





FINANCE COMMITTEE  
October 21, 2015  
Draft Minutes

Members Present: Anthony, Bahar-Cook, McGrain, Schafer, and Naeyaert

Members Absent: Tsernoglou and Tennis

Others Present: Treasurer Eric Schertzing, Register of Deeds Derrick Quinney, Teri Morton, Jennifer Shuster, Ryan Buck, Lance Langdon, Kyle Cobe, Eric Thelen, Travis Parsons, Rick Terrill, Doug Stover, Lisa McCormick, and Henry Rojas

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

Approval of the October 7, 2015 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE OCTOBER 7, 2015 FINANCE COMMITTEE MEETING.

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

Additions to Agenda

10. Health Department
  - i. Resolution to Amend Resolution #15-371
  
16. Controller/Administrator's Office
  - c. Resolution to Engage Management Partners for Strategic Planning Facilitation
  
17. Potter Park Zoo
  - a. Resolution Authorizing Potter Park Zoological Society Reimbursement for 2015 Administrative Support
  - b. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2016 Marketing.
  - c. Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the 2016 Management of Seasonal Workers.
  
2. Treasurer's Office
  - c. Treasurer's Third Quarter Investment Report

Substitutes -

4. Register of Deeds – Reclassify Vacant Document Processor Position Number 236004 UAW C to Administrative Assistant to the Register of Deeds UAW G

The County Services Committee amended the resolution as follows:

WHEREAS, the conversion of the vacant Position #236004 would cost an additional ~~\$8,507~~ **long term \$11,443 annually**; and

10. Health Department
  - a. Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Health and Human Services through the Michigan Primary Care Association

The Human Services Committee amended the resolution as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of up to \$745,000 in CAHC program and Clinical Service Expansion funding for the period of October 1, ~~2011~~ **2015** through September 30, 2016.

15. Facilities
  - b. Resolution Authorizing an Amendment to Resolution #15-144 with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FHC)

#### Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Sheriff's Office
  - a. Resolution to Authorize a Contract Extension with Securus Technologies
  - b. Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY2015 Homeland Security Grant Program Funds
2. Treasurer's Office
  - b. Resolution Rescinding Resolution #15-339 and Authorizing Submission of a Community Development Block Grant/Home Grant Application for \$315,000 for a Home Owner Rehabilitation Program
3. Clerk's Office - Resolution Authorizing the County Clerk to Utilize Attrition Savings to Employ a Full-Time Recording Secretary for the Remainder of 2015

5. Circuit Court - Resolution to Authorize Entering into a Contract with Graphic Sciences, Inc. for the Transport, Storage and Retrieval of Circuit Court Files, and to Hire Temporary Employees to Assist in their Preparation
6. 9-1-1 Central Dispatch Center - Resolution to Approve the Purchase and Service Agreement with Rave Smart 911 and AT&T Mobility for the Smart 911 System to be Integrated with the Current 9-1-1 Computer Systems
9. Innovation and Information Technology - Resolution to Authorize the Use of Funds from the Community Health Center Fund for the IT Infrastructure of the Forest Community Health Center
10. Health Department
  - a. Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Health and Human Services through the Michigan Primary Care Association
  - b. Resolution to Authorize a 2015-2016 Agreement with the Michigan Department of Health & Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - d. Resolution to Authorize an Agreement with Michigan Consumers for Healthcare to Serve as a Local Community Navigator for Ingham County and Surrounding Communities
  - e. Resolution to Accept Base Funding Increase to the Health Center Cluster Award from the U.S. Department of Health and Human Services for Patient Centered Medical Home Recognition
  - f. Resolution to Authorize Contracts with the Greater Lansing Food Bank and Saginaw Oakland Commercial Association to Distribute County Urban Redevelopment Funds
  - g. Resolution Authorizing Status Change for Position #601309
  - h. Resolution to Amend Resolution #15-322 to Amend the Terms of the Lease Agreement for the Facility at 5656 South Cedar Street
  - i. Resolution to Amend Resolution #15-371
11. Financial Services
  - a. Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from the Hartford Life Insurance Company
  - b. Resolution to Waive the Public Act 152 Health Care Requirements for 2016
12. Parks Department
  - a. Resolution Authorizing a Purchase Order with Barnhart Roofing for the Reroofing Project of the Restroom at the Lake Lansing South Park Picnic Area and the White Restroom Building at Lake Lansing North Park
  - b. Resolution Granting the Ingham County Parks and Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Ingham County Parks
13. Road Department - Resolution to Approve a First Party Construction Contract Amendment with Michigan Paving & Materials Co. and a Third Party Agreement

Amendment with the City of Lansing for Additional City Desired Work Associated with the Michigan Avenue Reconstruction Project

15. Facilities
  - a. Emergency Water Heater Replacement at the Forest Community Health Center Memo
  - b. Resolution Authorizing an Amendment to Resolution #15-144 with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)
  
16. Controller/Administrator's Office
  - a. Resolution Authorizing Adjustments to the 2015 Ingham County Budget
  - c. Resolution to Engage Management Partners for Strategic Planning Facilitation
  
17. Potter Park Zoo
  - a. Resolution Authorizing Potter Park Zoological Society Reimbursement for 2015 Administrative Support
  - b. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2016 Marketing.
  - c. Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the 2016 Management of Seasonal Workers.

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

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

2. Treasurer's Office
  - a. Resolution to Transfer all Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY.

Commissioner Schafer asked Treasurer Eric Schertzing if the homeowners could have the properties for a small fee and increase the assessments.

Treasurer Schertzing answered that demolishing some of the properties was necessary because of the population decrease.

Commissioner Schafer provided a first-hand account of how a neighboring vacant property was sold to his neighbor and him.

Treasurer Schertzing stated that the properties are auctioned and if they can't be auctioned off, then the parcels are offered to the community.

Commissioner Naeyaert asked if the county takes care of the properties or if the Land Bank does.

Treasurer Schertzing answered the Land Bank, but after it's offered to the community.

Commissioner McGrain stated that the overall strategy was to make something productive of the land.

