 319
Mason, MI 48854

Dear Commissioners:

Enclosed is a Notice of Public Hearing for proposed amendments to the Development Plan and Tax Increment Financing Plan for the Delhi Charter Township Downtown Development Authority. The public hearing is scheduled for Tuesday, November 17, 2015 at 7:30 p.m. in the Community Services Center Multipurpose Room at 2074 Aurelius Road, Holt, Michigan.

As you may recall, the Delhi Charter Township Board had the foresight in 1987 to establish the Delhi DDA to serve as the catalyst for developing our community’s downtown district. As you know, the Downtown Development Authority Act allows for the capture of the incremental growth of local property taxes over a period of time to fund public infrastructure improvements. By using tax increment financing, the Delhi DDA has been able to fund large-scale public infrastructure projects, such as water, sewer, and public road improvements, which has stimulated development within the downtown district.

In 2012, we celebrated the 25th Anniversary of the Delhi DDA and highlighted its accomplishments. As a result of the Delhi DDA’s use of tax increment financing to pay for public improvements, while the population of the Township grew by 36% over that 25-year timeframe, the development of the downtown district has grown significantly more.

- The tax base within the downtown district grew by over 450% (from $41.67 million to over $188.56 million).
- The tax base within the Tech Park grew by nearly 6,000% (from $306,660 to over $18.3 million).
- More than 625 jobs were added in the Tech Park.

The Delhi DDA has a proven track record of success in spurring development in our community. But our job is not yet done. There is much more to do to continue developing our downtown district, encouraging economic growth, expanding employment opportunities, and improving the quality of life within our community. In order to achieve these goals, the Delhi DDA will be seeking to amend our DDA and TIF Plan to extend the duration of the DDA and add additional projects, which include street and corridor improvements and acquiring properties for redevelopment.
As you may know, the Downtown Development Authority Act allows taxing jurisdictions within a downtown development authority’s district boundaries that are subject to the tax capture by the downtown development authority to “opt out” of that tax capture when the downtown development authority is created. According to an Opinion of the Michigan Attorney General issued in 2010, if a downtown development authority’s district boundaries are altered or amended, a taxing jurisdiction that is subject to the tax capture of the downtown development authority may “opt out” of the tax capture. The DDA Act also authorizes a downtown development authority to enter into agreements with the taxing jurisdictions and the government body of a municipality in which the development area is located in order to share a portion of the captured taxes.

While the Delhi DDA will be amending our Plan to include new projects and extend the duration of the Delhi DDA, we will not be altering or amending the boundaries of the downtown district. Nonetheless, the Delhi DDA desires to enter into tax sharing agreements with the taxing jurisdictions in order to share a portion of the captured taxes going forward.

As indicted in the proposed tax sharing agreement, which is also enclosed, the Delhi DDA would continue to keep 40% of the tax increment revenue that is captured, while returning 60% of the tax increment revenue that is captured to the taxing jurisdiction. This will enable the Delhi DDA to use tax increment financing to pay for the public improvements necessary to encourage continued development in our downtown, while also allowing the respective taxing jurisdiction to realize some of the financial benefits of the increased tax base in the downtown district.

If you have any questions, please contact us. We would like the opportunity to meet with you and address any questions you may have.

Sincerely,

[Signature]

Howard C. Haas, Executive Director Delhi DDA

[Signature]

John B. Elsinga, Township Manager

[Signature]

Tracy L.C. Miller, Director of Community Development

Enclosures
CHARTER TOWNSHIP OF DELHI

AMENDMENTS TO THE
DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCE PLAN

Original Adoption – July 21, 1987
1st Amendment Adoption – December 1, 1987
2nd Amendment Adoption – February 6, 1990
3rd Amendment Adoption – May 20, 1997
4th Amendment Adoption – October 21, 2003

5TH AMENDMENT
APPROVED & ADOPTED BY TOWNSHIP BOARD
ON ___________________
INTRODUCTION

The following amendments to the existing Development Plan and Tax Increment Finance Plan are additions and details for those portions of the Plan relating to certain projects proposed to be undertaken by the Charter Township of Delhi Downtown Development Authority (the “Authority”).

Pursuant to the requirements of Sections 14 and 17 of the Downtown Development Authority Act, as amended (being 1975 PA 197; referred to as the “Act”) (MCL 125. 1664 and MCL 125.1667), the following amendments (the “Plan Amendments”) modify certain components of the Development Plan and Tax Increment Financing Plan, and shall be as follows.