Commissioner Bahar-Cook asked Treasurer Schertzing if the property mentioned by Commissioner Banas at the County Service's Committee was sold to Haslett.

Treasurer Schertzing answered yes.

Commissioner Bahar-Cook stated that the Land Bank should be contacted if any of the properties are unkempt.

Commissioner Schafer offered a friendly amendment to the resolution as follows:

BE IT FURTHER RESOLVED, that this resolution shall be ~~renewed~~ **revisited** annually.

Comm. Schafer withdrew his motion.

Commissioner Naeyaert stated that she was appreciative of the Land Bank.

Treasurer Schertzing stated that for some of these properties, the parcels were sold as a counter sale.

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

c. Treasurer's Third Quarter Investment Report

There was no action taken on this item.

4. Register of Deeds - Resolution to Reclassify Vacant Document Processor Position Number 236004 UAW C to Administrative Assistant to the Register of Deeds UAW G

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO RECLASSIFY VACANT DOCUMENT PROCESSOR POSITION NUMBER 236004 UAW C TO ADMINISTRATIVE ASSISTANT TO THE REGISTER OF DEEDS UAW G.

Kyle Cobe, Deputy Register of Deeds, spoke on Register Derrick Quinney's behalf about how the Register of Deed's Office functions. She stated that there was a disconnect between the public's perception and what the Register's Office does. She further stated that a large part of the position would be trying to connect more with the public to educate them on the functions of the Register's Office.

Commissioner Schafer stated that the position was vital and necessary.

Chairperson Anthony stated that all the functions didn't fall under the position's title.

Ms. Cobe stated that the person hired for the position would be trained on both the functions that fall under the title and the additional functions.

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

7. Equalization/Tax Mapping - Resolution to Approve the 2015 Apportionment Report

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION TO APPROVE THE 2015 APPORTIONMENT REPORT

Doug Stover, Equalization Director, reviewed the apportionment report.

There was a discussion about the airport millage.

Commissioner Bahar-Cook asked if the airport was included in the millage cap.

Teri Morton, Budget Director, answered no.

Commissioner Schafer asked what the remainder of the cap was.

Ms. Morton answered that the current cap was 6.4206 with .0364 remaining. The remaining millage would levy about \$250,000. She noted that the 911 millage does not count towards it.

There was a discussion about the millage cap and which millages were shown on the report.

Chairperson Anthony asked if the special transit and public transit were included in the Apportionment Report.

Mr. Stover answered yes.

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

Commissioner Bahar-Cook asked Mr. Stover for an update on Lansing's assessor assistance request.

Mr. Stover provided an update to Lansing's assessor assistance request.

There was a discussion about the timeframe for a long term solution.

Commissioner McGrain asked if there were any short term suggestions.



Commissioner Bahar-Cook answered that Tim Dolehanty, Controller/Administrator, planned on talking to his Lansing contacts to see what could be done.

Mr. Stover stated that an option would be to reassess the entire city which would cost millions of dollars.

Commissioner McGrain asked the Controller's Office for a write-up about the meeting with the State Tax Commission and an official statement for a plan going forward.

Commissioner Bahar-Cook clarified that earlier, she did not mean to imply that the county was looking to enforce a program that all municipalities would have to participate in.

Mr. Stover stated that the city would be responsible for the money to reassess.

8. Special Transportation Millage - Resolution Authorizing the First Amendment to the Agreement with the Capital Area Transportation Authority dated January 1, 2016 through December 31, 2020

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH DECEMBER 31, 2020.

There was a discussion about the supplemental authorization of the contract.

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

10. Health Department
  - c. Authorization to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE AUTHORIZATION TO AMEND RESOLUTION #15-193 TO INCLUDE INGHAM COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH FEES.

Commissioner Schafer expressed disappointment with the Health Department with regards to their environmental concerns. He further stated he would be voting against it.

Commissioner Naeyaert stated that Ingham County has the highest fees for restaurant licensure in the state.

Chairperson Anthony asked what factors were looked at when the Maximus report reviewed the fees.

Eric Thelen, Health Department Chief Financial Officer, answered that they looked at how many units there were and what it would cost to inspect them.

Commissioner Bahar-Cook stated that it was no different than how other fees were set in the county.

There was a discussion about the fees.

Commissioner Bahar-Cook asked if there was any time pressure to get more information as to why the fees were the highest in the state.

Ms. Morton answered no. She further stated the Maximus study, in addition to figuring out the costs, simplified the fee structure.

Commissioner Schafer reiterated his disappointment with the Health Department.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFFER, TO TABLE THE AUTHORIZATION TO AMEND RESOLUTION #15-193 TO INCLUDE INGHAM COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH FEES.

Commissioner McGrain noted that the resolution was not discussed at the Human Services Committee.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Tsernoglou.

14. Human Resources - Resolution Approving Generic Service Credit Purchase for County Employee: Chadwick C. Phillips

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION APPROVING GENERIC SERVICE CREDIT PURCHASE FOR COUNTY EMPLOYEE: CHADWICK C. PHILLIPS.

Travis Parsons, Human Resources Director, addressed the committee regarding the generic credit purchase.

Commissioner Schafer asked if payroll deduction over a period of time was an option or if MERS demanded a cash payment.

Mr. Parsons said that historically, most employees took it out of a deferred compensation account and pay it as a lump sum.

Commissioner Bahar-Cook asked if any comparisons could be done.

Mr. Parsons answered that nobody had mentioned it yet.

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

16. Controller/Administrator's Office  
b. Ingham County 2016 General Appropriations Resolution

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE INGHAM COUNTY 2016 GENERAL APPROPRIATIONS RESOLUTION.

Ms. Morton stated that the only thing that changed was the health millage from .52 to .35 and that the airport millage would not be included.

THE MOTION CARRIED. **Yeas:** Anthony, Bahar-Cook, McGrain, and Naeyaert **Nays:** Schafer **Absent:** Tsernoglou and Tennis

Announcements

Chairperson Anthony expressed condolences to former Commissioner Vickers for the passing of his mother.

Commissioner McGrain noted that Becky Bennett, Board Coordinator, ordered flowers on behalf of the Board for former Commissioner Vickers.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:12 p.m.

## NOVEMBER 4, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

*1a. Health Department – Authorization to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees*

This resolution amends Resolution #15-193 to include Ingham County Health Department Environmental Health Fees. 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. 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.

This resolution was tabled at the October 21 Finance Committee meeting, pending additional program specific information. In addition to the Finance Division representative present at the last committee meeting, a representative from the EH Division will also be present at the November 4 meeting in order to address questions.

*1b. Health Department – Resolution to Amend the Ingham Community Health Center Board Bylaws*

This resolution amends the Community Health Center Bylaws to state that the ICHC Board shall approve the application and budget for both 330 health center programs and Look-Alikes. The deadline for HRSA to receive the amended bylaws is December 7, 2015.

*1c. Health Department - Resolution to Authorize Dental Services Agreements with Licensed Dentists from January 1, 2016 through December 31, 2016*

This resolution authorizes professional service agreements with dentists for services at the ICHD's Dental Center and Mobile Dental Center for the period of January 1, 2016 through December 31, 2016 at a rate of \$58.58 per hour for services, not to exceed \$61,918.

*1d. Health Department - Resolution to Authorize Professional Service Agreements with Dentists for Services at the Ingham County Health Department's Jail Medical Center*

This resolution authorizes professional service agreements with dentists for services at the ICHD Jail Medical Center for the period of January 1, 2016 through December 31, 2016 at a rate of \$70.00 per hour for services, not to exceed \$22,000.

1e. *Health Department – Resolution to Authorize an Amendment to the Agreement with the Michigan State University College of Nursing for Nurse Practitioner Services at the Ingham County Health Department’s Jail Medical Center*

This resolution extends the agreement with Michigan State College of Nursing for Nurse Practitioner services at ICHD’s Jail Medical Center for the period of January 1, 2016 through December 31, 2018, with a 2.5% rate of pay increase for each year of the contract.

2. *Michigan Department of Health and Human Services – Michigan Rehabilitation Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services*

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern. The agreement will not exceed \$407,407 (\$110,000 local match provided by Peckham). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2015 through September 30, 2016.

3. *Community Agencies – Resolution Authorizing 2016 Agreements for Community Agencies*

This resolution approves community agency funding for FY 2016. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #15-197. For 2016, twenty nine (29) applications were received, requesting a total of \$315,150, and \$220,000 is included in the 2016 Budget for community agency funding. Every agency is recommended for funding at what they asked for, or what they received last year, with the exception of the new agencies who are recommended at roughly half of their requested amount. Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.

4a. *Financial Services Department – Resolution to Change the Pension Expense Accounting Treatment for the Community Health Network Fund and to Amend the 2015 and 2016 Budgets to Reflect this Change*

This resolution would change the method of accounting for the Community Health Network Fund in order to avoid a deficit in the Comprehensive Annual Financial Report. The potential deficit is due to a change by the Governmental Accounting Standards Board (GASB) regarding reporting of pension liability for Enterprise Funds. (See attached memo for details.)

4b. *Financial Services Department – Resolution to Transfer \$300,000 to the Fair Fund to Offset the Pension Liability Required to be Reported on the Balance Sheet*

This resolution would transfer \$300,000 from the General Fund to the Fair Fund to avoid a deficit in the Comprehensive Annual Financial Report that would be created as a result of a change by the Governmental Accounting Standards Board (GASB) regarding reporting of pension liability for Enterprise Funds. This will be a permanent restricted cash balance to offset the liability. (See attached memo for details.)

**LINE ITEM TRANSFER REQUEST:**

**The Controller's Office is recommending approval of the following line item transfer request:**

5. *Budget Office – Parks Line Item Transfer Request*

The Budget Office, on behalf of the Parks Department, proposes a line item transfer of \$6,500 from the Parks gas, grease, oil and antifreeze line item to the Equipment Revolving Fund's machinery and equipment line item in order to purchase a trail blower for Hawk Island. The Board of Commissioners' budget policy requires that transfers between cost categories of more than \$5,000 but less than \$25,000 be approved by the appropriate liaison committee and the Finance Committee.

**BOARD RERERRALS:**

- 6a. Letter from the City of Lansing Regarding the Notice of Public Hearing for the Establishment of an Obsolete Property Rehabilitation Certificate
- 6b. Letter from the City of Lansing Regarding the Notice of Public Hearing for the Establishment of an Obsolete Property Rehabilitation District
- 6c. Letter from the City of Lansing Regarding the Notice of Public Hearing for Approval of Brownfield Plan #62 -The Oliver Towers Redevelopment Project
- 6d. Letter from Delhi Township Regarding the Assessing Officers Report for Industrial Facility Exemption Certificates
- 6e. Letter from the Delhi Charter Township Downtown Development Authority Regarding a Notice of Public Hearing for Proposed Amendments to the Development Plan and Tax Increment Financing Plan



## Agenda Item 1a

**TO:** Human Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** October 5, 2015

**SUBJECT:** Recommendation to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees

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 ongoing when Resolution #15-193 was passed, their 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



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**AUTHORIZATION 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 November 1, 2015.