PART I [Section 14(1) of the Act; MCL 125.1664(1)]

EXPLANATION OF THE TAX INCREMENT FINANCING PROCEDURE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART II [Section 17(2)(a) of the Act; MCL 125.1667(2)(a)]

THE DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA IN RELATION TO HIGHWAYS, STREETS, STREAMS, OR OTHERWISE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART III [Section 17(2)(b) of the Act; MCL 125.1667(2)(b)]

THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE DEVELOPMENT AREA, SHALL DESIGNATE THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE DEVELOPMENT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATIONAL, AND OTHER USES, AND SHALL INCLUDE A LEGAL DESCRIPTION OF THE DEVELOPMENT AREA.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART IV [Sections 17(2)(c) and (d) of the Act; MCL 125.1667(c) and (d)]
THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION; AND A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

In addition to the projects listed in the existing Development Plans & Tax Increment Financing Plans, the Authority proposes to undertake the following projects.

1. Street and Corridor Improvements.

   The Authority will undertake or assist in the financing of various public improvements within the development area, including, but not necessarily limited to public road improvements, access management improvements, and other modifications to enhance traffic circulation and pedestrian safety by creating a more walkable community, better access to businesses, enhanced aesthetics, and a sense of place; relocation of utilities underground.

   Estimated time for completion: 2016 through duration of Plans
   Estimated cost: $12.5 million

2. LED Message Display Board.

   The Authority will acquire and install a LED message display board within the Development Area to be used for purposes that include, but are not limited to, marketing initiatives that benefit the downtown district.

   Estimated time for completion: 2016 through duration of Plans
   Estimated cost: $25,000.00

3. Acquisition of Properties.

   The Authority will acquire key properties to facilitate strategic redevelopment in a manner consistent with the Township’s place-making goals to benefit the downtown district.

   Estimated time for completion: 2016 through duration of Plans
   Estimated cost: $1 million

4. Decorative Street Lighting.
The Authority will install and replace decorative street lighting throughout the Development Area to benefit the downtown district.

Estimated time for completion: 2016 through duration of Plans
Estimated cost: $1.475 million

PART V [Section 17(2)(e) of the Act; MCL 125.1667(e)]

A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. In addition, the duration of the Development Plan & Tax Increment Financing Plan and amendments thereto shall be extended until December 31, 2035.

PART VI [Section 17(2)(f) of the Act; MCL 125.1667(f)]

A DESCRIPTION OF ANY PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART VII [Section 17(2)(g) of the Act; MCL 125.1667(g)]

A DESCRIPTION OF ANY PORTIONS OF THE DEVELOPMENT AREA THAT THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

Not applicable.

PART VIII [Section 17(2)(h) of the Act; MCL 125.1667(h)]

A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, OR UTILITIES.

There are no zoning changes contemplated by these amendments. For changes in any streets, intersections, and utilities, see Part IV above.

PART IX [Section 17(2)(i) of the Act; MCL 125.1667(i)]

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. The Township or the Authority may issue bonds as authorized by the Act to finance all or a portion of the identified projects, as set forth in the existing plans. The Authority may also use installment purchase contracts, where eligible, to finance certain projects. The Authority may use proceeds from the sale of property, leases, licenses, or other miscellaneous revenue to finance all or a portion of the above-described projects. The Authority may use revenues capture by the Tax Increment Financing Plan to pay for all or a portion of the above-described projects.

PART IX-A [Section 17(2)(j) of the Act; MCL 125.1667(j)]

DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE AUTHORITY.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART IX-B [Section 17(2)(k) of the Act; MCL 125.1667(k)]

THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION, IF THERE IS NO EXPRESS OR IMPLIED AGREEMENT BETWEEN THE AUTHORITY AND PERSONS, NATURAL OR CORPORATE, THAT ALL OR A PORTION OF THE DEVELOPMENT WILL BE LEASED, SOLD, OR CONVEYED IN ANY MANNER TO THOSE PERSONS.

Not applicable.

PART X [Section 17(2)(l) of the Act; MCL 125.1667(l)]

ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED.

No families or individuals are proposed to be displaced by the proposed project.

PART X-A [Section 17(2)(m) of the Act; MCL 125.1667(m)]
A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE
DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

Not applicable.

PART X-B [Section 17(2)(n) of the Act; MCL 125.1667(n)]

PROVISION FOR THE COSTS OF RELOCATING PERSONS DISPLACED BY THE DEVELOPMENT AND
FINANCIAL ASSISTANCE AND REIMBURSEMENT OF EXPENSES, INCLUDING LITIGATION
EXPENSES AND EXPENSES INCIDENT TO THE TRANSFER OF TITLE, IN ACCORDANCE WITH THE
STANDARDS AND PROVISIONS OF THE FEDERAL UNIFORM RELOCATION ASSISTANCE AND REAL

Not applicable.