**Ingham County Health Department  
Environmental Health  
Fiscal Year 2016  
Proposed Fee Schedule**

Program	Description	License Fee*	Full Plan Review	New Owner/Eval.	New Owner w/minimal Plan Review
<b>Food Service Sanitation Program</b>					
<b>Food Service Establishment License Fees*</b>					
	Category 1: Serving only, Take out pizza only, Religious Organization, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organization, Bar with limited or no PHF	\$ 475.00	\$ 1,050.00	\$ 520.00	\$ 625.00
	Category 2: Full service w/o alcohol (Fast food, pizza with additional menu, catering operations)	\$ 735.00	\$ 1,365.00	\$ 730.00	\$ 750.00
	Category 3: Full service with alcohol. (Larger more complicated menus, Fine dining) Institutional (Large campus cafeterias, Hospitals, Large Hotels)	\$ 945.00	\$ 1,765.00	\$ 900.00	\$ 1,180.00
	Mobile	\$ 380.00	\$ 500.00	\$ 450.00	n/a
	STFU	\$ 152.00	\$ 500.00	\$ 450.00	n/a
	Temporary Food license	\$ 243.00			
	Seasonal facilities	\$ 265.00	\$ 1,050.00	\$ 520.00	\$ 625.00
	* includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses.				
<b>Other Food Service Fees</b>					
	Late fee for Food License effective the first business day after April 30th	\$ 135.00			
	Late fee for Temporary Food License application less than 5 days prior to event (in addition to the \$243 license)	\$ 243.00			
	Inspection Fee for STFU	\$ 90.00			
	Vending License	\$ 100.00			
	Construction / Remodeling that begins without approved plans	\$ 800.00			
	Food Service plan review re-evaluation or re-submission	\$ 1,250.00			
<b>Enforcement Food Service Program Fees</b>					
	Office Conference Fee				none
	Informal Hearing Fee	\$ 1,000.00			
	Formal Hearing Fee	\$ 1,000.00			
	Follow-up inspection to assess compliance for critical violations	\$ 150.00			
	Fee for new owner operating without new license	\$ 650.00			

**Ingham County Health Department  
Environmental Health  
Fiscal Year 2016  
Proposed Fee Schedule**

Program	Description	License Fee*	Full Plan Review	New Owner/Eval.	New Owner w/minimal Plan Review
<b>Water Supply Well and On-Site Septic Disposal Programs</b>					
	Well - permit to construct or alter a private residential, type II, or type III well	\$ 375.00			
	Septic - new or repair permit for residential or commercial	\$ 900.00			
	Combined - well and septic	\$ 1,045.00			
	Septic - new/repair septic tank only	\$ 345.00			
	Well - Sanitary survey, public non-community Type II-Transient well	\$ 475.00			
	Well - Sanitary survey, public non-community Type II-Non-Transient well	\$ 650.00			
	Septic Evaluation - application for residential or commercial lot and soil evaluation	\$ 600.00			
	Septic Evaluation - plan review for engineered system	\$ 450.00			
<b>Body Art Facility Program</b>					
	License renewal	\$ 300.00			
	Full plan review	\$ 375.00			
<b>Campground Inspections</b>					
	Permanent Campground	\$ 350.00			
	Temporary Campground	\$ 250.00			
<b>Mortgage Certification Inspections (Point of Sale)</b>					
	Point of Sale - Application / Administrative processing fee	\$ 250.00			
	Point of Sale - On-Site Evaluation of Well and Septic	\$ 450.00			
	Point of Sale - Waste Treatment Evaluation	\$ 350.00			
	Point of Sale - Well Evaluation	\$ 250.00			
	Point of Sale - Inspector annual renewal fee	\$ 200.00			
<b>Child Care and Adult Foster Care Inspections</b>					
	Full Inspection: water system, sewage disposal, building, and grounds	\$ 300.00			
<b>Pools</b>					
	Pool inspection	\$ 200.00			
	Additional pool at the same location	\$ 100.00			
	Re-inspection fee after Violation	\$ 200.00			
<b>Tobacco</b>					
		East Lansing	Not East Lansing		
	Tobacco Sales License	\$ 290.00	\$ 335.00		
	Tobacco change of owner fee	\$ 130.00	\$ 150.00		
	Tobacco Sales License Vending Machine	\$ 335.00			
	Temporary Tobacco License - Sampling Permit	\$ 130.00			
	Late Fee and/or failure to report change of ownership	\$ 200.00			
<b>Pollution Prevention (P2) Program</b>					
		Reporting Fee	Inspection Fee		
	Category 1: 56-499 Gallons (450-4,499 pounds)	\$ 70.00	\$ 145.00		
	Category 2: 500-4,999 Gallons (4,500-44,999 pounds)	\$ 145.00	\$ 235.00		
	Category 3: 5,000 or more Gallons (more than 45,000 pounds)	\$ 220.00	\$ 350.00		
	Use hourly rate for Plan Review or Consultation.				
<b>Misc. Fees</b>					
	Hourly rate for services not specified in the fee schedule	\$ 100.00			
	Late fee for all licenses not specified above, effective 30 days after due date	\$ 130.00			
	Sanitary Code appeal fee	\$ 130.00			
	Returned check fee	\$ 30.00			

**Agenda Item 1b**

**TO:** Human Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** October 15, 2015

**SUBJECT:** Resolution to Amend Ingham Community Health Center Board Bylaws

This resolution amends the Ingham Community Health Center (ICHC) Board Bylaws.

Currently, under Article 10, Section C of the bylaws, it states that the ICHC 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 ICHC Board shall approve the application and budget for both 330 health center programs and Look-Alikes. The deadline for HRSA to receive the amended bylaws is December 7, 2015.

I recommend that the Ingham County Board of Commissioners authorize the amendment to the ICHC Board Bylaws.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE INGHAM COMMUNITY HEALTH CENTER BOARD BYLAWS**

WHEREAS, the Ingham County Health Department (ICHHD) operates Ingham Community Health Centers (ICHC), 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 ICHC 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 ICHC 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 ICHC Finance Committee; and

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

WHEREAS, HRSA is requiring that this be completed by December 7, 2015; and

WHEREAS, the ICHC Board has reviewed and supports this amendment to their Bylaws.

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

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

**Agenda Item 1c**

**TO:** Human Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** October 8, 2015

**SUBJECT:** Resolution to Authorize Professional Service Agreements with Dentists for Services at the Ingham County Health Department

This resolution authorizes service agreements with dentists at the Ingham County Health Department's (ICHD) Dental Center and Mobile Dental Center for the period of January 1, 2016 through December 31, 2016.

ICHD utilizes professional service agreements to obtain the services of dentists to serve patients at the ICHD Dental Center and Mobile Dental Center. These service agreements allow ICHD to continue to serve patients. The agreements shall compensate dentists at a rate of \$58.58 per hour for services, not to exceed \$61,918 for the period of January 1, 2016 through December 31, 2016. ICHD's 2016 budget includes \$61,918 for this purpose.

I recommend that the Ingham County Board of Commissioners authorize professional service agreements with dentists for services at the ICHD's Dental Center and Mobile Dental Center for the period of January 1, 2016 through December 31, 2016 at a rate of \$58.58 per hour for services, not to exceed \$61,918.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE DENTAL SERVICES AGREEMENTS WITH LICENSED DENTISTS FROM JANUARY 1, 2016 THROUGH DECEMBER 31, 2016**

WHEREAS, the Ingham County Health Department (ICHD) provides dental services to patients at the ICHD Dental Center and Mobile Dental Center; and

WHEREAS, ICHD utilizes professional service agreements to obtain the services of dentists to serve these patients; and

WHEREAS, these service agreements shall compensate dentists at a rate of \$58.58 per hour for services, not to exceed \$61,918 for the period of January 1, 2016 through December 31, 2016; and

WHEREAS, ICHD's 2016 budget includes \$61,918 for the purpose of contracting with dentists; and

WHEREAS, the Ingham Community Health Center Board of Directors supports professional service agreements with dentists to serve patients at the ICHD Dental Center and Mobile Dental Center; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize professional service agreements with dentists to serve patients at the ICHD Dental Center and Mobile Dental Center.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes professional service agreements with dentists to serve patients at the ICHD Dental Center and Mobile Dental Center.

BE IT FURTHER RESOLVED, that the agreements shall compensate dentists at the rate of \$58.58 per hour for services not to exceed a total of \$61,918.

BE IT FURTHER RESOLVED, that the period of the professional service agreements shall be January 1, 2016 through December 31, 2016.

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

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

**Agenda Item 1d**

**TO:** Human Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** October 8, 2015

**SUBJECT:** Resolution to Authorize Professional Service Agreements with Dentists for Services at the Ingham County Health Department's Jail Medical Center

This resolution authorizes service agreements with dentists at the Ingham County Health Department's (ICHD) Jail Medical Center for the period of January 1, 2016 through December 31, 2016.

ICHD utilizes professional service agreements to obtain the services of dentists to serve inmates of the Ingham County Jail. The agreements shall compensate dentists at a rate of \$70.00 per hour for services, not to exceed \$22,000 for the period of January 1, 2016 through December 31, 2016. ICHD's 2016 budget includes \$22,000 for this purpose.

I recommend that the Ingham County Board of Commissioners authorize professional service agreements with dentists for services at the ICHD Jail Medical Center for the period of January 1, 2016 through December 31, 2016 at a rate of \$70.00 per hour for services, not to exceed \$22,000.

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



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS WITH DENTISTS  
FOR SERVICES AT THE INGHAM COUNTY HEALTH DEPARTMENT'S  
JAIL MEDICAL CENTER**

WHEREAS, the Ingham County Health Department (ICHD) provides dental services to individuals incarcerated within the Ingham County Jail; and

WHEREAS, ICHD utilizes professional service agreements to obtain the services of dentists to serve inmates of the Ingham County Jail; and

WHEREAS, these service agreements shall compensate dentists at a rate of \$70.00 per hour for services, not to exceed \$22,000 for the period of January 1, 2016 through December 31, 2016; and

WHEREAS, ICHD's 2016 budget includes \$22,000 for the purpose of contracting with dentists; and

WHEREAS, the Ingham Community Health Center Board of Directors supports professional service agreements with dentists to serve inmates of the Ingham County Jail; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize professional service agreements with dentists to serve inmates of the Ingham County Jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes professional service agreements with dentists to serve individuals incarcerated at the Ingham County Jail.

BE IT FURTHER RESOLVED, that the agreements shall compensate dentists at the rate of \$70 per hour for services not to exceed a total of \$22,000.

BE IT FURTHER RESOLVED, that the period of the professional service agreements shall be January 1, 2016 through December 31, 2016.

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

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

**Agenda Item 1e**

**TO:** Human Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** October 12, 2015

**SUBJECT:** Resolution to extend the Agreement with the Michigan State University College of Nursing for Nurse Practitioner Services at the Ingham County Health Department's Jail Medical Center

This resolution extends the agreement with the Michigan State University College of Nursing (MSU CON) for Nurse Practitioner services at the Ingham County Health Department's (ICHD) Jail Medical Center.

Since 2007, MSU CON has provided Nurse Practitioner services to ICHD's Jail Medical Center. The need for these services is still present today. MSU CON currently has a contract with ICHD that expires December 31, 2015.

ICHD would like to extend the existing agreement for the period of January 1, 2016 through December 31, 2018. The contractual rate of pay would include a 2.5% increase for each year of the contract. All other terms of the agreement would remain the same.

I recommend that the Ingham County Board of Commissioners authorize the amendment extending the agreement with Michigan State College of Nursing for Nurse Practitioner services at ICHD's Jail Medical Center for the period of January 1, 2016 through December 31, 2018, with a 2.5% rate of pay increase for each year of the contract.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH THE MICHIGAN STATE UNIVERSITY COLLEGE OF NURSING FOR NURSE PRACTITIONER SERVICES AT THE INGHAM COUNTY HEALTH DEPARTMENT'S JAIL MEDICAL CENTER**

WHEREAS, in Resolution #12-434 the Ingham County Board of Commissioners authorized the existing agreement between Ingham County Health Department (ICHD) and Michigan State College of Nursing (MSU CON) for Nurse Practitioner services at the ICHD Jail Medical Center for the period of January 1, 2013 through December 31, 2015; and

WHEREAS, the need for Nurse Practitioner services at the Ingham County Jail continues; and

WHEREAS, the MSU CON's Nurse Practitioners have assisted ICHD in reducing costs associated with the provision of medical care to inmates housed within the jail; and

WHEREAS, ICHD would like to extend the current agreement for the period of January 1, 2016 through December 31, 2018; and

WHEREAS, the contractual rate will increase by 2.5% for each year of the contract as follows:

- January 1, 2016 through December 31, 2016- \$143,296.02
- January 1, 2017 through December 31, 2017- \$146,878.42
- January 1, 2018 through December 31, 2018- \$150,550.38

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

WHEREAS, the Ingham Community Health Center Board has reviewed and supports an amendment extending the agreement with MSU CON for a period of January 1, 2016 through December 31, 2018; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment extending the agreement with MSU CON for Nurse Practitioner services.