PART X-C [Section 17(2)(o) of the Act; MCL 125.1667(o)]

A PLAN FOR COMPLIANCE WITH ACT NO. 227 OF THE PUBLIC ACTS OF 1972, BEING SECTIONS
213.321 TO 213.332 OF THE MICHIGAN COMPILLED LAWS.

Not applicable.

PART XI [Section 14(1) of the Act; MCL 125.1664(1)]

A STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON THE ASSESSED
VALUES OF ALL TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

Unchanged: See existing Development Plans & Tax Increment Financing Plans
TAX SHARING AGREEMENT BETWEEN THE DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY AND THE COUNTY OF INGHAM

THIS AGREEMENT made as of the ___________ by and between
the DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY,
whose address is 4415 W. Holt Road, Holt, Michigan 48842 (the “DDA”) and THE
COUNTY OF INGHAM, whose address is Courthouse, Mason, Michigan 48854 (the
“County”), and acknowledged and agreed to by Delhi Charter Township, whose address
is 2074 Aurelius Road, Holt, Michigan 48842.

WITNESSETH:

WHEREAS, the DDA is a downtown development authority incorporated in 1987
pursuant to PA 1975 No. 197 (MCL 125.1651 et seq) (the “Act”); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from
various taxing jurisdictions which are authorized to levy taxes on the property within the
downtown district (“Development Area”); and

WHEREAS, the County is a taxing jurisdiction whose tax revenue has been
partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act
(MCL 125.1664(4)), “... to enter into agreements with the taxing jurisdictions and the
governing body of a municipality in which the Development Area is located to share a
portion of the captured assessed value of the district”; and

WHEREAS, in accordance with that section the parties desire to enter into this
Tax Sharing Agreement;
NOW THEREFORE IT IS MUTUALLY AGREED AS FOLLOWS:

1. **Downtown Development and Tax Increment Financing Plan.** The DDA Development Plan and Tax Increment Financing Plan, as amended, attached hereto as Exhibit A, is hereby acknowledged and agreed by the County to be the Plan and downtown district to which this Agreement pertains, and that the activities and projects described therein are eligible for funding in whole or in part by taxes and revenue resulting from the assessed valuation and tax revenue captured by the DDA.

2. **Tax Sharing and Reduction Of Captured Assessed Valuation.** Pursuant to Section 14(4) of the Act, it is agreed that as to the County's tax rate:

   A. For the six (6) year period commencing in 2005 through 2010, the DDA will retain eighty percent (80%) of the assessed/taxable valuation which would have been captured but for this Agreement and the County will retain twenty percent (20%), i.e., the DDA will continue to retain 80% of the captured tax revenue and the remaining 20% shall be paid to the County.

   B. For the five (5) year period commencing in 2011 through 2015, the DDA will retain sixty percent (60%) of said captured assessed/taxable value and the County will retain forty percent (40%), i.e., the DDA will continue to retain 60% of the captured tax revenue and the remaining 40% shall be paid to the County.

   C. For the five (5) year period commencing in 2016 through 2020, the DDA will retain forty percent (40%) of said captured assessed/taxable value, and the County sixty percent (60%), i.e.,
40% of the captured tax revenue will continue to be retained by the DDA and the remaining 60% shall be paid to the County.

D. For the four (4) year period commencing in 2021 through 2024, the DDA will retain twenty-five percent (25%) of said captured assessed/taxable value, and the County will continue to retain seventy-five percent (75%), i.e., the DDA will continue to retain 25% of the captured tax revenue and the remaining 75% shall be paid to the County. After 2024, no further capture of tax revenue will be made by the DDA.

Distribution of revenue resulting from the reduced capture described above will be made by the DDA on July 1, 2005 (actually in advance of the 2005 tax collection) and shall continue annually on the 1st day of July in each year thereafter until all distributions required by this paragraph 2 have been made.

3. Plan Amendments. The parties acknowledge and agree that the DDA and the Delhi Charter Township Board of Trustees (the governing body of the municipality) may from time to time amend the Plan as they deem appropriate pursuant to the Act; provided, however, no such amendment shall have the effect of modifying the provisions of paragraph 2 relating to tax sharing without the consent of the County.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, a public body corporate

By: Alastair N. McFadyen
Its: Executive Director
AND:

COUNTY OF INGHAM, Michigan

By: Mike Bryant
Its: Clerk

By: Calvin Lynch
Its: Chairman

ACKNOWLEDGMENT AND AGREEMENT
OF DELHI CHARTER TOWNSHIP

Delhi Charter Township herewith acknowledges that its Township Board, its governing body and the “governing body of the municipality” as defined in the Act, has certain oversight authority over the Delhi Charter Township Downtown Development Authority and its development and tax increment financing plan. Delhi Charter Township, by execution of this Agreement, covenants and agrees to be bound by the terms of this Agreement, and that no modification or amendment of the Development or Tax Increment Financing Plan relating to the tax sharing provisions of paragraph 2 above shall be adopted without the consent of the County.