THEREFORE BE IT RESOLVED, that the agreement between ICHD and MSU CON for Nurse Practitioner Services shall be extended effective January 1, 2016 through December 31, 2018.

BE IT FURTHER RESOLVED, that the contractual rate will increase at a rate of 2.5% for each year of the contract at the following rates:

- January 1, 2016 through December 31, 2016- \$143,296.02
- January 1, 2017 through December 31, 2017- \$146,878.42
- January 1, 2018 through December 31, 2018- \$150,550.38

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

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

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

## Agenda Item 2

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Cash Match Agreement with Michigan Rehabilitation Services

DATE: October 21, 2015

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc.

This agreement is similar to other agreements the Board of Commissioners going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

The agreement will not exceed \$407,407 (\$110,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2015 through September 30, 2016.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT  
WITH MICHIGAN REHABILITATION SERVICES**

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement since 2008; and

WHEREAS, MRS wishes to enter into another, similar cash match agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$407,407 (\$110,000 local match) with Michigan Department of Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon Ingham County's local match portion (\$110,000) being provided by Peckham, Inc., and no county funds will be used for this purpose.

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

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

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

### **Agenda Item 3**

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Resolution Authorizing 2016 Agreements for Community Agencies

DATE: October 21, 2015

Attached is the resolution approving community agency funding for FY 2016. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #15-197.

For 2016, Twenty nine (29) applications were received; requesting a total of \$315,150, and \$220,000 is included in the 2016 Budget for community agency funding. Every agency is recommended for funding at what they asked for, or what they received last year, with the exception of the new agencies who are recommended at roughly half of their requested amount.

Notebooks containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING 2016 AGREEMENTS FOR COMMUNITY AGENCIES**

WHEREAS, the 2016 Ingham County Budget has been approved by the Board of Commissioners; and

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

WHEREAS, the 2016 budget includes \$220,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #15-197.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2016 through December 31, 2016, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

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



	ORGANIZATION	PROGRAM	2016 REQUEST	2015 AMOUNT RECEIVED	2016 Controller Recommended	2016 Human Services Recommended	2016 Finance Recommended
	<b>Advent House Ministries, Inc.</b>	Weekend Day Shelter Program, offering food and all day shelter to homeless or needy persons	\$15,000.00	\$10,000.00	\$10,000.00		
	<b>Boys &amp; Girls Club of Lansing</b>	Food Program	\$5,200.00	\$5,200.00	\$5,200.00		
	<b>Capital Area Community Services, Inc.</b>	Low Income Heating Assistance	\$12,500.00	\$8,500.00	\$8,500.00		
	<b>Capital Area Literacy Coalition</b>	Literacy Services for Adults and Children	\$1,300.00	\$1,300.00	\$1,300.00		
<b>NEW</b>	<b>Capital Area United Way Capital College Access Network</b>	College Ambassador and Advising	\$20,000.00		\$9,750.00		
<b>NEW</b>	<b>Cristo Rey Community Center Community Kitchen</b>	The Community Kitchen provides access to fresh food (warm breakfast and sack lunch) every Monday through Friday to feed insecure and vulnerable populations in Ingham County	\$8,500.00	\$4,250.00	\$4,250.00		
	<b>Cristo Rey Community Center Prescription Assistance</b>	Prescription Assistance Program	\$11,500.00	\$6,750.00	\$6,750.00		
	<b>Cristo Rey Community Center Direct Assistance Food Pantry Program</b>	Direct Assistance Food Pantry Program	\$12,000.00	\$9,000.00	\$9,000.00		
	<b>Edgewood Village Non-Profit Housing Corp</b>	AmeriCorps Stipend	\$3,770.00	\$2,700.00	\$2,700.00		
	<b>EVE, Inc.</b>	Shelter and Support Services for Victims of Domestic Violence	\$19,880.00	\$15,500.00	\$15,500.00		
	<b>Gateway Community Services</b>	Crossroads Homeless Youth Shelter	\$15,300.00	\$15,300.00	\$15,300.00		
	<b>Greater Lansing Food Bank</b>	Community Gardening & Fresh Food Access	\$20,000.00	\$11,000.00	\$11,000.00		
	<b>Greater Lansing Housing Coalition</b>	Ballentine - Supportive Apartment Program for Families	\$10,000.00	\$7,500.00	\$7,500.00		
	<b>Greater Lansing Housing Coalition</b>	Tuesday Toolman - Completes small home maintenance & repairs for income qualified senior and disabled homeowners	\$10,000.00	\$3,800.00	\$3,800.00		
	<b>Haven House</b>	Emergency Shelter for Families	\$17,000.00	\$13,000.00	\$13,000.00		
	<b>Lansing Area Aids Network</b>	HIV Continuum of Care Basic Needs Assistance	\$5,000.00	\$5,000.00	\$5,000.00		
	<b>Leslie Outreach, Inc.</b>	Food Pantry	\$1,500.00	\$1,300.00	\$1,300.00		
	<b>Listening Ear</b>	Crisis Intervention for Mental health issues	\$5,000.00	\$2,000.00	\$2,000.00		

	ORGANIZATION	PROGRAM	2016 REQUEST	2015 AMOUNT RECEIVED	2016 Controller Recommended	2016 Human Services Recommended	2016 Finance Recommended
	<b>MSU Detroit College of Law Clinical Programs - Rental Housing Clinic</b>	Affordable Housing Initiatives for Economically Disadvantaged People in Ingham County	NO APP REC'D	\$5,500.00			
	<b>MSU Safe Place</b>	Shelter, Advocacy and Support for Domestic Violence Survivors	\$12,900.00	\$12,900.00	\$12,900.00		
	<b>National Council on Alcoholism</b> Lansing Regional Area, Inc.	Housing with Supportive Services for Homeless Ingham County Males with a substance use disorder	\$18,000.00	\$12,000.00	\$12,000.00		
	<b>Northwest Initiative</b> dba Northwest Lansing Healthy Communities	ARRO Ex-Offender Assistance Program	\$10,000.00	\$7,250.00	\$7,250.00		
<b>NEW</b>	<b>Oasis Family Center</b>	Monitoring Monitors - Provides services for children & families to experience safe exchanges and supervised parenting times - Most cases are referred by the courts	\$20,800.00		\$10,000.00		
	<b>Refugee Development Center</b>	Bridges: Basic Needs to Self Sufficiency	\$8,000.00	\$8,000.00	\$8,000.00		
	<b>Retired Senior Volunteer Program (RSVP)</b>	Adult Respite Services & Capital Area Interfaith Respite working together to address the respite needs of those who take care of individuals that require special attention such as adults with disabilities with chronic illnesses while providing companionship and socialization for individuals	\$5,000.00	\$5,000.00	\$5,000.00		
	<b>Rural Family Services of Ingham County</b>	Coalition of Food Banks, Clothing, and Housing Assistance	\$14,000.00	\$14,000.00	\$14,000.00		
	<b>Southside Community Coalition</b>	Meeting Basic Needs in South Lansing	\$6,000.00	\$6,000.00	\$6,000.00		
	<b>Southside Community Kitchen</b>	Feeding the Hungry	\$2,500.00	\$2,000.00	\$2,000.00		
	<b>Stockbridge Community Outreach</b>	Food Pantry, TIDE ME OVER Program, Transportation, and Utilities	NO APP REC'D	\$3,000.00			
<b>NEW</b>	<b>WAI-IAM</b>	RISE - Sober Living & Transition Housing Program	\$20,000.00		\$10,000.00		
	<b>YMCA - Westside Community</b>	"Y" Achievers Program	\$4,500.00	\$1,000.00	\$1,000.00		
	<b>TOTAL 2016 REQUESTS</b>		<b>\$315,150.00</b>	<b>\$198,750.00</b>	<b>\$220,000.00</b>		

**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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

TO: Finance Committee

FROM: Jill Rhode, Director of Financial Services

DATE: October 20, 2015

RE: Clinic Fund Pension Liability

You may remember when I presented the year-end financial statements I explained the GASB change regarding pension liability which will go into effect this year. I explained that it would impact all of the County's Enterprise funds along with the County's fully accrued governmental fund statement. At that time, I expressed my concern about the impact on the Health Department's Clinic Enterprise fund and that I would research alternatives to reporting this approximately \$11 million liability on their balance sheet.

After discussion with Plante Moran and conducting some research, I believe we have found an alternative. If the General Fund pays the pension expense directly for these employees, the corresponding liability will be reported along with all other governmental type employees and will not be required to be reported on the Balance Sheet for the Clinic Fund. Since the General Fund subsidy to the Clinic Fund far exceeds the pension expense, this can be accomplished with just a few accounting entries. This change will have no impact on the budgeted condition of either fund. However, it will have a material impact on the balance sheet for the Clinic Fund and the Statement of Net Position for the Governmental Funds. Attached is an example of each report with and without this change using 2014 balances.

The administration believes it is in the County's best interest to make this change. Attached is a resolution formalizing the transfer of the pension expense and amending the budget to reduce the general fund contribution and transferring the pension expense for the Clinic Fund for 2015 and 2016. It is the plan that this will be a permanent change and that all future budgets will be adopted using this payment method.

I realize this is very complex and will answer any questions you have at the committee meeting.

<b>INGHAM COUNTY, MICHIGAN</b>			
<b>Proprietary Funds</b>			
<b>Statement of Net Position</b>			
<b>December 31, 2014</b>			
	Community Health Network		
	Without Pension Liability	With Pension Liability	
<b>Assets</b>			
Current assets:			
Pooled cash and investments	\$ 3,548,122	\$ 3,548,122	
Accounts receivable, net	1,069,436	1,069,436	
Due from other funds	4,430	4,430	
Due from other governmental units	2,400,000	2,400,000	
Prepaid items	59,561	59,561	
<b>Total current assets</b>	<b>7,081,549</b>	<b>7,081,549</b>	
Noncurrent assets:			
Capital assets depreciated, net	2,207,110	2,207,110	
<b>Total assets</b>	<b>\$ 9,288,659</b>	<b>\$ 9,288,659</b>	
<b>Liabilities</b>			
Current liabilities:			
Accounts payable and accrued liabilities	\$ 2,163,352	\$ 2,163,352	
Salaries and related withholdings	353,026	353,026	
Compensated absences, current	200,000	200,000	
Deposits payable- unearned	2,563	2,563	
<b>Total current liabilities</b>	<b>2,718,941</b>	<b>2,718,941</b>	
Noncurrent liabilities:			
Compensated absences, net	375,000	375,000	
Net Pension Liability - Clinic Fund	-	11,084,844	
<b>Total noncurrent liabilities</b>	<b>375,000</b>	<b>11,459,844</b>	
<b>Total liabilities</b>	<b>3,093,941</b>	<b>14,178,785</b>	
<b>Net position</b>			
Net investment in capital assets	2,207,110	2,207,110	
Restricted for:			
Unrestricted	3,987,608	(7,097,236)	
<b>Total net position</b>	<b>\$ 6,194,718</b>	<b>\$ (4,890,126)</b>	

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CHANGE THE PENSION EXPENSE ACCOUNTING TREATMENT FOR THE COMMUNITY HEALTH NETWORK FUND AND TO AMEND THE 2015 AND 2016 BUDGETS TO REFLECT THIS CHANGE**

WHEREAS, GASB 68 which changes the accounting for pension liability for governmental entities will impact the County for the year ended December 31, 2015; and

WHEREAS, if the accounting for pension expense for the Community Health Network Fund is not changed this will result in an approximately \$11 million liability being recorded on this fund's balance sheet; and

WHEREAS, the County's financial staff has reviewed alternatives and found an option which will allow the liability to be reported in the same manner as all other governmental type employees; and

WHEREAS, this change requires the General Fund to pay the pension for the employees of the Community Health Network Fund directly rather than providing this same amount as a subsidy to the fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the change in accounting for the pension expense for the employees working for the Community Health Network Fund to pay the expense directly from the General Fund rather than providing the same amount as a subsidy.