DELHI CHARTER TOWNSHIP,
a Michigan municipal corporation,

By: Stuart Goodrich
Its: Supervisor

Instrument Prepared By:

J. RICHARD ROBINSON, P.C.
Attorney and Counsellor at Law
2169 Jolly Road, Suite 1
Okemos, Michigan 48864
517-349-3703
JRR/mjb

APPROVED AS TO FORM
FOR COUNTY OF INGHAM

COHL, STOKER, TOSKEY & McGLINCHEY, P.C.

By: Timothy M. Perrone
RESOLUTION TO NEGOTIATE A TAX SHARING AGREEMENT WITH DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, the Delhi Township Downtown Development Authority (DDA) was incorporated in 1987 pursuant to the Downtown Development Authority Act (MCL 125.1651 et seq.) (the Act); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing authorities which are authorized to levy taxes on property within the established downtown district; and

WHEREAS, Ingham County is a taxing jurisdiction whose tax revenue has been partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), “...to enter into agreements with the taxing jurisdiction and the governing body of a municipality in which the development area is located to share a portion of the captured assessed value of the district”; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into a Tax Sharing Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller/Administrator and County Attorney to negotiate a Tax Sharing Agreement with the Delhi Charter Township DDA following parameters established by the Board of Commissioners.

BE IT FURTHER RESOLVED, that any tentative Tax Sharing Agreement shall be presented to the Ingham County Board of Commissioners for final approval.
Agenda Item 12

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
PLANTE AND MORAN, PLLC TO REVIEW COUNTY CONTRACTS

WHEREAS, the County Services Committee suggested that the Controller/Administrator oversee an inventory of recently approved contracts to determine how many were subject to competitive bidding and how many were to result of a cooperative purchase arrangement; and

WHEREAS, the Controller/Administrator was also asked to audit department activity with individual vendors; and

WHEREAS, the Controller/Administrator proposes to review a representative sample of all agreements with private vendors since July, 2013; and

WHEREAS, the County Services Committee asked that Corporation Counsel review internal controls to determine if systematic failures exist, and to suggest ways to correct any such failures; and

WHEREAS, in light of recent discoveries involving the Innovation and Technology Department, it would be sensible to review all contracts and agreements that involve that department; and

WHEREAS, Plante and Moran, PLLC, the County auditor, proposes to work with the Controller/Administrator and Corporation Counsel to accomplish these tasks.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Plante and Moran, PLLC, to review a representative sample of all agreements with private vendors since July, 2013 for consistency with County policies and procedures, and to review all contracts and agreements that involve the Innovation and Technology Department, at a cost not to exceed $__________.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2016 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS

WHEREAS, the Ingham County Health Care Coalition investigated various plan designs and options for the County’s health care plan for 2016; and

WHEREAS, after finishing its review the Health Care Coalition does not recommend changing the insurance provider for 2016 but the group does recommend continuation of a Health Reimbursement Arrangement (HRA), purchasing higher deductible plan ($5,000 for individual and $10,000 for family plan) for some or all of the employee groups; and

WHEREAS, the Health Care Coalition also recommends that the County purchase additional services from 44 North (formerly Cadillac Insurance Center Benefit Consulting Group (CICBCG)) which will further reduce health insurance rates, including Medtipster for pharmacy generic drugs, Telodoc for 24/7 physician access and a cost transparency program which compares the cost of medical services, consistent with the Agreement between 44 North and Ingham County authorized by Resolution 14-069; and

WHEREAS, the estimated annual cost of providing the HRA and supplemental services totals $400,000 and overall savings of this comprehensive approach to healthcare management is estimated to be between $500,000 and $1 million; and

WHEREAS, employee participation rate will ultimately impact total savings realized through implementation of this comprehensive healthcare management program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understanding regarding the recommendations of the Health Care Coalition for 2016 health insurance options including the implementation of the HRA plan.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to sign the said Letters of Understanding on behalf of Ingham County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended health insurance benefits to the Managerial and Confidential Employees effective January 1, 2016, and that the Managerial/Confidential Personnel Manual shall be amended as necessary to incorporate provisions of the comprehensive healthcare management program.

BE IT FURTHER RESOLVED, that once the total annual savings for the comprehensive healthcare management program is determined, 50 percent of any net savings in health care costs will be dedicated to reducing employee premium cost share, applied to all employee groups that agree to implement the comprehensive healthcare management program.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a supplemental agreement with 44 North to provide services associated with the comprehensive healthcare management program, consistent with the program description and costs authorized by Resolution #14-069.

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