BE IT FURTHER RESOLVED, the 2015 General Fund and Community Health Network Fund budgets will be amended as follows:

511-*****-718000 (Clinic Fund defined benefit pension expense)	(1,121,912)
511-*****-718500 (Clinic Fund defined contribution pension expense)	(35,192)
511-*****-699000 (Transfer in from the General Fund)	1,157,104
101-60100-718000 (General Fund defined benefit pension expense)	1,121,912
101-60100-718500 (General Fund defined contribution pension expense)	35,192
101-60100-999511 (Transfer out to the Clinic Fund)	(1,157,104)

BE IT FURTHER RESOLVED, the 2016 General Fund and Community Health Network Fund budgets will be amended as follows:

511-*****-718000 (Clinic Fund defined benefit pension expense)	(1,197,323)
511-*****-718500 (Clinic defined contribution pension expense)	(53,540)
511-*****-699000 (Transfer in from the General Fund)	1,250,863
101-60100-718000 (General Fund defined benefit pension expense)	1,197,323
101-60100-718500 (General Fund defined contribution pension expense)	53,540
101-60100-999511 (Transfer out to the Clinic Fund)	(1,250,863)

**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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

TO: Finance Committee

FROM: Jill Rhode, Director of Financial Services

DATE: October 20, 2015

RE: Fair Fund Pension Liability

You may remember when I presented the year-end financial statements I explained the GASB change regarding pension liability which will go into effect this year. I explained that it would impact all of the County's Enterprise funds along with the County's fully accrued governmental fund statement. The estimated amount for the liability for the Fair Fund is \$300,000. The addition of this liability will result in a permanent large accounting fund deficit for this fund.

It is in the County's best interest to avoid financial fund deficits if at all possible. I am proposing that the County transfer \$300,000 from the General Fund to the Fair Fund as a permanent restricted cash balance to offset the liability. This cash will not be used by the Fair for any purpose other than providing an asset to offset the corresponding pension liability. Attached is an example of how this will impact the Fair Fund using 2014 information.

Also attached is a resolution amending the 2015 budgets for the General and Fair Funds to transfer \$300,000 to be used exclusively for eliminating the deficit caused by the requirement to report the Net Pension Liability on the 2015 Fair Fund's balance sheet.

If you have any questions, please let me know.

INGHAM COUNTY, MICHIGAN		
Nonmajor Enterprise Funds		
Combining Statement of Net Position		
December 31, 2014		
	Fair Board Without Transfer	Fair Board With Transfer
<b>Assets</b>		
Current assets:		
Pooled cash and investments	\$ 109,174	\$ 109,174
Restricted Cash		300,000
Accounts receivable, net	10,658	10,658
Accrued interest receivable	150	150
Prepaid items	<u>520</u>	<u>520</u>
Total current assets	<u>120,502</u>	<u>420,502</u>
Noncurrent assets:		
Capital assets not depreciated	5,080	5,080
Capital assets depreciated, net	<u>1,629,381</u>	<u>1,629,381</u>
Total noncurrent assets	<u>1,634,461</u>	<u>1,634,461</u>
<b>Total assets</b>	<b><u>\$ 1,754,963</u></b>	<b><u>\$ 2,054,963</u></b>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 13,360	\$ 13,360
Salaries and related withholdings	13,925	13,925
Compensated absences, current	16,500	16,500
Claims payable, current	<u>33,495</u>	<u>33,495</u>
Total current liabilities	<u>77,280</u>	<u>77,280</u>
Long Term Liabilities		
Net Pension Liability	<u>300,000</u>	<u>300,000</u>
Total Liabilities	<u>377,280</u>	<u>377,280</u>
<b>Net position</b>		
Net investment in capital assets	1,634,461	1,634,461
Restricted for:		
Scholarships	16,092	16,092
Unrestricted	<u>(272,870)</u>	<u>27,130</u>
<b>Total net position</b>	<b><u>\$ 1,377,683</u></b>	<b><u>\$ 1,677,683</u></b>

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER \$300,000 TO THE FAIR FUND TO OFFSET THE PENSION LIABILITY REQUIRED TO BE REPORTED ON THE BALANCE SHEET**

WHEREAS, GASB 68 which changes the accounting for pension liability for governmental entities will impact the County for the year ended December 31, 2015; and

WHEREAS, the pension liability for the Fair Fund is estimated to be approximately \$300,000 which will result in a financial deficit being reported; and

WHEREAS, it is in the County's best interest to avoid financial deficits if at all possible; and

WHEREAS, a deficit could be eliminated if the General Fund transferred \$300,000 of cash to the Fair Fund; and

WHEREAS, this cash would be restricted for the purpose of offsetting the pension liability.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the 2015 General Fund and Fair Fund Budgets as follows:

General Fund

Transfer to the Fair Fund \$300,000

Fair Fund

Transfer from the General Fund \$300,000

BE IT FURTHER RESOLVED, that this \$300,000 will be used for the expressed purpose of offsetting the pension liability for the Fair Fund and will not be used for any other purpose.



MEMORANDUM

October 21, 2015

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Parks Line Item Transfer Request

As part of the 2016 capital budget request, the Parks requested a trail blower for Hawk Island. Due to budget constraints, funding for the item was not included in the 2016 budget. The Parks Department has identified funds available within its 2015 operating budget for this purchase. Attached is a line item transfer request to transfer \$6,500 from the Parks gas, grease, oil and antifreeze line item to the Equipment Revolving Fund's machinery and equipment line item in order to purchase a trail blower for Hawk Island. The Board of Commissioners' budget policy requires that transfers between cost categories of more than \$5,000 but less than \$25,000 be approved by the appropriate liaison committee and the Finance Committee. The Budget Office has confirmed that the funding is available.

Your approval of the requested transfer is recommended. Please feel free to contact me if you have any questions or would like any additional information.

